



SOUTHERN DOWNS REGIONAL COUNCIL GENERAL MEETING OF COUNCIL

Dear Councillors

Your attendance is hereby requested at the General Meeting of Council to be held in the Council Chambers, Southern Downs Regional Council, 64 Fitzroy Street, Warwick on **Friday, 16 December 2016 at 9.00AM.**

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

David Keenan

CHIEF EXECUTIVE OFFICER

9 December 2016

10.30am Morning Tea at Warwick Art Gallery

11.00am Presentation by National Retailers Association re 7 Day Trading

ORDER OF BUSINESS:

1.	PRAYER & CONDOLENCES	1
2.	ATTENDANCE	1
3.	APOLOGIES.....	1
4.	READING AND CONFIRMATION OF MINUTES.....	1
4.1	General Council Meeting - 23 November 2016	1
5.	ACTIONS FROM COUNCIL MEETINGS	2
5.1	Actions from Previous Council Meeting.....	2
6.	DECLARATIONS OF CONFLICTS OF INTEREST	5
7.	MAYORAL MINUTE	6
7.1	Mayoral Minute December 2016.....	6
8.	READING AND CONSIDERATION OF CORRESPONDENCE	8
8.1	Correspondence	8
9.	RECEPTION AND READING OF PETITIONS AND JOINT LETTERS.....	20
9.1	Joint Letter re Condition of Gravel & Dirt Section of Junabee Road, Danderoo.....	20
10.	EXECUTIVE.....	27
10.1	Financial Report as at 30 November 2016.....	27
10.2	Change of Date: February 2017 General Council Meeting.....	34
10.3	Tannymorel State School Review	35
10.4	Saleyards Advisory Committee Minutes.....	40
11.	ENGINEERING SERVICES DEPARTMENT REPORTS.....	47
11.1	Engineering Services Department Monthly Report	47
11.2	Youth Development Officer Report - Southern Downs Young Leaders Program 2017.....	57
11.3	Community Services Advisory Committee (CSAC) Meeting Held 16 November 2016	60
11.4	Southern Downs Road Safety Advisory Committee Minutes.....	66
11.5	Proposed Amendment 2016/17 Capital Budget - December 2016.....	73
11.6	Water & Wastewater Advisory Committee Minutes.....	76
11.7	Emergency Action Plans (EAP) for Storm King Dam & Connolly Dam....	82
11.8	Mitigations for Water Supply Power Outages.....	83
11.9	Update on Water Quality for Other Small Towns	87
12.	PLANNING, ENVIRONMENT & CORPORATE SERVICES DEPARTMENT REPORTS.....	92

FRIDAY, 16 DECEMBER 2016 General Meeting of Council

12.1	Making of Amendment Subordinate Local Law No. 1 (Operation of Caravan Parks) 2016.....	92
12.2	Asset Management Policy	130
12.3	Corporate Performance Report - November 2016	150
12.4	Queensland Climate Adaption Strategy Directions Statement Comment	155
12.5	Material Change of Use - Daniel P Millar, 8 Francis Street, Stanthorpe	159
13.	REPORTS OF DEPUTATION OR CONFERENCE & REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES	176
	Nil	
14.	NOTICES OF MOTION	176
	Nil	
15.	GENERAL BUSINESS	176
16.	CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS	176
16.1	Incentive Agreement.....	177
16.2	QRTS 2017 Cycling Event.....	177
16.3	Application for Rating Concession: Minna Street, Stanthorpe	177
16.4	Request for Rates Payment Plan.....	177
16.5	2016/2017 Sale of Land for Unpaid Rates	177
16.6	Engineering Complaints - Huston Street, Warwick.....	177
16.7	New Water Supply Agreement with Grain X	177
16.8	October 2016 Monthly Report for Warwick Indoor Recreation and Aquatic Centre from YMCA Brisbane.....	178
16.9	2016/2017 Community Grant Program	178
16.10	Audit and Risk Management Committee Meeting Minutes 8 December 2016	178

1. PRAYER & CONDOLENCES

2. ATTENDANCE

3. APOLOGIES

4. READING AND CONFIRMATION OF MINUTES

4.1 General Council Meeting - 23 November 2016

Recommendation

THAT the minutes of the General Council Meeting held on Wednesday 23 November 2016 be adopted.

5. ACTIONS FROM COUNCIL MEETINGS

5.1 Actions from Previous Council Meeting

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Chief Executive Officer	File Ref: 13.42

Recommendation

THAT Council receive the report and note the contents.

Report

The purpose of this report is to provide a summary of Actions resulting from resolutions from the November 2016 General Council Meeting.

A copy of the Actions report is attached.

Attachments

1. Actions from November 2016 General Meeting [View](#)



ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING

Date From: 23/11/2016

Date To: 23/11/2016

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
23 November 2016	5.1	Actions from Previous Council Meeting	David Keenan	05 Dec 2016 - 4:46 PM - Marion Seymour Noted	5/12/2016
23 November 2016	7.1	Mayoral Minute October 2016	Tracy Dobie	05 Dec 2016 - 4:47 PM - Marion Seymour Noted	5/12/2016
23 November 2016	8.1	Correspondence	David Keenan	05 Dec 2016 - 4:47 PM - Marion Seymour Noted	5/12/2016
23 November 2016	10.1	Calendar for Council Meetings 2017	David Keenan	05 Dec 2016 - 4:46 PM - Marion Seymour Noted - diaries updated. Public Notice of General Meetings for 2017 to be advertised in December.	5/12/2016
23 November 2016	10.2	Financial Report as at 31 October 2016	Andrew Page	05 Dec 2016 - 4:49 PM - Marion Seymour Noted	5/12/2016
23 November 2016	10.3	Amendment to the 2016/2017 SDRC Fees and Charges	Andrew Page	08 Dec 2016 - 8:21 AM - Marion Seymour Schedule of Fees & Charges for 2016/2017 will be updated.	8/12/2016
23 November 2016	10.4	Economic Development Advisory Committee Minutes	Scott Templeman	05 Dec 2016 - 4:57 PM - Marion Seymour Noted	5/12/2016
23 November 2016	10.5	Regional Promotion, Tourism & The Arts Advisory Committee Minutes	Scott Templeman	05 Dec 2016 - 4:58 PM - Marion Seymour Noted	5/12/2016
23 November 2016	11.1	Engineering Services Department Monthly Report	Peter See	02 Dec 2016 - 4:14 PM - Barb Fegan Noted	25/11/2016
23 November 2016	11.2	Event, Sport & Recreation Advisory Committee Minutes	Michael Bell	02 Dec 2016 - 4:18 PM - Barb Fegan Noted	25/11/2016
23 November 2016	11.3	Mountain Bike Trail - Mt Marley	Sue Organ	02 Dec 2016 - 4:33 PM - Barb Fegan Noted, correspondence sent advising of Council resolution.	29/11/2016
23 November 2016	11.4	Speed Limit - Glen Road, Warwick	Mike Holeszko	06 Dec 2016 - 7:58 AM - Barb Fegan Speed signs have been changed and investigating VMS Boards	30/11/2016



ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING

Date From: 23/11/2016

Date To: 23/11/2016

23 November 2016	11.5	Contract No. 17/013 - Tender for the Supply & Delivery of One (1) Twin Engine Suction Type Street Sweeper	Brett Donovan	<i>02 Dec 2016 - 4:39 PM - Barb Fegan</i> Noted, Correspondence sent advising of Council Resolution	2/12/2016
23 November 2016	12.1	Proposed Amendment of Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011	Annette Doherty	<i>29 Nov 2016 - 8:54 AM - Allison Billbrough</i> Memo sent to PCC to action in accordance per Council Resolution.	25/11/2016
23 November 2016	12.2	Corporate Performance Report - October 2016	Keith Clarke	<i>29 Nov 2016 - 9:00 AM - Allison Billbrough</i> Noted by MCS	25/11/2016
23 November 2016	12.3	Policies Review - November 2016	Jody Collins	<i>29 Nov 2016 - 9:01 AM - Allison Billbrough</i> Memo sent to MCS and GO to action in accordance per Council Resolution.	25/11/2016
23 November 2016	12.4	Pest Management Advisory Committee Minutes - 31 October 2016	Brooke McKenzie	<i>29 Nov 2016 - 9:01 AM - Allison Billbrough</i> Memo sent to AMES, MES, LLC & MCS to action in accordance per Council Resolution.	29/11/2016
23 November 2016	12.5	Electoral Commission Queensland Review submission	Peter Gribbin	<i>29 Nov 2016 - 9:02 AM - Allison Billbrough</i> Memo sent to MCS to action in accordance per Council Resolution.	29/11/2016
23 November 2016	15.1	Loss of Water Supply by Power Outages	Peter See	<i>02 Dec 2016 - 4:32 PM - Barb Fegan</i> Noted	2/12/2016
23 November 2016	16.1	Workshops Review	Brook March	<i>05 Dec 2016 - 5:14 PM - Marion Seymour</i> Noted	5/12/2016
23 November 2016	16.2	Concession on High Water Consumption	Andrew Page	<i>08 Dec 2016 - 8:22 AM - Marion Seymour</i> Letters advising of decision sent to applicants	8/12/2016
23 November 2016	16.3	Tender Assessment Report - Request for Tender 17/015 "Design and Construction of Boxs Road and Connells Bridge Road Bridges	Jaya Jayaratne	<i>02 Dec 2016 - 4:28 PM - Barb Fegan</i> Correspondence sent 29 November 2016 advising of Council decision.	29/11/2016
23 November 2016	15.2	Change in Date for Council's December General Meeting	David Keenan	<i>05 Dec 2016 - 5:15 PM - Marion Seymour</i> Meeting rescheduled and public notice advertised	5/12/2016

6. DECLARATIONS OF CONFLICTS OF INTEREST

7. MAYORAL MINUTE

7.1 Mayoral Minute December 2016

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Mayor	ECM Function No/s:

Recommendation

THAT Council receive the Mayoral Minute report and note its contents.

Report

This month Council launched the first of our Leadership Forums with a breakfast held in Warwick. Sara Hales, the Acting General Manager of Wellcamp Airport, was our guest speaker and her presentation highlighted the value of having a nearby national and international airport that provides our region with passenger and freight services. There was a very positive response with a full-house at the inaugural event. These forums will be held quarterly with guest speakers addressing topics of interest to Southern Downs businesses.

We have continued with our community consultation through the Cuppa with the Councillors sessions, this month in Wallangarra. Councillors have also been involved in several other forums such as the Maryvale Progress Association, Pratten Progress Association, Dalveen Sports Association, the Connelly Dam Emergency Action Plan and the next stage for the Ballandean Waste Management Facility. The next Cuppa with the Councillors and Q&A sessions will be held in January 2017. Details are on the SDRC website.

A valuable meeting was held with the Mayor and CEO of Tenterfield Regional Council to further investigate how we can work together in the future, to build on our solid working relationship. A joint Council Meeting will be convened in Wallangarra early in 2017 with State and Federal representatives from each municipality invited to attend.

Granite Belt Support Services held an information session on the National Disability Insurance Scheme (NDIS), which I attended. The NDIS is the new means of providing individualised support for people with a disability, their families and their carers. The NDIS is aimed at giving peace of mind to those who need support, and provides eligible people with a flexible, whole-of-life approach to the support they need to pursue their goals and aspirations and participate in daily life. The NDIS will be rolled out across the Southern Downs from 1 January 2017 so it will be of benefit to all to find out about the scheme and what it means for residents in our region.

Throughout this last month I, the Deputy Mayor and several Councillors have attended primary and secondary school graduations throughout the region. What amazing experiences these have been. I have been overwhelmed by the confidence and abilities of the young people from our region, by the dedication of their teachers, and by the parents and friends who give tirelessly to support our region's children as they go through this phase of their lives. It is of vital importance that we promote our education facilities in order to attract more families to our region to gain the benefits from attending these marvellous schools in this pristine rural environment.

Christmas Carol events were held throughout the region and it was a pity that a bad storm led to the postponement of the Allora Bush Christmas. However, it is a timely warning to everyone to be conscious of the damage wrought by storms at this time of the year.

I would like to wish everyone a Merry Christmas and a Happy New Year, and look forward to further development and growth in our region in 2017.

Options

1. Council receive the Mayoral Minute report and note its contents.
2. Council not receive the Mayoral Minute report.

Attachments

Nil

8. READING AND CONSIDERATION OF CORRESPONDENCE

8.1 Correspondence

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Chief Executive Officer	ECM Function No/s:

Recommendation

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

Report

1. **Minister for Environment and Heritage Protection's Chief of Staff** in response to Council's letter regarding wild dog control in strategic areas of national parks. A copy is attached together with Council's letter to the Minister.

Action: Referred to Director Planning, Environment & Corporate Services.

2. **Minister for Main Roads, Road Safety and Ports and Minister for Energy and Water Supply** regarding release of the Stanthorpe regional water supply security assessment. (Copy attached).

Action: Noted.

3. **Planning Institute of Australia (PIA) Queensland** thanking Council for its generous support and contribution to the success of the recent inaugural Rural and Regional Planning Conference in Stanthorpe (copy attached).

Action: Noted.

4. **Minister for Agriculture and Fisheries and Minister for Rural Economic Development's Chief of Staff** regarding the Department's *Good Neighbour Policy* (copy attached).

Action: Referred to Director Planning Environment & Corporate Services.

5. **Deputy Premier** advising Council of approved funding under the Queensland Government's 2016-2017 Grants and Subsidies Programs for Rogers Street Car Park and Kenilworth Street Upgrade (copy attached).

Action: Noted.

6. **Jan Byrne** thanking Council for services provided following a water leak at Mrs Byrne's property (copy attached).

Action: Noted.

Attachments

1. Office of Minister for Environment and Heritage Protection [View](#)
2. SDRC Letter to Minister for Environment and Heritage Protection [View](#)
3. Minister for Main Roads, Road Safety and Ports and Minister for Energy and Water Supply [View](#)
4. Planning Institute Australia [View](#)
5. Minister for Agriculture and Fisheries [View](#)
6. Deputy Premier [View](#)
7. Jan Byrne [View](#)



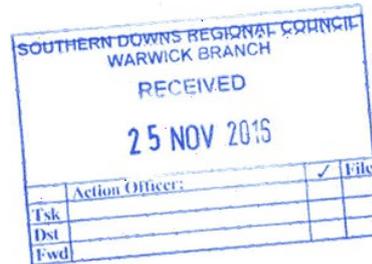
Hon Dr Steven Miles MP
Minister for Environment and Heritage Protection and
Minister for National Parks and the Great Barrier Reef

1 William Street Brisbane Qld 4000
GPO Box 2454 Brisbane
Queensland 4001 Australia
Telephone +61 7 3719 7330
Email environment@ministerial.qld.gov.au

Our Ref: CTS 26971/16
Your Ref: TO:AB/11.35.01

21 NOV 2016

Mr David Keenan
Chief Executive Officer
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370



Dear Mr Keenan

Thank you for your letter of 14 October 2016 regarding wild dog control in strategic areas of national parks. I am responding on the Minister's behalf.

Queensland Parks and Wildlife Service (QPWS) works with neighbours and other stakeholders including local government to deliver a coordinated and integrated approach to wild dog management across the broader landscape.

In October 2015, the QPWS operational policy, *Management of Wild Dogs on QPWS Estate*, was reviewed following widespread internal and external consultation including direct engagement with AgForce Queensland. The policy is closely aligned with the Department of Agriculture and Fisheries' *Wild Dog Management Strategy 2011-16*.

In planning for wild dog control programs and activities, QPWS aims to meet its pest management obligations, mitigate threats to conservation and public safety and protect the economic and social well-being of neighbouring lands and communities. In doing so, QPWS considers the latest research and best practice relating to wild dog ecology and control.

Local QPWS officers participate in broad scale baiting programs coordinated by Southern Downs Regional Council (SDRC), attend local wild dog working group and advisory committee meetings, and undertake targeted control of wild dogs on QPWS managed estate.

I am advised that local QPWS officers met with SDRC representatives in the spirit of cooperation on 14 November 2016 to gain a better understanding of the issues of concern. I am further advised another meeting is scheduled for early December to review control efforts across the broader landscape and work towards a longer-term program that best meets the objectives of all parties.



Southern Downs Regional Council

With regard to the matter of pest animals outside of QPWS estate, this issue falls within the portfolio responsibilities of the Honourable Bill Byrne MP, Minister for Agriculture and Fisheries and Minister for Rural Economic Development. I have forwarded a copy of your letter to the Office of Minister Byrne for consideration.

Should you have any further enquiries, please contact Ms Claire Grant, Principal Ranger, South West Region, QPWS on (07) 4529 8346 or via email claire.grant@npsr.qld.gov.au.

Yours sincerely



Philip Halton
Chief of Staff



Our Ref: TO:AB/11.35.01

14 October 2016

The Hon. Dr S. Miles MP
Minister for Environment and Heritage Protection
Minister for National Parks and the Great Barrier Reef
GPO Box 2454
BRISBANE QLD 4001

Please address all communications to:

The Chief Executive Officer
Southern Downs
Regional Council
PO Box 26
Warwick Qld 4370

mail@sdrcc.qld.gov.au
www.sdrcc.qld.gov.au

abn 59 786 792 651

Warwick Office
64 Fitzroy Street
Warwick Qld 4370

Stanthorpe Office
61 Marsh Street
Stanthorpe Qld 4380

t 1300 MY SDRCC
(1300 697 372)

f 07 4661 0333

Dear Minister

Wild dog control in strategic areas of National Parks

Council resolved at its 28 September 2016 General Meeting to request your support in providing for more effective wild dog control in the Southern Downs Region.

Significant gains have been made in reducing wild dog impacts on the sheep and wool industry particularly of our region through aerial 1080 baiting of strategic areas of wild dog habitat that are inaccessible by ground. Council keenly seeks to consolidate these gains and provide for growth of a productive and prosperous agricultural sector by expanding aerial baiting further into strategic areas of National Park and State Forest.

Council believes the 'Good Neighbour' policy implemented by the Queensland Parks and Wildlife Service (QPWS) is anything but, as it means no action is taken by QPWS until adjoining landholders are experiencing and can demonstrate sufficient stock losses to the satisfaction of QPWS.

The policy is not predicated on best practice control methods as it ignores evidence based knowledge of wild dog and other invasive pest animals' ecology and migration patterns. That is, wild dogs breed up in certain areas according to the availability of food, water and shelter, but progeny must disperse to other areas to find their own territory. If breeding areas are not subject to best practice control methods (i.e. aerial baiting in areas inaccessible by ground), there will be a continual stream of wild dogs leaving these areas in search of territory further afield.

Further, a significant body of peer reviewed research exists that informs us of the low rates of dingo purity in all but the most remote parts of Australia, and, that wild dogs do not control other feral animal species. Yet, QPWS continue to work to operational policies based on preserving dingo purity and controlling other feral animals.

Council does not seek to 'blanket bait' all National Parks and State Forests in the region and appreciates the access provided to some parts of some protected areas to date. It does however seek access to selectively aerial bait more strategic habitat and movement corridors within these lands.

landholders by putting in place minimum requirements for the control of wild dogs and other invasive pests in its recently adopted Invasive Pests Strategic Plan 2016 – 2020 (prepared according to the requirements of the *Biosecurity Act 2014*).

Council officers and private landholders have reported an increase in sightings of native animals such as quolls, scrub turkeys, wombats and koalas since the introduction of aerial baiting two years ago.

Council would greatly appreciate your support in providing for increased, strategic aerial baiting access to protected areas to provide for growth of a productive and prosperous agricultural sector and conservation of native animals and biodiversity in the Southern Downs Region.

Council looks forward to your favourable consideration of this request.

Yours faithfully



David Keenan
Chief Executive Officer

cc Secretary
Queensland Dog Offensive Group
Department of Agriculture and Fisheries
GPO Box 46
BRISBANE QLD 4001



Minister for Main Roads, Road Safety and Ports
Minister for Energy and Water Supply

Our Reference: CTS 25246/16

Level 15 Capital Hill Building
85 George Street Brisbane 4000
GPO Box 2644 Brisbane
Queensland 4001 Australia
Telephone +61 7 3719 7300
Facsimile +61 7 3224 2493
Email mainroads@ministerial.qld.gov.au
Website www.mtr.qld.gov.au

21 NOV 2016

Councillor Tracy Dobie
Mayor
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370

SOUTHERN DOWNS REGIONAL COUNCIL WARWICK BRANCH	
RECEIVED	
24 NOV 2016	
Action Officer:	<input checked="" type="checkbox"/> File
Tsk	
Dst	
Fwd	

Dear Councillor Dobie

Re: Release of the Stanthorpe regional water supply security assessment

I am delighted to hear that Southern Downs Regional Council has endorsed co-badging of the Stanthorpe regional water supply security assessment (RWSSA). I would like to thank you and the council officers who have been involved for your support and commitment in developing the RWSSA.

The RWSSA provides a shared understanding of the capability of Stanthorpe's existing water supply system and its capacity to provide for future water demand in the city. The RWSSA is intended to inform our organisations and also to support council's discussions with the Stanthorpe community on its future water supply needs, expectations and options.

The RWSSA found that the area's existing water source is capable of meeting Stanthorpe's urban water demands over the next 20 years or more. However, I note that Storm King Dam has fallen to low levels on several occasions in the past and due to the storage being relatively small and dependent on seasonal inflows to maintain storage levels, there is an ever-present risk of the storage becoming depleted as a result of drought or extended dry periods.

My department intends to publish the completed Stanthorpe RWSSA on the department's website on 15 November 2016, and I encourage you to do the same on council's website.

I am pleased that the collaboration between our organisations during development of the assessment has fostered a close working relationship. I trust this will continue beyond the release of the document. The Queensland Government is committed to continuing the RWSSA programme to assist local government water service providers undertake long-term water supply planning.

Yours sincerely

Mark Bailey MP
Minister for Main Roads, Road Safety and Ports and
Minister for Energy, Biofuels and Water Supply





23 November 2016

Ken Harris
Director of Planning, Environment & Corporate Services
Southern Downs Regional Council
PO Box 26
Warwick QLD 4370



Dear Ken

On behalf of the Planning Institute of Australia (PIA) Queensland we wish to thank you for Southern Downs Regional Council's generous support and contribution to the success of the recent inaugural Rural and Regional Planning Conference in Stanthorpe.

Feedback across the two and half days in Stanthorpe was both positive and sincere.

The conference would not have occurred without your generosity and financial support.

PIA is very grateful for your willingness to contribute to what will be remembered as not only a professional watershed for planning in rural and regional Australia, but also a wonderful opportunity to deepen the camaraderie throughout the profession.

Yours sincerely

Josh Leddy MPIA
Conference Convenor

Todd Rohl MPIA
Queensland President





Hon Bill Byrne MP
Minister for Agriculture and Fisheries and
Minister for Rural Economic Development

Reference: CTS 27057/16

24 NOV 2016

Mr David Keenan
Chief Executive Officer
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370

SOUTHERN DOWNS REGIONAL COUNCIL WARWICK BRANCH		
RECEIVED		
30 NOV 2016		
Action Officer		✓ File
Tsk		
Dst		
Fwd		

Level 35
1 William Street Brisbane 4000
GPO Box 46 Brisbane
Queensland 4001 Australia
Telephone +61 7 3719 7560
Email agriculture@ministerial.qld.gov.au

Dear Mr Keenan

Thank you for your letter of 14 October 2016 about the Department of National Parks, Sport and Racing *Good Neighbour* Policy. The Minister has asked that I respond on his behalf.

I am advised that the the Department of Agriculture and Fisheries (DAF) undertakes a number of actions to facilitate collaboration between local governments, industry and state land managers. In particular, the State Land Pest Management Committee (SLPMC) has representation from the Local Government Association of Queensland (LGAQ) and agencies that manage state land.

The issue you have raised would be consistent with the Terms of Reference for the committee and I am advised that the Department of Agriculture and Fisheries representative will raise the issue on your behalf at the next SLPMC meeting.

As the management of national parks falls within the portfolio responsibility of the Honourable Dr Steven Miles MP, Minister for Environment and Heritage Protection and Minister for National Parks and the Great Barrier Reef, I have forwarded a copy of your letter to Minister Miles for direct reply.

If you require any further information regarding this matter, please contact Ms Carmel Kerwick, Senior Biosecurity Officer of DAF on telephone 07 3087 8068 or email carmel.kerwick@daf.qld.gov.au.

Yours sincerely

Peter Clarke
Chief of Staff



CC The Chief of Staff
Office of the Honourable Dr Steven Miles MP
Minister for Environment and Heritage Protection and
Minister for National Parks and the Great Barrier Reef
GPO Box 2454
BRISBANE QLD 4001

Copy of inwards correspondence is attached.



Deputy Premier
Minister for Infrastructure, Local Government and Planning
and Minister for Trade and Investment

Our ref: MBN16/1562

1 William Street
PO Box 15009 City East
Queensland 4002 Australia
Telephone +61 7 3719 7100
Email deputy.premier@ministerial.qld.gov.au

ABN 90 856 020 239

28 NOV 2016

Councillor Tracy Dobie
Mayor
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370

Dear Councillor Dobie

I refer to the Southern Downs Regional Council's (the council) Expressions of Interest (EOIs) for funding assistance under the Queensland Government's 2016-17 Grants and Subsidies Programs.

I am very pleased to advise that I have approved funding under the Local Government Grants and Subsidies Program (LGGSP) and the Community Resilience Fund (CRF) to the council for the following projects:

Project title	Funding Program	Approved subsidy percentage	Approved subsidy amount
Rogers Street Car Park	LGGSP	60%	\$360,000
Kenilworth Street Upgrade	CRF	40%	\$840,000

This funding is to be used for the approved projects as outlined in the council's EOIs.

It is important that the benefits of these projects be realised as soon as possible, therefore it is a condition of funding that all works be completed within 12 months of receipt of formal advice of the funding approval (i.e. this letter).

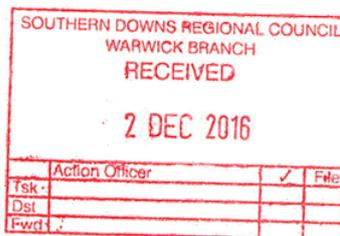
If you require any further information, I encourage you to contact Ms Kim Mahoney, Acting Regional Director, Local Government and Regional Services (South), Department of Infrastructure, Local Government and Planning on 3452 6872 or by email at kim.mahoney@dilgp.qld.gov.au.

Yours sincerely

JACKIE TRAD MP
DEPUTY PREMIER
Minister for Infrastructure, Local Government and Planning
and Minister for Trade and Investment

2 December 2017

Dear Chief Executive Officer
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370



Dear Mr Keenan

I would just like to express my sincere thanks to the Council for the service they provided to me yesterday.

I called the Community Contact Centre to advise of water leaks on the footpath at my property. Within an hour an officer from Council was at my property at 15 Bunker Avenue.

The officer knocked on my door and let me know there was a leak and there was a little bit of maintenance required. Brett Stewart was extremely efficient and friendly, and left the area he was working on neat and tidy.

I am extremely happy with what Brett did for us.

Kind regards


Jan Byrne



Southern Downs Regional Council



9. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

9.1 Joint Letter re Condition of Gravel & Dirt Section of Junabee Road, Danderoo

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council receive the Joint Letter regarding the condition of the gravel and dirt section of Junabee Road, Danderoo and refer it to the Director Engineering Services for investigation.

Report

The attached Joint Letter has been received from the residents and road users of Junabee Road who are concerned with the state and level of degradation of more than two kilometres of the existing gravel & dirt section of Junabee Road.

The concerns raised in the Joint Letter are as follows:-

1. Degrading of a section of the road due to erosion and increase in traffic.
2. Driver safety due to increase in corrugation and slippery condition caused by rain.
3. Gravel road base either side of the creek crossing culvert has washed away.

The Joint Letter is requesting Council to consider the urgent upgrade of the section of Junabee Road to bitumen as soon as possible in the current financial year.

Attachments

1. Joint Letter [View](#)

1 OF 3

C/O Sid and Sheran Gleeson
841 Yangan Killarney Road
DANDEROO QLD 4370

NOV 2016

Engineering Department
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370

Dear Sir/Madam,

REFERENCE: SUBMISSION REGARDING LOCAL CONCERNS ABOUT THE CONDITION OF GRAVEL/DIRT SECTION OF JUNABEE ROAD DANDEROO

We are writing this letter today to call your urgent attention to the concerns we as local residents and road users have with the past and ongoing dangerous state and level of degradation of the more than two kilometre existing gravel/dirt section of Junabee Road.

Our concerns are these:

- a. This section of Junabee Road has suffered extensive degrading/erosion over time, which has exacerbated in the last six plus months due to the effects of local rain and flooding, as well as an increase in vehicle numbers and types using the road daily. Consequently there is a significantly increased corrugation/pothole effect on this part of the road, which is markedly worse from the sharp bend approximately one kilometre from western side of the creek crossing culvert and when exiting the culvert on the eastern side. This causes significant undercarriage jarring to the cars we drive each trip, and results in noticeable problems such as reduced driver control and increased expense for vehicle maintenance for those of us who use the road daily.
- b. In addition to severe increases in corrugation, the road surface has become extremely slippery even with light amounts of rain, which can cause a non-four wheel drive car or a truck to slide off the road as the surface gravel falls away and the soft soil underneath is exposed, thereby also severely affecting driver safety.
- c. As well, the gravel road base either side of the creek crossing culvert has washed away exposing a significant discrepancy in height between the culvert lip and the road surface egress/exit points, which again directly and negatively affect driver safety and vehicle stability, as well as maintenance costs.

This road is a vital link for local residents and land owners to access their properties from Warwick and other local villages/areas. It also provides a direct thoroughfare for our families and visitors, as well as heavy vehicles to transport stock and other items to and from Yangan, Danderoo, and Tannymorel, and facilitating the movement of harvesting and other rural/farm equipment around the local properties.

Page 1 of 2

We, as genuine local residents and daily road users, believe our above listed concerns regarding the degraded state of this section of Junabee Road are valid, and call for the Council to immediately consider and action the urgent upgrade of this section to bitumen as soon as possible in this current financial year. We believe that this upgrade will minimise future maintenance costs for the road by enabling its entire surface to remain stable and viable in all weather conditions, even with its current level of increased vehicle usage by residents and others as a direct access link to Danderoo and other nearby centres, as well as significantly improve safety for us the local road users, and consequently lower the impost on us who use the road daily in vehicle maintenance costs.

Yours sincerely,

Brendan McIVOR 384 McIVOR RD FROG-HOLLOW BJ
 DAVID G McIVOR 351 McIVOR RD EMU VALE
 GLENN MOFFATT 63 TUCKERS RD DANDEROO G.L. Moffatt
 WESLEY MOFFATT 63 TUCKERS ROAD DANDEROO Wesley Moffatt
 GENNY LAING 207 McIVOR'S RD EMU VALE G
 Michael Payne 10 STONEWOOD CRES WARRICK M J
 DON NYRES CAMPBLES ROAD
 Gloria MOBRIDGE 1779, Junabee Rd. JUNABEE, 4370. G. Magridge
 Ken MOBRIDGE 1779, Junabee Rd. JUNABEE, 4370
 RON JOHNSON 1950 JUNABEE RD M5508 WARRICK R.L.W. Johnson
 Douglas Bradford 1142 Yangan - Killarney Rd. Warrick
 BRUCE MAUCH 1516 Junabee Road Junabee 4370 B.D. Mauch
 ANDREW PETERSON 12315 1st Lindsay Rd. OLD KOREELAH 2976 A.D. Peterson
 JIM DOMJAHN JINGARRY MT STURT RD YANGAN J.D. Domjahn
 MARK MAUCH 1398 YANNAW - KILLARNEY ROAD TANNYMOREL M. Mauch
 EMMA MULLER 33 BOXS Rd Tannymorel & E. J. Muller
 ROSEMARY GRIFFITHS 1777 R. Griffiths

2 OF 3

C/O Sid and Sheran Gleeson
841 Yangan Killarney Road
DANDEROO QLD 4370

Nov 20, 2016

Engineering Department
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370

Dear Sir/Madam,

**REFERENCE: SUBMISSION REGARDING LOCAL CONCERNS ABOUT THE CONDITION OF
GRAVEL/DIRT SECTION OF JUNABEE ROAD DANDEROO**

We are writing this letter today to call your urgent attention to the concerns we as local residents and road users have with the past and ongoing dangerous state and level of degradation of the more than two kilometre existing gravel/dirt section of Junabee Road.

Our concerns are these:

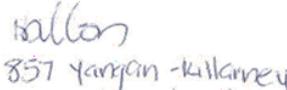
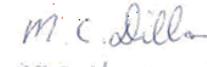
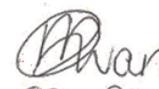
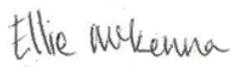
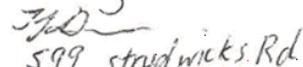
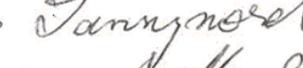
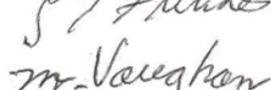
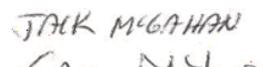
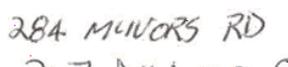
- a. This section of Junabee Road has suffered extensive degrading/erosion over time, which has exacerbated in the last six plus months due to the effects of local rain and flooding, as well as an increase in vehicle numbers and types using the road daily. Consequently there is a significantly increased corrugation/pothole effect on this part of the road, which is markedly worse from the sharp bend approximately one kilometre from western side of the creek crossing culvert and when exiting the culvert on the eastern side. This causes significant undercarriage jarring to the cars we drive each trip, and results in noticeable problems such as reduced driver control and increased expense for vehicle maintenance for those of us who use the road daily.
- b. In addition to severe increases in corrugation, the road surface has become extremely slippery even with light amounts of rain, which can cause a non-four wheel drive car or a truck to slide off the road as the surface gravel falls away and the soft soil underneath is exposed, thereby also severely affecting driver safety.
- c. As well, the gravel road base either side of the creek crossing culvert has washed away exposing a significant discrepancy in height between the culvert lip and the road surface egress/exit points, which again directly and negatively affect driver safety and vehicle stability, as well as maintenance costs.

This road is a vital link for local residents and land owners to access their properties from Warwick and other local villages/areas. It also provides a direct thoroughfare for our families and visitors, as well as heavy vehicles to transport stock and other items to and from Yangan, Danderoo, and Tannymorel, and facilitating the movement of harvesting and other rural/farm equipment around the local properties.

Page 1 of 2

We, as genuine local residents and daily road users, believe our above listed concerns regarding the degraded state of this section of Junabee Road are valid, and call for the Council to immediately consider and action the urgent upgrade of this section to bitumen as soon as possible in this current financial year. We believe that this upgrade will minimise future maintenance costs for the road by enabling its entire surface to remain stable and viable in all weather conditions, even with its current level of increased vehicle usage by residents and others as a direct access link to Danderoo and other nearby centres, as well as significantly improve safety for us the local road users, and consequently lower the impost on us who use the road daily in vehicle maintenance costs.

Yours sincerely,

 SIDNEY F. GLEESON 841 YANGGIN KILLARNEY RD DANDEROO	 SIERRA GLEESON 841 YANGGIN KILLARNEY RD DANDEROO	 Holly Fritchael DILLON 857 Yanggin - Killarney	 M.C. Dillon 857 Yanggin - Killarney Rd DANDEROO
 S.D. Clarkson 9 Horsman road Warwick Scott Clarkson	 Tony Cheetham 109 Pratten Street Warwick	 Craig McMahon 55 Anenone St Killarney	 Terry Dwan 599 Strudwicks Rd Junabee QLD 4370
 Ellie McKenna Kemps Road, Junabee QLD 4370	 Brian Moore 841 YANGGIN KILLARNEY RD DANDEROO	 Terry Dwan 599 strudwicks Rd	 B. Moore 841 Yanggin Killarney Rd DANDEROO
 Kate Grayson 15 TUCKERS ROAD DANDEROO 4370	 Brett Grayson 15 TUCKERS RD. DANDEROO 4370	 Stuart Hoffman 85 McJvors Rd Emu Vale 4371	 L.W. Mable 156 McIVOR RD, EMU VALE 4371
 Mark Vaughan 104 Campbells Rd.	 G.R. Sakriewick 743 YANGGIN RD EMU VALE	 Gail McVoor 351 McIVOR RD EMUVALE	 Mr. Vaughan
 Jack McVohan 284 McIVORS RD EMU VALE	 Gail McVoor 351 McIVOR RD EMUVALE		

30F3

C/O Sid and Sheran Gleeson
841 Yangan Killarney Road
DANDEROO QLD 4370

NOV 20, 16 2016

Engineering Department
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370

Dear Sir/Madam,

REFERENCE: SUBMISSION REGARDING LOCAL CONCERNS ABOUT THE CONDITION OF GRAVEL/DIRT SECTION OF JUNABEE ROAD DANDEROO

We are writing this letter today to call your urgent attention to the concerns we as local residents and road users have with the past and ongoing dangerous state and level of degradation of the more than two kilometre existing gravel/dirt section of Junabee Road.

Our concerns are these:

- a. This section of Junabee Road has suffered extensive degrading/erosion over time, which has exacerbated in the last six plus months due to the effects of local rain and flooding, as well as an increase in vehicle numbers and types using the road daily. Consequently there is a significantly increased corrugation/pothole effect on this part of the road, which is markedly worse from the sharp bend approximately one kilometre from western side of the creek crossing culvert and when exiting the culvert on the eastern side. This causes significant undercarriage jarring to the cars we drive each trip, and results in noticeable problems such as reduced driver control and increased expense for vehicle maintenance for those of us who use the road daily.
- b. In addition to severe increases in corrugation, the road surface has become extremely slippery even with light amounts of rain, which can cause a non-four wheel drive car or a truck to slide off the road as the surface gravel falls away and the soft soil underneath is exposed, thereby also severely affecting driver safety.
- c. As well, the gravel road base either side of the creek crossing culvert has washed away exposing a significant discrepancy in height between the culvert lip and the road surface egress/exit points, which again directly and negatively affect driver safety and vehicle stability, as well as maintenance costs.

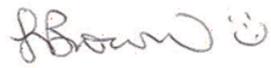
This road is a vital link for local residents and land owners to access their properties from Warwick and other local villages/areas. It also provides a direct thoroughfare for our families and visitors, as well as heavy vehicles to transport stock and other items to and from Yangan, Danderoo, and Tannymorel, and facilitating the movement of harvesting and other rural/farm equipment around the local properties.

Page 1 of 2

We, as genuine local residents and daily road users, believe our above listed concerns regarding the degraded state of this section of Junabee Road are valid, and call for the Council to immediately consider and action the urgent upgrade of this section to bitumen as soon as possible in this current financial year. We believe that this upgrade will minimise future maintenance costs for the road by enabling its entire surface to remain stable and viable in all weather conditions, even with its current level of increased vehicle usage by residents and others as a direct access link to Danderoo and other nearby centres, as well as significantly improve safety for us the local road users, and consequently lower the impost on us who use the road daily in vehicle maintenance costs.

Yours sincerely,

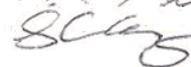
TODD BROWN 15 OAK ST TANNYMOREL 

LISA BROWN 15 OAK ST TANNYMOREL 

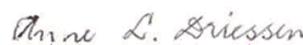
E Mauch 3064 Killarney Rd Warwick 4370

Wayne Peterson 36 BOXES RD Tannymorel 4372 W Peterson

ROD PETERSEN 49 MELROSE RD KILLARNEY 

STEPHEN CANNEY 334 MURPHY'S ROAD SWAN CREEK 

Graig Thompson Oaks St Tannymorel 

ANNE L. DRIESSEN 1918 JUNABEE RD, WIYARRA 

ANDREW LAWS 137 MT COLLINGS RD TANNYMOREL 

10. EXECUTIVE

10.1 Financial Report as at 30 November 2016

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Manager Finance & Information Technology	ECM Function No/s: 12.13

Recommendation

THAT Council receive and note the Financial Report as at 30 November 2016.

Report

A review of Council's operating performance against forecast shows that the net operating position (before capital items) of \$33.3m is \$3.3m over the estimated position for the financial year to date of \$30m.

The rates were raised in July for the whole of the financial year, and only five months of expenditure has been spent.

Income Statement

Total operating revenue of \$56.9m is over the year to date estimate of \$56.6m by 0.54%. Capital revenue of \$4m has been received for the year.

Overall operating expenditure of \$23.6m is \$3m under the year to date estimate of \$26.6m with employee costs being around \$1.8m under budget and materials and services being \$1.2m under the year to date estimate.

Capital Works in Progress

Capital works expenditure to 30 November 2016 is \$8.7m which is 34.7% of the capital works budget of \$25m.

Year to date capital expenditure by area is as follows:

	Approved Annual Budget	Carryover & Amendments	Total Budget	YTD Expenditure	% Spent	Committed	Spent & Committed	% Spent & Committed
Land & Land Improvements	100,000	230,000	330,000	52,071	15.8%	13,100	65,171	19.7%
Buildings	188,500	624,200	812,700	597,286	73.5%	1,215,822	1,813,109	223.1%
Plant & Equipment	4,211,000	128,000	4,339,000	173,072	4.0%	565,118	738,190	17.0%
Roads, Drains & Bridges	12,410,900	1,759,500	14,170,400	3,776,583	26.7%	603,760	4,380,343	30.9%
Water	3,196,000	285,000	3,481,000	717,315	20.6%	482,158	1,199,472	34.5%
Wastewater	352,000	124,000	476,000	204,216	42.9%	37,412	241,628	50.8%
Other Assets	2,302,437	(935,893)	1,366,545	65,875	4.8%	169,388	235,263	17.2%
Total	22,760,837	2,214,808	24,975,645	5,586,418	22.4%	3,086,758	8,673,176	34.7%

Budget Implications

The second quarter budget review will be carried out following the end of December 2016.

Policy Consideration

Operational Plan 2016/17

8.22 Provide and maintain strategies to ensure Council's long term financial sustainability:

Review and update the 10 year Financial Plan.

Annual Review of Debt policy, Procurement Policy, Revenue Policy and Investment Policy

Community Engagement

Nil

Legislation/Local Law

Local Government Act 2009 and Local Government Regulation 2012

Options

1. Receive and note the Financial Report as at 30 November 2016.
2. Not receive the Financial Report as at 30 November 2016.

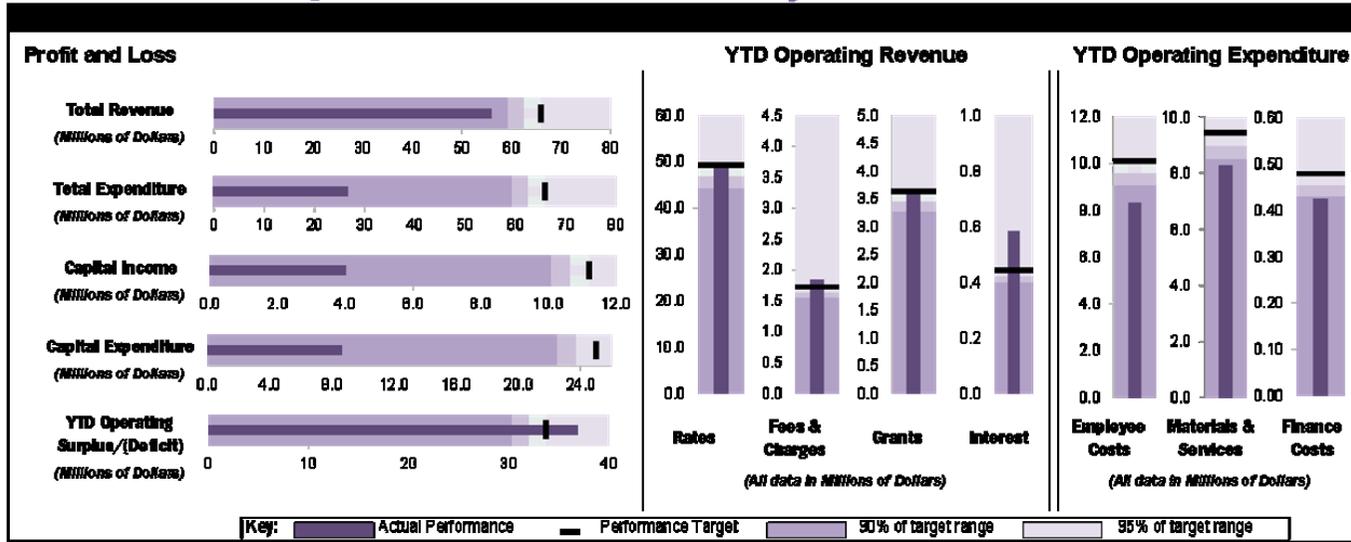
Attachments

1. Finance Report as at 30 November 2016 [View](#)
2. Investment Register 30 November 2016 [View](#)

Southern Downs Regional Council

Summary of Performance

November 2016



Operating Performance Summary

Operating Revenue

Total operating revenue of \$56.9m is over the year to date estimate of \$56.6m with a 0.54% variance.

Council has received 7.4% more fees and charges revenue, 32% more in interest income and 5.4% more interest than the YTD budget estimates.

Actual YTD capital grants of \$4m is in line with YTD estimates.

Operating Expenditure

Year to date operating expenditure of \$23.6m is \$3m under the year to date budget estimate of \$26.6m.

Employee costs are around \$1.8m under the year to date estimate and materials and services are \$1.2m under the year to date estimate.

Capital Works

At 30 November 2016, \$5.6m of the \$24.9m budget has been spent on capital works and capital purchases which is 22.4% of the full year budget.

A further \$3.1m in purchase orders has been raised against capital work jobs bringing the total amount spent and committed to \$8.7m or 34.7% of the full year budget.

Major capital works to undertaken this financial year include \$14.2m for roads and bridges and \$3.5m for water and waste water. Council has a budget of \$4.3m for plant replacement.

Balance Sheet

At 30 November 2016 Cash at bank and Investments total \$54.2m.

Council has maintained its ability to meet all its current commitments with a working capital ratio of 5.69:1.

Total loans (current and non current) that are outstanding amount to \$27.4m.

Southern Downs Regional Council Income Statement November 2016

Audited 2016 Actual \$		Annual 2017 Budget \$	Phased 2017 YTD Budget \$	Phased 2017 YTD Actual \$
	Revenue from ordinary activities			
28,387,934	General Rates	29,396,930	29,396,930	29,304,610
272,849	Rural fire brigade levy	280,312	280,312	282,298
22,942,164	Utility Rates and Charges	23,687,460	21,555,565	21,636,893
(1,614,595)	Less Discounts	(1,611,034)	(1,611,034)	(1,609,458)
(563,764)	Rates on Council properties	(597,110)	(529,504)	(533,712)
49,624,589		51,356,578	49,292,289	49,280,631
4,138,113	Fees and Charges	3,610,860	1,724,323	1,831,327
1,215,429	Interest	1,068,490	444,055	586,286
3,023,630	Contract & Sales Revenue	2,376,149	1,057,888	1,057,611
1,018,308	Rent and Other Income	830,230	433,769	459,333
7,837,958	Government Grants and Subsidies	7,251,841	3,633,045	3,659,659
66,878,028	Total Operating Revenue	66,514,168	56,587,568	56,895,068
	Expenses from ordinary activities			
22,456,793	Employee Costs	23,923,771	10,093,807	8,334,938
21,821,557	Materials and Services	23,526,843	9,449,858	8,296,412
14,812,559	Depreciation and Amortisation	16,449,449	6,568,387	6,570,494
2,097,491	Finance Costs	1,882,610	479,212	425,353
61,188,399	Total Operating Expenses	65,782,673	26,593,264	23,627,398
5,689,629	Operating Surplus/(Deficit) before capital items	731,495	29,994,304	33,267,669
	Other Capital Amounts			
8,350,479	Capital Grants, Contributions and Donations	10,980,208	4,044,000	4,044,855
(4,439,624)	Other capital income and (expenses)	220,000	-	(30,052)
9,600,484	Net Result Surplus/(Deficit)	11,931,703	34,038,304	37,282,472

Explanation

Income Statement

This Statement outlines:

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

However the depreciation of assets is included.

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

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

Southern Downs Regional Council Balance Sheet November 2016

Audited 2016 Actual \$		Annual 2017 Budget \$	Phased 2017 YTD Actual \$
Current Assets			
25,448,369	Cash assets & Investments	6,940,120	54,220,663
3,205,373	Receivables (includes Rates & Utilities receivable)	5,872,420	13,649,110
697,650	Assets held for sale	152,000	135,000
265,798	Inventories	246,000	360,572
<u>31,617,192</u>		<u>13,210,540</u>	<u>68,365,346</u>
Non-Current Assets			
946,000	Investment Property	1,296,000	794,000
721,743,783	Property, plant and equipment	787,551,870	710,793,188
275,395	Other Financial Assets	-	229,441
19,058,954	Capital works in progress	-	21,163,973
1,403,290	Intangible Assets	1,097,520	1,394,107
<u>743,427,422</u>		<u>789,945,390</u>	<u>734,374,708</u>
<u>775,044,614</u>	TOTAL ASSETS	<u>803,155,930</u>	<u>802,740,054</u>
Current Liabilities			
3,843,545	Creditors and other payables	3,786,470	2,785,530
7,120,132	Provisions	2,031,140	7,027,931
2,005,578	Interest bearing liabilities	1,812,400	2,199,037
<u>12,969,255</u>		<u>7,630,010</u>	<u>12,012,498</u>
Non-Current Liabilities			
25,878,224	Interest bearing liabilities	23,925,070	25,219,072
3,858,167	Provisions	4,261,000	5,062,086
<u>29,736,391</u>		<u>28,186,070</u>	<u>30,281,158</u>
<u>42,705,646</u>	TOTAL LIABILITIES	<u>35,816,080</u>	<u>42,293,656</u>
<u>732,338,968</u>	NET COMMUNITY ASSETS	<u>767,339,850</u>	<u>760,446,398</u>
Community Equity			
182,723,268	Asset Revaluation Reserve	201,678,000	178,844,545
549,615,700	Retained surplus	565,661,850	581,601,853
<u>732,338,968</u>	TOTAL COMMUNITY EQUITY	<u>767,339,850</u>	<u>760,446,398</u>

Explanation

Balance Sheet

The Balance Sheet outlines what Council owns (its assets) and what it owes (liabilities) at a point in time. Council's net worth is determined by deducting total liabilities from total assets - the larger the equity, the stronger the financial position.

Key Ratios	Budget	YTD Actual	On Target?	Key Ratios	Budget	YTD Actual	On Target?
Working Capital Ratio (Current Assets / Current Liabilities)	1.73 : 1	5.69 : 1	✓	Interest Coverage Ratio (Net Interest Expense / Total Operating Revenue) (%)	1.22%	0.06%	✓
Target Ratio	> 1:1	> 1:1		Target Ratio Upper Limit (%)	10.0%	10.0%	
<p>This is an indicator of the management of working capital (short term financial capital). Measures the extent to which a Council has liquid assets available to meet short term financial obligations.</p>				<p>This ratio indicates the extent to which a Council's operating revenues are committed to interest expenses. As principal repayments are not operating expenses, this ratio demonstrates the extent to which operating revenues are being used to meet the financing charges associated with debt servicing obligations.</p>			
Operating Surplus Ratio (Net Operating Surplus / Total Operating Revenue) (%)	17.9%	65.5%	✓	Asset Sustainability Ratio (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	151.8%	132.0%	✓
Target Ratio	0.0% to 15.0%	> 0.0% to 15.0%		Target Ratio Lower Limit (%)	> 90%	> 90%	
<p>This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes.</p> <p>A positive ratio indicates the percentage of total rates available to help fund proposed capital expenditure. If the relevant amount is not required for this purpose in a particular year, it can be held for future capital expenditure needs by either increasing financial assets or preferably, where possible, reducing debt.</p>				<p>This is an approximation of the extent to which the infrastructure assets managed by the Council are being replaced as these reach the end of their useful lives. Depreciation expense represents an estimate of the extent to which the infrastructure assets have been consumed in a period. Capital expenditure on renewals (replacing assets that the Council already has) is an indicator of the extent to which the infrastructure assets are being replaced.</p>			
Net Financial Liabilities Ratio (Total Liabilities - Current Assets) / Total Operating Revenue	39.7%	-45.8%	✓	Comments on Ratio Results.			
Target Ratio Upper Limit (%)	<=60%	<=60%		<p>The reported ratios are taken from the Department of Local Government guidelines on sustainable financial management. When looking at ratios it is important to acknowledge that they represent a snapshot in time and that anomalies in the reported results are not taken in isolation. The targets are those provided by the Department as a preferred range and results outside those ranges will require further consideration.</p> <p>Whilst changes to the legislation have amended the required ratios, the ratios listed will continue to be reported on.</p> <p>The Asset Sustainability Ratio is under the target lower limit as there has not been a full year of activity for assets.</p>			
<p>This is an indicator of the extent to which the net financial liabilities of a Council can be serviced by its operating revenues.</p> <p>A positive value of less than 60 per cent is the benchmark as determined by the Department of Local Government. It indicates that Council has the capacity to fund liabilities and to have the capacity to increase its loan borrowings. A positive value greater than 60 per cent but less than a 100% indicates that Council has the capacity to fund liabilities but has limited capacity to increase its loan borrowings.</p> <p>A ratio less than zero (negative) indicates that current assets exceed total liabilities and; therefore, Council has the capacity to increase its loan borrowings.</p>							

INVESTMENTS REGISTER

as at 30 November 2016

CASH MANAGEMENT

10.30am CALL ACCOUNT

LAST MONTH
(31 October 2016)

\$ 19,386,192.09

GENERAL	QTC SDRC Acct
TOTAL	QTC

PRINCIPAL	INTEREST RATE
\$ 15,426,494.90	2.30%
\$ 15,426,494.90	

BANK BILLS AND IBD

DATE	DESCRIPTION	PRINCIPAL	INTEREST RATE	MATURITY DATE	DAYS
27-Jul-16	QCCU	\$ 2,000,000.00	3.00%	20-Dec-16	141
16-Aug-16	QCCU	\$ 3,000,000.00	2.90%	20-Dec-16	126
26-Aug-16	BANK OF QLD	\$ 3,000,000.00	2.65%	21-Dec-16	117
16-Aug-16	QCCU	\$ 3,000,000.00	2.90%	18-Jan-17	155
27-Jul-16	BANK OF QLD	\$ 3,000,000.00	2.85%	19-Jan-17	176
27-Jul-16	NAB	\$ 3,000,000.00	2.90%	25-Jan-17	182
26-Aug-16	BANK OF QLD	\$ 3,000,000.00	2.70%	25-Jan-17	152
9-Nov-16	WESTPAC	\$ 3,000,000.00	2.75%	9-Feb-17	92
16-Aug-16	QCCU	\$ 3,000,000.00	2.90%	15-Feb-17	183
9-Nov-16	WESTPAC	\$ 3,000,000.00	2.75%	16-Feb-17	99
26-Aug-16	BANK OF QLD	\$ 3,000,000.00	2.75%	23-Feb-17	181
23-Nov-16	NAB	\$ 3,000,000.00	2.70%	23-Mar-17	120
26-Oct-16	QCCU	\$ 3,000,000.00	2.80%	26-Apr-17	182
\$ 32,000,000.00	TOTAL	\$ 38,000,000.00			
\$ 61,386,192.09	GRAND TOTAL		\$ 63,426,494.90		
		Weighted Average	2.78%		
		BBSW 90 day rate	1.76%		

FUNDS BREAKDOWN

FUND	PRINCIPAL
\$ 51,386,192.09	\$ 53,426,494.90
\$ -	\$ -
\$ -	\$ -
\$ 51,386,192.09	\$ 53,426,494.90

INSTITUTION BREAKDOWN

(30% MAXIMUM AT ANY ONE INSTITUTION EXCLUDING QTC)

INSTITUTION	PRINCIPAL
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ 6,000,000.00
\$ -	\$ -
\$ 14,000,000.00	\$ 14,000,000.00
\$ -	\$ -
\$ 12,000,000.00	\$ 12,000,000.00
\$ 19,386,192.09	\$ 15,426,494.90
\$ 6,000,000.00	\$ 6,000,000.00
\$ -	\$ -
\$ -	\$ -
	\$ 53,426,494.90
\$ 61,386,192.09	\$ 63,426,494.90

10.2 Change of Date: February 2017 General Council Meeting

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council resolve to change the date of the February 2017 General Council Meeting to Thursday, 16 February 2017.

Report

At the November General Meeting, Council adopted dates for Council Meetings and Briefing Sessions for 2017.

It now appears that the 2017 Southern Queensland Tourism Industry Conference has been scheduled for 21 & 22 February 2017 in Kingaroy at which two Councillors have indicated their interest in attending. Council's February General Meeting had been scheduled for 22 February 2017.

It is proposed to reschedule Council's February 2017 General Meeting to Thursday, 16 February 2017 with the meeting to be held in Warwick.

Budget Implications

Nil

Policy Consideration

Council's Code of Meeting Practice Policy

Community Engagement

Nil

Legislation/Local Law

Local Government Regulation 2012

Options

Council:

1. Change the date of the February 2017 General Council Meeting to Thursday, 16 February 2017.
2. Choose an alternate date for the February 2017 General Council Meeting.
3. Not change the date of the February 2017 General Council Meeting.

Attachments

Nil

10.3 Tannymorel State School Review

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council endorse the attached submission to the Department of Education, Training and Employment.

Report

The Tannymorel State School has recently been identified as a possible school closure by the Department of Education, Training and Employment. The Deputy Mayor, Cr Jo McNally, recently attended a community consultation meeting that was held on Wednesday 23 November 2016. At the meeting, Southern Downs Regional Council was been encouraged to make a submission to the review of the future of the Tannymorel State School. The attached submission has been prepared based upon the notes of Cr Jo McNally and input from Council staff.

Budget Implications

There are no budget implications for Southern Downs Regional Council as schools are managed by the State Government.

Policy Consideration

Southern Downs Regional Council Corporate Plan 2014-2019

3.4 Lobby state government for improved state secondary educational opportunities and/or facilities in the Southern Downs.

Community Engagement

The Deputy Mayor, Cr Jo McNally attended the community consultation meeting.

Legislation/Local Law

Nil

Options

Council:

1. Endorse the attached submission to the Department of Education, Training and Employment.
2. Not make a submission to the Department of Education, Training and Employment.

Attachments

1. Submission to the Department of Education, Training and Employment [View](#)
2. Correspondence from the Department of Education, Training and Employment [View](#)



Our Ref: TD:YA/2682083

1 December 2016

Please address all communications to:

The Chief Executive Officer
Southern Downs
Regional Council
PO Box 26
Warwick Qld 4370

mail@sdr.c.qld.gov.au
www.sdr.c.qld.gov.au

abn 59 786 792 651

Warwick Office

64 Fitzroy Street
Warwick Qld 4370

Stanthorpe Office

61 Marsh Street
Stanthorpe Qld 4380

t 1300 MY SDRC
(1300 697 372)

f 07 4661 0333

John Mulcahy
Director, Regional Services
Department of Education, Training and Employment
Darling Downs South West Region
PO Box 38
TOOWOOMBA QLD 4350

john.mulcahy@dete.qld.gov.au

Dear Mr Mulcahy

Tannymorel State School

Thank you for correspondence of 3 November and the facilitation of a public meeting in relation to the potential closure of the Tannymorel State School, which was attended by Cr Jo McNally, Deputy Mayor Southern Downs Regional Council.

It is noted that the Tannymorel State School on its current site was established in 1915. The School has in the past provided education to students in grades from Prep to Year 6. The Tannymorel State School has had declining enrolments over the past five years and, in 2017, the school has no forecasted student enrolments.

Feedback from the community consultation meeting provided from Cr McNally indicates that the assessment process of determining whether a school should be closed or not is made of the following factors:

- Enrolments over a 5 year period (major factor)
- Accessibility
- Proximity to other schools
- Nature of the curriculum offered
- Equity to resource versus other schools
- Local Government impacts

As indicated the Tannymorel State School has seen a decrease in enrolments since 2008, perhaps due to the proximity of the school to other schools at Killarney, Yangan and Murrays Bridge, but also due to the changing demographics of the region.

It was reported that the estimated cost of keeping a school open was between \$250K-\$350K for one student.

At the meeting attended by Cr McNally there were issues raised by those in attendance (14). These issues included and were responded to as follows:

- Will the closure of the school see a change in the existing bus routes. Advised that this is a matter for Translink.
- How are the resources dispersed if the school closes? Cluster schools receive first preference.
- What happens to existing staff? All permanent staff will be offered positions at schools in the area. At present staff are being utilized at other schools to keep their knowledge and skills optimized.

At the meeting the future process was outlined by representatives from the Department. The notice of the potential school closure has appeared in the Government Gazette. A brief is being prepared to submit to the Minister by the end of the year and the Minister will decide closure or not. Even if the decision is made to close, the school has to remain open for six months from when the notice appears in the Government Gazette.

It was noted that there is no specific number of enrolments required to maintain a school. It was also highlighted that there are no other schools in the region under review.

From a local government perspective, Southern Downs Regional Council does not support the reduction or the removal of educational infrastructure or teaching services. Council notes that population fluctuates and the demographic of the population alters between different towns and urban settlements over time and is subject to a range of factors that include the economy, cost of living, access to employment and lifestyle choices.

Council recognises that once a service, such as a primary school, is ceased, the opportunity for attracting a similar facility in the future is limited.

It is with the above in mind that Council wishes to make the following comments:

- In the first instance Council believes that the Department should give consideration to "mothballing" the Tannymorel State School, thereby allowing for the school to be re-opened should the demographics and economic environment change over the next 5-10 years.

Should it be decided that the Tannymorel State School is to be closed, Council wishes to make the following comments:

- Consultation should occur with the Tannymorel community to ensure that resources from the school are utilized by neighbouring schools.

- Consultation between Education Department and Translink needs to occur to ensure a smooth transition for future students who will have to travel to neighbouring schools.
- The Education Department should potentially facilitate a "goodbye" function for past members of the school community as a form of closure for all those involved with the school.

Southern Downs Regional Council appreciates the opportunity to put forward this submission and will await further advice from the Department in relation to the future of the Tannymorel State School.

Yours faithfully

Cr Tracy Dobie
Mayor



Darling Downs
South West Region

Department of
Education and Training

3 November 2016

Cr Tracy Dobie
Mayor
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370



Dear Councillor Dobie

Tannymorel State School has recently been identified as a possible school closure. The school has had declining enrolments over the past five years and, in 2017, the school has no student enrolments.

A notice was placed in the *Queensland Government Gazette No 43 (21 October 2016)* indicating the Minister for Education and Minister for Tourism and Major Events approval to commence a community consultation process regarding the possible closure of Tannymorel State School.

The Community Consultation Plan has a number of options available to interested stakeholders to provide feedback. A community consultation meeting will be held on Wednesday 23 November 2016 from 5:30 to 6:30pm at Tannymorel State School, 1 Oak Street Tannymorel. Departmental staff will provide an explanation of the process and how submissions can be made. Please RSVP your attendance to the email address below by Monday 21 November 2016.

Parties interested in making a submission can also email the Regional Director at enquiries.DDSW_Toowoomba@det.qld.gov.au or by making a postal submission to the Department of Education and Training, Darling Downs South West Region, PO Box 38, Toowoomba Q 4350.

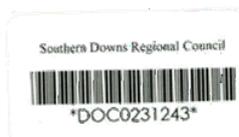
Submissions received from stakeholders will be incorporated into a report to the Minister regarding the consultation outcomes.

Should you wish to obtain further information, please contact John Mulcahy, Director Regional Services on 46163714 or john.mulcahy@det.qld.gov.au.

Regards,

Leanne Wright
Regional Director
Darling Downs South West Region

178 Hume Street
Toowoomba
PO Box 38
Toowoomba
Queensland 4350 Australia
Telephone (07) 4616 3771
Facsimile (07) 4616 3703



10.4 Saleyards Advisory Committee Minutes

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Manager Finance & Information Technology	ECM Function No/s:

Recommendation

THAT Council receive the Minutes of the Saleyards Advisory Committee Meeting held on 1 December 2016.

Report

The Saleyards Advisory Committee held their first meeting on the 1 December 2016. Attached to this report are the minutes of that meeting.

Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

Nil

Options

Council:

1. Receive the Minutes of the Saleyards Advisory Committee Meeting held on 1 December 2016.
2. Not receive the Minutes of the Saleyards Advisory Committee Meeting held on 1 December 2016.

Attachments

1. Saleyards Advisory Committee Meeting Minutes [View](#)



MINUTES OF THE SALEYARDS ADVISORY COMMITTEE

Held in the Warwick Committee Room on

Thursday 1 December at 8.30am

1 DECEMBER 2016

ORDER OF BUSINESS:

1. PRESENT	3
2. APOLOGIES	3
3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING	3
4. INTRODUCTION OF COMMITTEE MEMBERS	3
5. ADVISORY COMMITTEE POLICY	3
6. ADVISORY COMMITTEE'S TERMS OF REFERENCE	4
7. DECLARATION OF CONFLICT OF INTEREST	4
8. APPOINTMENT CHAIRPERSON	4
9. ASPIRATIONAL GOALS & OBJECTIVES OF ADVISORY COMMITTEE	4
10. GENERAL BUSINESS	5
10.1 Business Arising from the Previous Minutes	5
11. FUTURE MEETINGS	6
12. CLOSURE	6

1. PRESENT

Cr Jo McNally, Cr Rod Kelly, Les Fraser, Graham Kirkland, Andrew Williams

Observers

Mayor Tracy Dobie, David Keenan (Chief Executive Officer), Andrew Page (Manager Finance and Information Technology), Helen Gross (Financial Services Coordinator), Alan Wenham (Saleyards Team Leader), Cr Sheryl Windle, Cr Yve Stocks, Leanne Limacher (Minute Secretary), Barbara Fagan (PA Director Engineering Services)

2. APOLOGIES

David McIvor

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Nil

4. INTRODUCTION OF COMMITTEE MEMBERS

Cr McNally welcomed everyone and asked everyone to introduce themselves.

5. ADVISORY COMMITTEE POLICY

Cr McNally as the Acting Chairperson directed the committee to note Section 5.4 on page 5 of the Advisory Committee Policy.

5.4 Powers of Advisory Committees

- 5.4.1) An Advisory Committee is a consultative committee to Council that is designed to discuss key issues, consult the community and make recommendations to Council as it pertains to the stated purpose of the Advisory Committee.
- 5.4.2) Final decisions will be made by Southern Downs Regional Council.
- 5.4.3) An Advisory Committee and members of the Committee may provide input on a specific topic or the strategic management of a facility but does not hold decision making powers concerning operations of Council.
- 5.4.4) Advisory Committees must not commit Council resources.
- 5.4.5) No powers of delegation may be conferred to an Advisory Committee.

Les Fraser referred to Page 6 of the Advisory Committees Policy

- 5.5.10) A member of an Advisory Committee (whether or not they are a Councillor) may vote on business before the Advisory Committee except Council Officers are not allowed to Move, Second or Vote on decisions.

Mr Fraser requested clarification on 5.5.10 on who is eligible to make decisions within the Committee.

Cr McNally and Mayor Tracy Dobie advised that 5.5.10 refers to Council officers and not Councillors that have been appointed as Committee Members.

6. ADVISORY COMMITTEE'S TERMS OF REFERENCE

Cr McNally directed the Committee to note the Terms of Reference.

Les Fraser questioned the structure of Committee Membership and was it essential to have eight members as this committee had 4 members.

Graham Kirkland questioned the membership time frame of the Committee only being for a term of two (2) years.

David Keenan suggested that it would be of value for the Committee to be able to find a suitable candidate who is under 25 years of age and was interested in being involved.

Les Fraser suggested that a member under 25 would be valuable as they would have a better knowledge and use of social media.

7. DECLARATION OF CONFLICT OF INTEREST

No declarations.

8. APPOINTMENT CHAIRPERSON

Les Fraser nominated David McIvor while offering thanks to Graham Kirkland for all of his work as Chairman of the previous Warwick Saleyards Committee.

Seconded by Andrew Williams.

As Mr McIvor was absent Les Fraser confirmed that he had spoken with David McIvor and he had indicated his willingness to accept the nomination.

The Committee voted in his absence and the vote was carried unanimously.

The Manager Finance & Information Technology to email and confirm appointment with Mr McIvor.

Cr McNally continued to chair the meeting in the absence of the newly elected chairperson.

9. ASPIRATIONAL GOALS & OBJECTIVES OF ADVISORY COMMITTEE

Les Fraser informed the Committee that Warwick Saleyards is one of the best in Queensland and that he would like to propose the demolition of the current facilities and rebuilding of the site as per the Forbes and Parks Saleyards. He believes that there would be enough business in the area to support this. The current area is not

large enough and there are not enough holding paddocks. The provision of efficient service should be a priority.

Cr McNally agreed that the number one point on the masterplan is our location.

David Keenan enquired as to the proposed location of this new facility.

Les Fraser advised of suitable parcel of land adjacent to Frasers Transport depot.

David Keenan put the question to the Committee as to whether preliminary investigations should be made.

Cr Kelly agreed that the idea has merit. Agriculture is a strong industry and is important to attract new businesses to the area. He would like to strengthen the local sheep industry. He supports the upgrade of the facility and enquired as to how much the throughput would increase if an upgrade were to occur.

Les Fraser replied that he expected an increase to 2,500/week annually and predicts further growth of the sheep/goat industry.

Cr Kelly agreed that long-term sustainability is the issue.

Andrew Williams concurred, especially with the growth of the sheep industry and is 100% behind a purpose built facility.

Cr McNally agreed that agriculture is the number one industry. Cr McNally stated that the Saleyards should remain a core business and should be run efficiently.

Graham Kirkland believes that the Saleyards should be retained and that a Greenfield site would provide an incentive for long distance vendors.

David Keenan advised that Kenilworth Street will have a \$2.1m upgrade to accommodate road trains. Council will also extend the recycled water to the truck wash at the Saleyards. He said that Council must consider meatworks in conjunction with saleyards.

10. GENERAL BUSINESS

The Committee discussed Agenda Item 12a the proposal to install temporary lamb pens at the sheep yards. Alan Wenham will investigate and action.

10.1 Business Arising from the Previous Minutes

Expressions of Interest

David Keenan stated that various companies have expressed interest in operations and that perhaps this should be carried forwards to the next meeting considering previous discussions regarding upgrades.

Les Fraser suggests that the Expression of Interest (EOI) is still put forward to gauge perceived value of Saleyards.

Mayor Dobie raised possibility of Public Private Partnership funding possibilities for building Saleyards.

David Keenan responded that the Federal Government would be the most likely source of possible funding and estimated cost of upgrade to be \$15M.

Mayor Dobie mentioned the risk of issuing EOI when Greenfield site likely. Can this be included in the EOI.

David Keenan recommended carrying the Issue of the EOI to the next meeting. David advised that Council staff will determine whether to incorporate the greenfield aspect in EOI and bring details back to the next meeting.

Cr McNally asked for any further General Business.

Graham Kirkland raised the issue of a National Enquiry regarding the transparency of Saleyards operations.

Andrew Williams referred to an email regarding trialling NLAS.

11. FUTURE MEETINGS

Proposed next meeting date late January or early February 2017.

12. CLOSURE

Cr McNally thanked all for attending and wished everyone a Merry Christmas.

Graham Kirkland offered thanks as outgoing Chairman and for assistance received during his tenure from other Committee members.

As there was no further business the meeting was declared closed at 10am.

11. ENGINEERING SERVICES DEPARTMENT REPORTS

11.1 Engineering Services Department Monthly Report

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Director Engineering Services	ECM Function No/s: 04.15.01

Recommendation

THAT Council receive the Engineering Services Department Monthly Report.

Report

The following is provided for the information of Councillors.

GENERAL

COMMUNITY FUNDING

Community Funding as at 30 November 2016

Number	Task Description	Project
100683 - In-Kind Assistance Program		
0002403	Killarney Bonfire Night Committee C/KMAC	661.81
0003100	Warwick Polocrosse Club Inc.	1,541.82
0003099	Australian Stock Horse Society Inc	167.49
0003301	Gene Corbett, Total Driver	1,130.30
0000836	Granite Belt Bowmen Inc.	120.00
0003399	Girl Guides Warwick	58.61
0003423	Warwick Bridge Club Inc.	75.04
Grand Total		3,755.07

WORKS CONSTRUCTION, ASSETS & WORKSHOPS

Capital Works Undertaken During November 2016

Project:	Gravel Resheet 2016/17 (PJ101668)
Budget:	\$1,500,000
Description:	Gravel resheeting
Est Start Date:	4-Jul-16
Est End Date:	30-Jun-17
% Complete:	45%
Expenditure to date:	\$601,500
Estimated Final Expend:	\$1,500,000
Project Officer:	Heath Tomkins, Mal Beattie & Nathan Kamalan
Comments:	

Project:	TIDs Inverramsay Road 16/17 (PJ101677)
Budget:	\$1,250,000
Description:	Inverramsay Road - Widening & Rehabilitation (CH 8.5 - 12.0 km)
Start Date:	1-Sep-16
Est End Date:	3-Feb-17
% Complete:	75%
Expenditure to date:	\$615,000
Estimated Final Expend:	\$1,250,000
Project Officer:	Nathan Kamalan
Comments:	Sealing completed from CH 10.3 to 11.5 km. Pavement widening works from Ch 10.3 - 9.42 km in progress.

Project:	Blackspot 2016/17
Budget:	\$1,250,000
Description:	Blackspot 2016/17 - Various Roads
Start Date:	1-Aug-16
Est End Date:	30-Jun-17
% Complete:	15%
Expenditure to date:	\$208,447
Estimated Final Expend:	\$1,250,000
Project Officer:	Heath Tomkins
Comments:	Eukey Road (PJ101687) works completed & design works for intesections in progress.

Project:	Elphinstone Road Rehabilitation (PJ101665)
Budget:	\$250,000
Description:	Elphinstone Road Rehabilitation (PJ101665); CH 3.079 - 3.919 km
Start Date:	26-Sep-16
Est End Date:	4-Nov-16
% Complete:	100%
Expenditure to date:	\$241,700
Estimated Final Expend:	\$250,000
Project Officer:	Rob Brookes & Nathan Kamalan
Comments:	Commitments to be finalised.

Project:	Goldfields Road Floodway Replacement (PJ101672)
Budget:	\$100,000
Description:	Goldfields Road Floodway Replacement (CH 18.46-18.56 km)
Start Date:	24-Oct-16
Est End Date:	16-Dec-16
% Complete:	95%
Expenditure to date:	\$32,000
Estimated Final Expend:	\$100,000
Project Officer:	Rob Brookes
Comments:	Most of the works completed & asphalt works planned to be completed by mid-December 2016.

Project:	Nundubbermere Road Rehabilitation & Widening (PJ101671)
Budget:	\$450,000
Description:	Nundubbermere Road rehabilitation & widening
Start Date:	14-Nov-16
Est End Date:	6-Jan-17
% Complete:	50%
Expenditure to date:	\$11,400
Estimated Final Expend:	\$450,000
Project Officer:	Heath Tomkins
Comments:	Profiler was used to accelerate job & profiler is most suitable for narrow widening works, shallow depth pavements & cohesionless materials. Good work by Heath.

Capital Works Forecast to Commence in December 2016

Project:	Goomburra Road Rehabilitation (PJ101670)
Budget:	\$600,000
Description:	Goomburra Road Rehabilitation (CH 14.057-15.827 km)
Est Start Date:	5-Dec-16
Est End Date:	24-Feb-17
Project Officer:	Nathan Kamalan
Comments:	

Project:	Nundubbermere Road Rehabilitation & Widening (PJ101671)
Budget:	\$450,000
Description:	Nundubbermere Road rehabilitation & widening
Est Start Date:	14-Nov-16
Est End Date:	6-Jan-17
Project Officer:	Nathan Kamalan
Comments:	

Design

Works Section

Sycamore Street, Killarney

Preliminary design is almost complete. Soil test results have been received verbally. Lime did not react well with subgrade material so alternative pavement design is required.

Junabee & Rangers Road, Oxenham Street Intersection

Landowner affected by land resumption has agreed in principle to proposed land resumption. Cadastral surveyor has been engaged to prepare survey plan and peg realigned boundary. A Consultant was engaged to prepare streetlight design for the alterations at the intersection. Preliminary plan for streetlights required modification at Ergon's request. Modification will remove more overhead cables from this intersection.

Blackspot Treatments, Warwick & Stanthorpe

Preliminary plans have been prepared for safety improvements at the Dragon & Pratten, Wallace & Percy Street Intersections and in Palmerin Street between Fitzroy & Albert Street intersections. Consultant has been engaged to prepare streetlight design for Wallace & Percy Street intersection. The lighting at this intersection will need to be improved for the proposed treatment. Preparation of plans has commenced for safety improvements at the Britannia & Railway Street, Sugarloaf & Mt. Tully Road as well as Sugarloaf & Eukey Road intersections.

Aldred Street Drainage

The identification survey has been completed. Correspondence was sent to Main Roads requesting in principle agreement to the proposed alignment of the stormwater infrastructure. Construction survey will be carried out this month so that design can commence.

Water & Wastewater Section

Warwick Water Treatment Plant – Golf Links Reservoir Water Main Replacement (Stage 3)

Investigations have commenced for possible alignments for the next stage of construction of this trunk main. Scope of works will be finalised when the route has been chosen and then detailed survey will be carried out.

Yangan Bridge Water Main Replacement

Requested to carry out detailed survey and prepare design for replacement of the galvanised steel water main attached to the bridge over Swan Creek at Yangan. Survey has been carried out and options for pipe materials being investigated.

Killarney Water Treatment Plant Sand Filter

Requested to prepare plan showing section view of sand filter at the Killarney Treatment Plant. The filter media is being replaced.

Other

Traffic Management Plan for Water Main installation Locke St., Warwick

Prepared traffic guidance schemes for water main installation across the Wantley Street intersection with Locke Street, Warwick and the crossing of Locke Street for connection to the existing main.

Preparation of a traffic guidance scheme has commenced for the underbore of Wallace Street at the Locke St intersection. Investigations are continuing to find suitable safety barriers for use around the entry & exit pits during this process. The work is scheduled to commence early next year.

Traffic Management Plan for Valve Replacement at Wood & Wallace St intersection, Warwick

Prepared traffic guidance scheme for water valve replacement at the above intersection. Due to safety concerns the work will be carried out at night when traffic volumes are less.

Asset Management/Geographical Information System

Geographic Information Systems

- GIS officer continued support of the Water Department with survey pick up of water main construction Applethorpe.

- One GIS officer completed training to become a reporting officer for the Stanthorpe Aerodrome operation and commenced duties on a roster basis.
- The Stormwater database construct is under continuous review and updates.
- Data Base maintenance for roads, carparks, traffic counts, kerb & channel, water & waste water etc is ongoing.
- Surveyed Ogilvie Road stormwater and processed developers contribution.
- Provided a sum up of major culverts and footpaths information for the Roads Departments use in AM plans.
- Surveyed Lyndhurst Lane Culverts
- Surveyed Rocklands Road bridge/culvert
- Surveyed Tummaville Road footpath
- Surveyed and corrected water infrastructure data for Coe Street, Warwick.
- Updating priority infrastructure area maps for new planning scheme
- Continued compiling asset value data for priority infrastructure area
- Compiled GIS and LiDAR data for consultant for Storm King Dam pipeline upgrade
- Providing FME componentisation for road approaches for bridges and percentage for disposal

As Constructed Information 2014-15-16 Project Componentization

- We are still processing capital project's as constructed information for 2014/15, 2016/17 into its component to meet the new financial format for Tech1. This month focus was on processing as constructed bridges from Lyndhurst Lane, Mullins Road. Bellinghams Road and Tummaville Road Bridges which are approximately 75 % completed.
- The as constructed information processing for the Maryvale Waste Facility has commenced.
- GIS /Asset officers are also processing other 2016/17 as constructed projects as they are getting submitted.

Capital works identification of water and wastewater potential works from valuation information and condition information for AMP revisions and long term

Plant

Passenger Vehicles Due for Replacement for Next Three Months

Plant No	Description	Operator
P00745	Holden Colorado - Dual Cab	Construction Supervisor
P00717	Ford PJ Ranger – Single cab	Local Laws Officer
P00618	Mitsubishi Triton – Single cab tipper	Warwick P&G
P00380	Ford PJ Ranger – Single cab	Workshop Supervisor
P00596	Toyota Hilux – Single cab	Wastewater Treatment Plant Operator
P00707	Mazda BT50 - Extra Cab	Assistant Water Treatment Plant Operator
P00716	Toyota Hilux - Extra Cab	Team Leader Saleyards
P00539	Ford PK Ranger - Extra Cab	Technical Officer Works Construction
P00537	Ford PK Ranger - Extra Cab	Supervisor Water & Wastewater
P00754	Holden RG Colorado – Single cab	Water Treatment Plant Operator
V00140	Toyota Prado GXL Wagon	Manager Community Services & Major Projects

Passenger Vehicles Replace this Month

Existing				New			
Operator	Description	Purchase Date	Kms	Contract Number	Description	Supplier	Cost to Council
Director Engineering Services	Mitsubishi NW Pajero 4WD	24/11/13	156,838	17/036	Mitsubishi NX Pajero 4WD	Cassels	\$25,454

WATER & WASTEWATER

Water & Wastewater Report as at 30 November 2016

Recycled Water Tables

WWTP - Performance against target levels of service –November 2016.

Number	Licence compliance Parameters		WARWICK WWTP.						STANTHORPE WWTP.				Parameter	WALLANGARRA		DALVEEN		KILLARNEY		
			Class A.		STP outlet.		IRG.4. Lyndhurst Stud.		Class B.		W1 release point. Quart pot creek.			CED Lagoon 7		IRG.1. CED		IRG.2.CED		
			Licence Target	Actual	Licence Target	Actual	Licence Target	Actual	Licence Target	Actual	Licence Target	Actual		Licence target	Actual	Licence Target	Actual	Licence Target	Actual	
1	5 Day BOD. mg/L	Max	20	8	30	13			50	26	20		BOD	20	13					
2	TSS. mg/L	Max	5	12			30	16	100	43	30		TSS							
	TDS. mg/l				1000	497	1500	504	<1500	264	1000									
6	Turbidity NTU	Max	2	7.02									NTU							
7	pH	Min	6	5.77	6	7.3	6.5	7.5	6.5	7.6	6.5		pH	6.5	9.5	6.5	7.1	6.5	11.6	
		Max	8.5	7.27	8.5	7.3	9.0	7.5	9.0	7.6	9.0	9		9.5	8.5	7.1	8.5	11.6		
8	Free Chlorine Residual. mg/l	Min	0.2	0.1					0.3	0.4	0.3		Free Cl2							
		Max	5	3.1																
	E. coli. cfu/100 mL	Max	<10	2					<100	<10	<100		E.Coli							
3	Faecal Coliform (cfu/100 mL)	Max					1000	100					F. Cols	1000	200	1000	<100	1000	<100	
							3000	775												
	Elec. Cond. uS/cm	Max											E.C.							
9	SAR. mg/l					15	3.9	<10	11.1											
10	Total N. mg/L	Max						8.7	125	27	0.75		Tot. N							
11	Total P. mg/L	Max						0.99	20	7.86	0.1		Tot.P							
12	Boron mg/L	Max							<2	0.08			Boron							
13	Chloride. mg/L	Max					250-800	60	<250	259			Chloride							
14	DO. mg/L	Min									6		DO							
15	Volume ML	ML		8.5			77.5													
16	Odour Complaint	No	Warwick Inflow: megs 86											Odour						
17	Other (Discharge to creek)												Other							

Legend

Meeting Target	
Not Meeting Target	
Not Measured	
##	Lab Error

Stanthorpe Recycled Water Scheme

Monthly Volume of Recycled Water Supplied (ML)

Supply Year 2016-17	Group 1		Group 2				Group 3		Urban	Receiving Environment	Monthly Total	
	Eastern Colour	DPI	Hendrick sen/Baro nio	Visentin 1	Visentin 2	Pinata 1 Kelly rd	Pinata 2 Ellwoods	Taylor				Wren
July	3.897		5.055	0.001	8.397			18.322	0.003		Yes unknown	35.68
August	6.115	0.068	2.229	1.318	0.035			19.388			18.000	40.97
September	4.812		0.820	0.674				3.462	2.244		41.455	53.47
October	4.7408	0.0009			0.0343	0.0121	0.0129	3.646			32.126	40.57
November	7.694	0.000	6.412	0.024	0.033	5.851		8.546				28.56
December												
January												
February												
March												
April												
May												
June												
												199.25
Full Allocation (ML)	103	10	42	10	42	19	15	31	16			288
YTD Total (ML)	27.3	0.1	14.5	2.0	8.5	5.9	0.0	53.4	2.2			114
YTD Target (ML)	42.9	4.2	17.5	4.2	17.5	7.9	6.3	12.9	6.7			120
YTD Target (%)	64%	2%	83%	48%	49%	74%	0%	413%	34%			95%
Full Allocation (%)	26%	1%	35%	20%	20%	31%	0%	172%	14%			40%

Notes: Treated effluent discharged to Quart Pot Creek as no capacity in farm storage dams and high inflow to treatment plant due to heavy rain

Irrigators are under expected targets - requested that no RW be supplied due to dams being full from Sep 2016 rains.

Discharges to the Quart Port Creek from increased inflow and infiltration from significant rains in September 2016

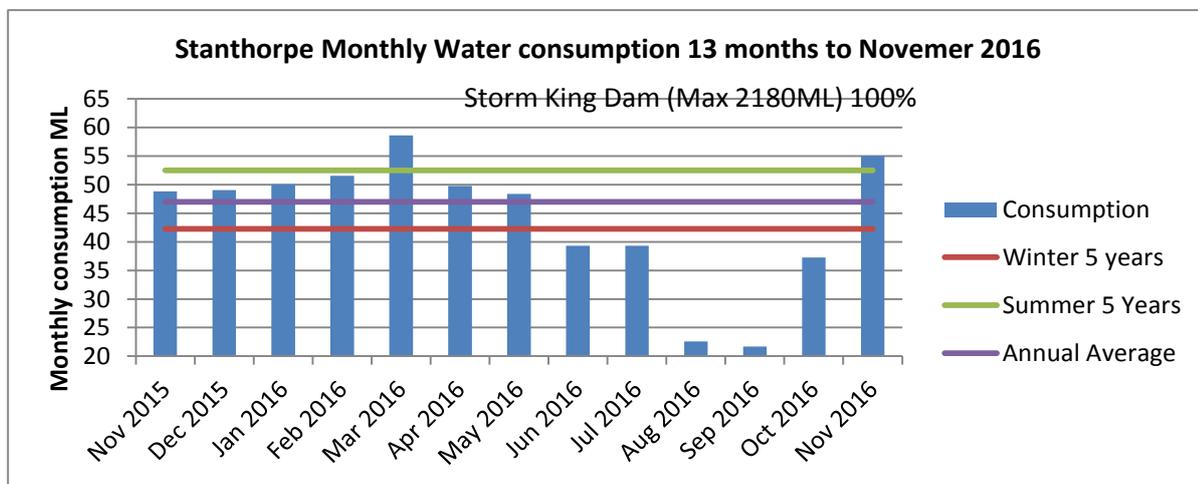
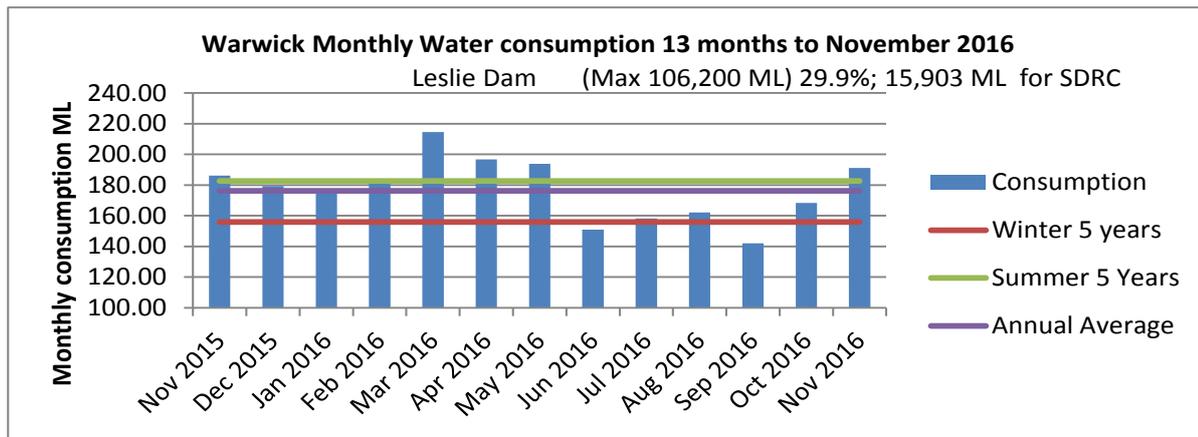
Potable Water Table

Water Supply from Treatment Plants – Month of			November				
Number	Licence compliance Parameters	ADWG Standard	Warwick WTP	Stanthorpe WTP	Killarney WTP	Wallangarra WTP	
			Status	Status	Status	Status	
1	Physical	NTU	<1	0.48	0.16	0.36	0.46
		Taste Complaint		0	0	0	0
		Odour Complaint		0	0	0	0
2	pH	Minimum	6.5	6.6	7.01	7.61	7.31
		Maximum	8.5	7.07	7.45	7.76	7.71
3	Free Chlorine Residual (mg/L)	Maximum	<5.0	2.73	2.3	2.5	1.9
4	<i>E. coli</i> (cfu/100mL)	Nil	<5.0	0	0	0	0
Legend							
	Meeting Target						
	Not Meeting Target						
	Not Measured						

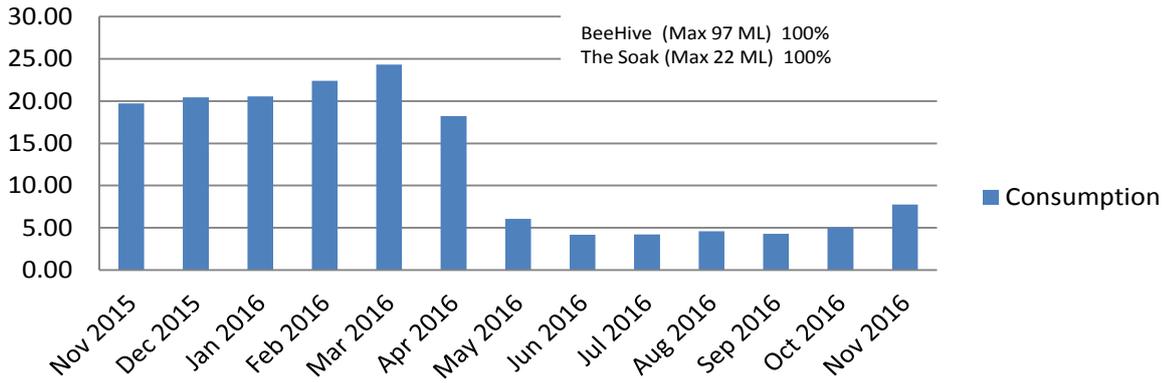
Dam Levels

Water Supply Levels and Monthly consumption at the end of November										
Remaining Supply is based on no rain & current monthly consumption & does not take account of evaporation losses.										
Water Scheme	Supply Source/s	Supply Capacity (ML/Yr) unless specified otherwise				Demand (ML)				Remaining Supply (Yrs)*
		Maximum	Dam % Full	Quantity	Available	Annual	Monthly	Daily	Litres /sec	
1 Warwick	Leslie Dam (SunWater)	106,250	30.6%	32,513	18,466	2294.40	191.20	6.37	73.77	8.0
	Connolly Dam	2,590	97.9%	2,536						
2 Stanthorpe	Storm King Dam	2,180	100.0%	2,180	2,180	660.00	55.00	1.83	21.22	3.3
3 Killarney	Spring Creek Weir & OSS	300	N/A	300	300	149.22	12.44	0.41	4.80	2.0
4 Wallangarra	Beehive Dam	97	100.0%	97	747	92.88	7.74	0.26	2.99	8.0
	The Soak	22	100.0%	22						
	Cusack's Dam (Private)	628	100.0%	628						
5 Allora	Warwick WTP			As per Warwick		104.59	8.72	0.29	3.36	8.0
6 Dalveen	Bore/s	30	N/A	30	30	7.81	0.65	0.02	0.25	3.8
7 Leyburn	Bore/s	30	N/A	30	30	27.70	2.31	0.08	0.89	1.1
8 Pratten	Bore/s	30	N/A	30	30	23.56	1.96	0.07	0.76	1.3
9 Karara	Canal Creek Weir	5	N/A	5	5	3.36	0.28	0.009	0.11	1.5
10 Yangan	Warwick WTP			As per Warwick		40.87	3.41	0.11	1.31	8.0
	Leslie Dam (SunWater)	Agreement to hold bottom 15% (15,930) for SDRC. Contract for supply of 3,207 ML/yr								
	Cusack's Dam (Private)	Agreement to hold all licensed supplies (estimated at 528ML) exclusively for SDRC.								
Note!	*Dam supplies do not account for evaporation									
	Dalveen data incomplete. Only available for 3 weeks up to 21/11/16									

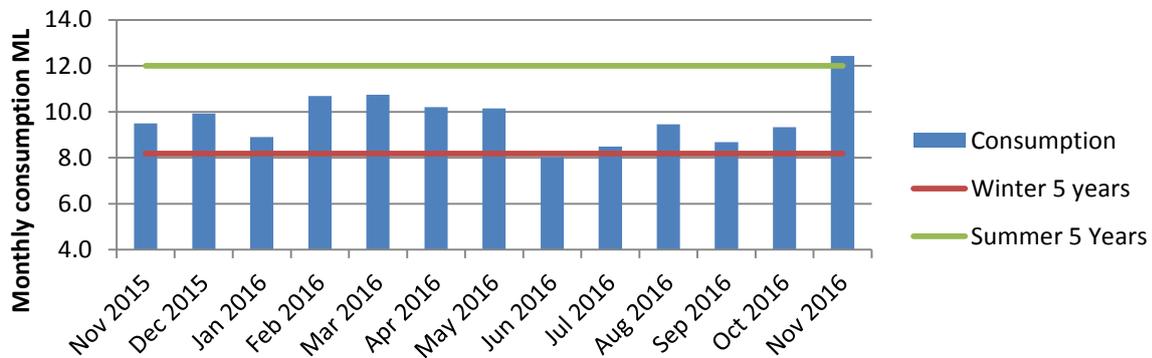
Monthly Water Consumptions Graphs



Wallangarra Monthly Water consumption 13 months to November 2016

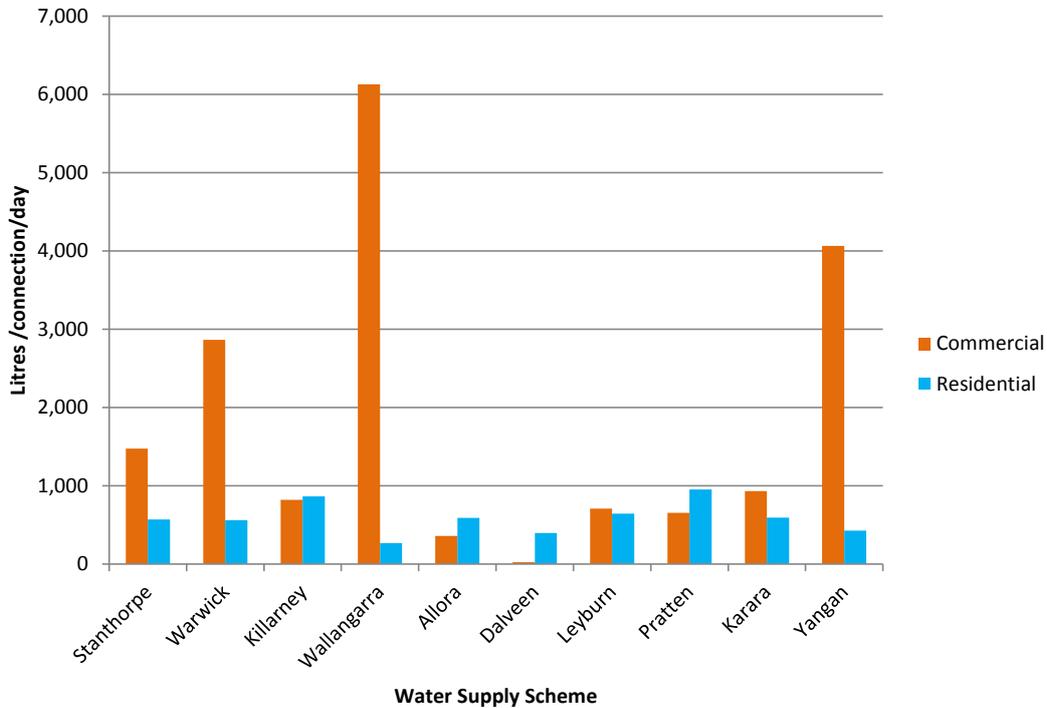


Killarney Monthly Water consumption 13 months to November 2016



Avg Daily Consumption per Connection Oct 2016

(based on Sept 2016 meter readings)



Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

Nil

Options

1. Receive the report; or
2. Not receive the report.

Attachments

Nil

11.2 Youth Development Officer Report - Southern Downs Young Leaders Program 2017

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Youth Development Officer Manager Community Services and Major Projects	ECM Function No/s: 03.55.06

Recommendation

THAT Council note the Southern Downs Young Leaders Program and confirm the nominated appointees for 2017.

Report

In October 2016, Council called for interested young people to participate in the 2017 Southern Downs Young Leaders Program.

The SDRC Young Leaders Program assists in addressing the issues and needs of the young people in the Southern Downs. The program provides emphasis on building partnerships across the region, while building the capacity of young people through a range of programs and activities.

The Young Leaders roles and responsibilities will include;

- Work with the Youth Development Officer on projects, events, plans and activities;
- Represent young people aged 10-25 years;
- Be aware of the SDRC Youth Policy & participate in forming and implementing an action plan for 2017;
- Use initiative to identify, plan and complete a project relevant to youth needs;
- Support and attend at least three (3) other Young Leader projects;
- Attend and contribute to some of the major local events, including Jumpers and Jazz, NAIDOC Week, Youth Week, Rodeo, Apple & Grape Festival, and Disability Action Week;
- Receive training in many skills—including Training Camp in January 2017 (13th – 16th);
- Participate in Young Leader Meetings;
- Learn about Council, how it works, and be involved;
- Gain experience and learn new skills relevant to getting a job;
- Make new friends/ colleagues;
- Promote Young People's contribution to the community;
- Lobby on behalf of the Young People, engaging with them and raising their concerns; and
- Actively promote the 'Young Leaders' throughout SDRC (including its role and function).

Thirteen (13) applications were received, with the quality of the applications very high. However, only eight (8) positions are available for 2017.

In November and December 2016, interviews for the 2017 Southern Downs Young Leaders took place. Nine (9) young people were interviewed by a panel. The panel was made up of Cr Windle and Cr Meiklejohn, Youth Development Officer, Community Development Officer and the Community Services Coordinator.

From the panel interviews, the following young people are recommended to be appointed as Young Leaders for 2017.

Liana Allen	Stanthorpe *previous Young Leader 2015-2016
Samantha Gianini	Greenlands/ Stanthorpe *previous Young Leader 2015
Darcie Heaven	Stanthorpe *previous Young Leader 2015
Brett Lister-Petersen	Warwick *previous Young Leader 2015
Isaac Beh	North Branch/ Warwick
Jazzmin Foster	Warwick
Travis Fitch	Warwick
Elizabeth Dennis	Warwick *previous Young Leader 2013-2015
Bianca Fitch (Team Mentor)	Warwick *previous Young Leader 2010-2014, 2016

The Young Leaders will represent and advocate for young people across the Southern Downs Region, as part of Council. This includes helping council with two way communication, between the community, young people and Local Government.

Budget Implications

As provided for in financial year budget 2016/2017 and 2017/2018.

Policy Consideration

Local Government Act 2009 - Principles – S.4

- Democratic representation, social inclusion and meaningful community engagement.

Corporate Plan 2014-2019 relating to youth including:

1.7 Partner with agencies to develop, enhance, promote and implement services for young people, people with a disability and our aging residents

Operational Plan 2016/2017

1.9.1. Engage with a broad community base regarding youth issues identified through the Youth Action Plan process.

SDRC Youth Action Plan 2016/2017

- *Participation* - Council recognises the importance of assisting, and is committed to positively encouraging, young people's participation in Council processes, civic activities, active recreation and community life generally.
- *Partnership and Roles* - Council recognises the value of the role and the retention of experienced Young Leaders. Furthermore, Council will endeavour to consult with young people within the Region in a timely and appropriate manner on matters that will, or are likely to, impact them and to seek more appropriate forms of communication to connect with young people in general.
- *Planning* - Council acknowledges the importance of planning communities that are inclusive of, and address the needs of, young people and is committed to proactively involving young people through consultation and decision making processes.

Community Plan 2030

- 1.1 Recognise and respond to the different social needs and influences on various communities within the Southern Downs.
- 1.6 Hold regular community events where local groups can showcase their activities and attract participation from new people.
- 1.7 Strengthen communication networks within communities and across the region.
- 1.9 Address social issues of equity and access, bullying, domestic violence, social isolation, mental health, disability and homelessness through education programs, policy debate and targeted services.

Community Engagement

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

Legislation/Local Law

Nil

Options

1. Note the Southern Downs Young Leaders Program and confirm the nominated appointees for 2017.
2. Decline the recommendation of nominated appointees for the Southern Downs Young Leader Program 2017.

Attachments

Nil

11.3 Community Services Advisory Committee (CSAC) Meeting Held 16 November 2016

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Community Services Officer (Grants) Manager Community Services and Major Projects	ECM Function No/s: 13.52.01

Recommendation

THAT Council receive the minutes of the Community Services Advisory Committee (CSAC) held on 16 November 2016.

Report

The Community Services Advisory Committee (CSAC) held its first meeting on 16 November 2016. Attached to this report are the minutes of that meeting.

Budget Implications

Nil.

Policy Consideration

Advisory Committees Policy

Community Engagement

Nil.

Legislation/Local Law

Local Government Act 2009

Local Government Regulation 2012

Options

1. Receive the Minutes of the CSAC Meeting held on 16 November 2016.
2. Do not receive the Minutes of the CSAC Meeting held on 16 November 2016.

Attachments

1. Minutes of the Community Services Advisory Committee (CSAC) Meeting held on 16 November 2016 [View](#)



MINUTES OF THE COMMUNITY SERVICES ADVISORY COMMITTEE (CSAC)

Held in the Council Chamber, Warwick on

Wednesday, 16 November 2016 at 10:10am

ORDER OF BUSINESS:

1. PRESENT.....	3
2. APOLOGIES	3
3. INTRODUCTION OF COMMITTEE MEMBERS	3
4. POWERS OF ADVISORY COMMITTEE	3
5. ADVISORY COMMITTEE POLICY.....	3
6. ADVISORY COMMITTEE'S TERMS OF REFERENCE	3
7. DECLARATION OF CONFLICT OF INTEREST.....	3
8. APPOINTMENT OF CHAIRPERSON.....	3
9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	4
10. BUSINESS ARISING FROM THE PREVIOUS MINUTES	4
11. COMMITTEE MEMBERS' OBLIGATIONS.....	4
12. ASPIRATIONAL GOALS & OBJECTIVES OF ADVISORY COMMITTEE	4
13. ADVISORY COMMITTEE'S REPORTS	5
14. PRESENTATIONS	5
15. GENERAL BUSINESS	5
16. NEXT MEETING	6
17. ADVISORY COMMITTEE – ACTIONS.....	6
18. CLOSURE	6
19. ATTACHMENTS	6

1. PRESENT

Cr Sheryl Windle, Cr Neil Melklejohn, Gary Kelly, Anthony Rixon, Flori Cruz, John Bylicki, Liz Mikkelson, Thomas Upton.

Observers

Mayor Tracy Dobie, Cr Jo McNally, Cr Yve Stocks, David Keenan (Chief Executive Officer), Peter See (Director Engineering Services), Michael Bell (Manager Community Services & Major Projects), Andrew Page (Manager Finance & Information Technology), Kerry Marsden (Community Services Co-Ordinator), Sue Harrold (Community Services Officer (Grants) and Minute Secretary).

2. APOLOGIES

NI.

3. INTRODUCTION OF COMMITTEE MEMBERS

Cr Windle opened the meeting, introduced herself and then each participant in turn introduced themselves to the group.

4. POWERS OF ADVISORY COMMITTEE

Cr Windle directed the Committee to note the Terms of Reference document detailing the Powers of Advisory Committee (5.4) which state the following:

5.4.1) An Advisory Committee is a consultative committee to Council that is designed to discuss key issues, consult the community and make recommendations to Council as it pertains to the stated purpose of the Advisory Committee.

5.4.2) Final decisions will be made by Southern Downs Regional Council.

5.4.3) An Advisory Committee and members of the Committee may provide input on a specific topic or the strategic management of a facility but does not hold decision making powers concerning operations of Council.

5.4.4) Advisory Committees must not commit Council resources.

5.4.5) No powers of delegation may be conferred to an Advisory Committee.

5. ADVISORY COMMITTEE POLICY

Cr Windle directed the Committee to note the Advisory Committee Policy that was handed out at the meeting.

6. ADVISORY COMMITTEE'S TERMS OF REFERENCE

Cr Windle directed the Committee to note the Advisory Committee's Terms of Reference that was handed out at the meeting.

7. DECLARATION OF CONFLICT OF INTEREST

NI.

8. APPOINTMENT OF CHAIRPERSON

Cr Windle asked the meeting to put forward nominations for the role of Chairperson of the CSAC.

Moved: Cr Sheryl Windle **Seconded:** Fiori Cruz

THAT Mr Gary Kelly be appointed as Chairperson of the CSAC.

Carried

Mr Gary Kelly commenced chairing the CSAC Meeting.

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

This was the first CSAC Meeting.

10. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil.

11. COMMITTEE MEMBERS' OBLIGATIONS

- (a) Council's vision of the role of CSAC is to provide input and set strategic direction to influence Council moving forward.
- (b) The legislated requirements Council is obligated to operate under will assist in creating the framework for CSAC.
- (c) The CSAC will assist Council in setting a platform that defines the Community Services core business.
- (d) The community expectation of Council is unrealistically high sometimes and needs to be fine-tuned.
- (e) The CSAC was quoted a number of statistics relevant to the community profile of the Southern Downs region to provide the meeting with an initial overview (attached).
- (f) The group was advised that Council has an online self-help Community Services register on its website.
- (g) The CSAC members provide a conduit into the Southern Downs communities to focus on issues at hand.
- (h) Interactive link between Council and the Community.
- (i) Document a Strategy regarding the way forward as a collective group.

12. ASPIRATIONAL GOALS & OBJECTIVES OF ADVISORY COMMITTEE

12.1 Some goals and objectives for future consideration by CSAC include :

- (a) Lift the community profile
- (b) Generate a framework and guidelines
- (c) Look at how to attack youth homelessness
- (d) Councillors, Directors and Managers are facilitating "Tea with Councillors" in the region's communities which have been well represented to date and are ongoing. The feedback from these functions will be provided to the CSAC.
- (e) Promote events for better community representation
- (f) Health & Wellbeing
- (g) What makes up the communities
- (h) Match service levels
- (i) Attract more people and businesses to the region
- (j) Look for funding opportunities
- (k) Challenges in the community

- (l) Small things achieved in the community go a long way
- (m) Communication needs to be built on and build the profile
- (n) Verbal measures put forward are actioned

12.2 Community Development Plan being developed with consideration to -

- (a) What community wants to be like in the next ten years
- (b) What's done in smaller towns
- (c) Reliance on funding moving forward – it will not be there
- (d) Everyone needs to be more resilient
- (e) What is Council's real responsibility to the Community – what has been done in the past cannot continue into the future
- (f) More needs to happen from a business, community and individual perspective
- (g) Positive approach to community
- (h) What can they do for themselves for the communities in the region
- (i) What industries to capitalise on
- (j) Health – other stakeholders need to do more
- (k) Develop a business case – enough work here to encourage more services
- (l) Support issues unique to this region
- (m) Networking with the public, inter-agency groups and others
- (n) Let Agencies know what Council/the region needs

12.3 The CSAC Community Members cited the following as some of their reasons for wanting to be a part of the Committee –

- (a) Assist disengaged kids at school, help older people back into the workforce; pull down barriers presented to people.
- (b) Help make communities aware we are all in the same boat and pull together. Help communities focus on positives not negatives.
- (c) Act as a liaison between organisations and Council to help with homelessness, loss of job, rental assistance, kids kicked out of home, domestic/family violence, refugees & migrants.
- (d) Reduce social isolation. Create an engagement strategy and services in the community and get people involved in those services to help, for example, older people at home on their own.
- (e) Increase the recreational and physical activity across the region using the great facilities on offer to assist the aged population's functional movement and reducing the impact on aged care services as well as burden on the community.
- (f) Utilise the significant role the Chamber of Commerce plays in the community and its relationship with Council concerning economic development for the region.

13. ADVISORY COMMITTEE'S REPORTS

NI.

14. PRESENTATIONS

NI.

15. GENERAL BUSINESS

NI.

16. NEXT MEETING

The next CSAC Meeting will be held on Wednesday, 18 January 2017 at 10:00am in the new Stanthorpe Council Chambers, 61 Marsh Street, Stanthorpe.

17. ADVISORY COMMITTEE – ACTIONS

17.1 The CSAC Members agreed –

- (a) To read and review the attached data provided by Council; and
- (b) To ensure the 18 January 2017 meeting is productive by each member communicating to the meeting what they believe to be the “Aspirational Goals & Objectives” of the CSAC.

17.2 Council officers to provide a DRAFT of the Community Services Strategy to the next meeting on 17 January 2017.

17.3 CSAC Members to set the “Aspirational Goals & Objectives” at the January 2017 meeting.

18. CLOSURE

The meeting concluded at 11:40am.

19. ATTACHMENTS

- (a) Links to the Southern Downs Regional Council – Economic Profile -
<http://economy.id.com.au/southern-downs>
<http://profile.id.com.au/rda-dd-sw/about?WebID=170>
- (b) Link to the Primary Health Networks (PHN) Darling Downs and West Moreton - Health Needs Assessment -
<http://ddwmpnh.com.au/local-government/>
- (c) Emailed PDF Document – The Relocation of Refugees from Melbourne to Regional Victoria – A Comparative Evaluation in Swan Hill and Warrambool
- (d) Emailed PDF Document – Townsville Regional Council – 2014-2017 Community Development Strategy
- (e) Emailed PDF Document – Cairns Regional Council – 2011-2016 The Community Development Strategic Plan

11.4 Southern Downs Road Safety Advisory Committee Minutes

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Manager Work Maintenance & Open Space	ECM Function No/s: 28.45

Recommendation

THAT Council receive the minutes of the Southern Downs Road Safety Advisory Committee Meeting held on the 8 November 2016

Report

The Southern Downs Road Safety Advisory Committee met on 8 November 2016. Attached to this report are the minutes of that meeting.

Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

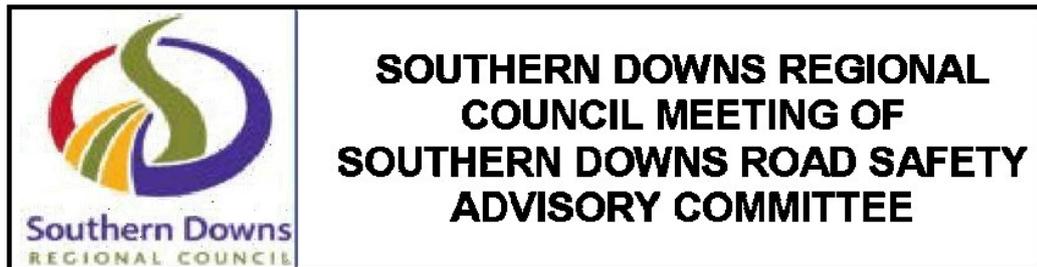
Nil

Options

1. Receive the Minutes of the Road Safety Advisory Committee Meeting held on 8 November 2016.
2. Do not receive the Minutes of the Road Safety Advisory Committee Meeting held on 8 November 2016.

Attachments

1. Minutes of the Road Safety Advisory Committee Meeting held on 8 November 2016 [View](#)



MINUTES OF THE SOUTHERN DOWNS ROAD SAFETY ADVISORY COMMITTEE

Held in the Council Chamber, Warwick on

Tuesday 8 November 2016 at 10.00am

8 NOVEMBER 2016

ORDER OF BUSINESS:

1. PRESENT.....	3
2. APOLOGIES	3
3. DECLARATION OF CONFLICT OF INTEREST.....	3
4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING	3
5. BUSINESS ARISING FROM THE PREVIOUS MINUTES	3
6. ADVISORY COMMITTEE'S REPORTS	3
7. PRESENTATIONS	4
8. GENERAL BUSINESS	4
9. CLOSURE	6

1. PRESENT

Cr Vic Pennisi, Lyndall McCormack (Chairperson), Anthony Rixon, Andrew Gale, Sgt Daniel O'Dea (Stanthorpe Police), Mark Pierce and Andrew Goatham (Department Transport & Main Roads)

Observers

Mayor Tracy Dobie, Cr Jo McNally, Cr Sheryl Windle, David Keenan (Chief Executive Officer), Ashleigh Morrow (Maintenance Engineer), Brian Weeks (Maintenance Overseer), Barbara Fagan (Minute Secretary).

2. APOLOGIES

Sgt Ross Waugh (Warwick Police), Cr Marika McNichol, John Boucher

3. DECLARATION OF CONFLICT OF INTEREST

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved: Lyndall McCormack Seconded Andrew Gale

THAT the minutes of the Southern Downs Road Safety Advisory Committee held on the 11 October 2016 be adopted.

Carried

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Nil

6. ADVISORY COMMITTEE'S REPORTS

Crash Statistics Reports – Warwick and Stanthorpe

The Committee discussed the details of the crash statistics reports that were provided by the Warwick and Stanthorpe Police.

Sgt Daniel O'Dea advised that the Stanthorpe Police keep a record of the crashes whether they are local or tourist. The signs target the difference between the local drivers and foreign drivers.

Blackspot Funding

Lyndall McCormack advised she was happy with the information that was provided to Committee on Blackspot Funding.

Brian Weeks advised that work on the blackspot affected areas should commence at the beginning of 2017, some of the areas need some slight tweaking. Trials of the intersections have been done, intersections are now highlighted better.

Andrew Gale asked what the time frame was for fixing the Percy & Wallace Street intersection. Brian Weeks advised that the designs are in the process of being done and aiming for completion in March 2017.

Any requests for funding for Blackspot should be forwarded to the Manager Works Maintenance & Open Space to be forwarded to the Department of Main Roads. Once Council has identified any blackspot problem areas, Main Roads will support it. Then applications are submitted for Blackspot funding.

Accommodation Creek

Accommodation Creek bridge upgrade is going to need a lot of money to fix it. Council would need to organise a working group to lobby for funding similar to the working group that acquired funding for the upgrade of the Woondenbong Road.

The Road Advisory Group needs to determine how they can assist with acquiring funding for this project. What are the long terms, what is the increased usage.

7. PRESENTATIONS

David Keenan advised of two recent Infrastructure Projects that are under way.

- Warwick Heavy Vehicle Bypass
- Condamine River Upgrade of 14 crossings

David Keenan advised that he was not sure when they would receive any feedback on these two funding applications. There will be opportunity for the Mayor and the CEO to raise the subject when they meet with the ministers in the coming week.

Vic Pennisi advised that it would be important to receive some bipartisan support, as whenever there is a change of government there will always be some changes. Maybe the committee needs to have some consistency on how they lobby support.

The committee should look at two or three things that they can focus on for the next year.

8. GENERAL BUSINESS

Lyndall McCormack asked the Committee if they had any projects that they would like concentrate on, eg. The New England Highway, School Zones, Speed Limits on Country Roads.

Daniel O'Dea – Would like an upgrade of the New England Highway, have more overtaking lanes, decrease of fatigue related crashes, traffic has increased on the New England Highway and the Cunningham Highway. The highway from Wallangarra to Brisbane is a problem.

Main Roads agreed that two overtaking lanes are causing issues with the road shoulders, there is a need for more enforcement pads (so that the trucks can be pulled over safely) nothing like this on the New England Highway south of Warwick.

Andrew Gale advised that he would be willing to do a presentation at the next meeting on Pedestrian Footpath Safety Crossing. Andrew advised that he would do up a map showing the areas that he sees as a concern for pedestrians. Also has concern about mobility scooters using the road carriage way instead of the footpaths.

Cycle Pathways

Anthony Rixon suggested that the Committee could look at providing an Education Program through the schools teaching kids to cross the roads correctly. The schools are on top of the safety issues with school crossings. Could the Committee also look at providing a safe travel routes to school, encourage kids to get active by walking or riding to school.

Andrew Gale advised that Warwick have excellent walk/cycling pathways that are used regularly.

David Keenan advised that Council had received approximately \$55,000 – \$65,000 funding for Cycling Pathway for Warwick and Stanthorpe.

Asset Management Plans (AMP)

Vic Pennisi suggested that briefings on the Asset Management Plans would be helpful in understanding how they are put together, maybe a presentation at each meeting as we go forwarded.

David Keenan advised that Council has no Asset Management Plan for Roads only a road hierarchy, Council has developed AMP for Water, Water & Wasterwater and the Recycled Water in Stanthorpe.

David Keenan advised that Council has not spent any money on footpaths this year unless maintenance was needed. No significant money has being spent on developing a Footpath Asset Management Plan In the last 10 years.

Tracy Dobie advised that Asset Management Plans are the responsibility of Council to develop them. The committee could make recommendations to the Council

Autonomous Vehicles

Daniel O’Dea advised that he recently attended a conference where they spoke about Self Driving Vehicles (cars & trucks). This could still be 5 years away where cars can talk to each other, know where an intersection is and other cars are.

Lyndall McCormack suggested items that could be added to the agenda for discussion at next meeting

- New England Highway
- Pedestrian Safety
- Cycle Pathway
- Linemarking - Warwick Wide Streets

The Warwick Bypass Project would be a long project which could take 15-30 years to achieve. The community consultation process need careful consideration as there will be many for and against a bypass.

Presentations for the next meeting

Invites to the local bus companies (Crisps Coaches, Haldley Coaches and some of the local School Bus Companies) to come and do a presentation on public transport availability in the Southern Downs Region.

The Manager Works Maintenance & Open Space will do a presentation on B-Double Routes and how approvals are allocated.

9. CLOSURE

There being no further business, the meeting closed at 11.43am

11.5 Proposed Amendment 2016/17 Capital Budget - December 2016

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Manager Works Construction, Workshops & Assets	ECM Function No/s: 12.05.06

Recommendation

THAT Council adopt the proposed amendment to the Capital Budget December 2016.

Report

The purpose of this report is to seek approval for a budget amendment to the 2016/17 Capital Budget.

In late November Council received formal advice of funding approval from the State Government for two significant projects under the Grants and Subsidies Program 2016/17.

Project Title	Total Project Cost	Approved subsidy %	Approved subsidy amount
Kenilworth St Upgrade	\$2,100,000	40%	\$840,000
Rogers Street Car Park	\$600,000	60%	\$360,000

The state has advised that it is important that the benefits of these projects be realised as soon as possible, therefore it is a condition of funding that all works be completed within 12 months of receipt of formal advice of the funding approval (28 November 2017). Preconstruction work has commenced and it is proposed that construction be commenced as soon as possible. For this to occur the projects have to be included in Council's 2016/17 Capital Budget. The Kenilworth Street Upgrade project will also receive \$1,000,000 of additional income from private contributions, therefore Council will only need to contribute \$260,000 of its own source funds.

It is proposed to deliver the projects by day labour and make construction of these two projects a priority, therefore Council will not be able to deliver some of the projects currently in the 2016/17 Capital Budget. Construction of the following projects are proposed to be removed from the 2016/17 Capital Budget and postponed until the 2017/18 financial year (subject to Council's 2017/18 budget considerations).

- Sycamore Street Killarney – Reconstruction
- Jack Smith Gully Road – Rehabilitation
- Rangers Road/Oxenham Street Intersection Improvements
- Aldred/Miller Streets Stormwater Extension

The proposed budget amendment also includes reductions in the budget allowances for the following items:

- recently awarded bridge replacement projects (Boxes Road Bridge and Connells Bridge Road Bridge)
- reduced scope of the CBD tree surrounds project

- Allora-Clifton Rd Culverts Temporary Remediation is also not required as this was undertaken out of the Roads Maintenance program in late 2015/16.

Council recently became aware that the Roads to Recovery Allocation for 2016/17 has been reduced and corresponding increase proposed in 2017/18. The following table sets out the 5 year Roads to Recovery Allocation Changes. The proposed budget amendments also take this into account.

Year	Previous Roads to Recovery Allocation	New Roads to Recovery Allocation
2014/15	\$1,093,826	\$1,093,826
2015/16	\$3,125,055	\$3,125,055
2016/17	\$3,609,195	\$2,515,369
2017/18	\$1,093,826	\$2,187,652
2018/19	\$1,093,826	\$1,093,826
Total	\$10,015,728	\$10,015,728

Budget Implications

The proposed Capital Budget amendment increases the total Capital Budget by \$858,000. The budget amendments have been arranged so that there is no net increase in SDRC funds required. There is a net increase in the budgeted income from grants and other external funding sources of \$858,000.

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

Nil

Options

1. Adopt the proposed amendment to the Capital Budget as set out in Attachment 1 "Proposed Amendment 2016/17 Capital Budget - December 2016"; or
2. Not adopt the proposed amendment to the Capital Budget as set out in Attachment 1 "Proposed Amendment 2016/17 Capital Budget - December 2016.

Attachments

1. Proposed Amendment 2016/17 Capital Budget - December 2016 [View](#)

Attachment 1: Proposed Amendment 2016/17 Capital Budget- December 2016

Project No	Project Description	Current Budget			Proposed Budget		
		Current Budget	SDRC Funded	Grant/other Funded	Proposed Budget	SDRC Funded	Grant/other Funded
101664	Reseals	1,400,000	450,000	950,000	1,400,000	631,000	769,000
101666	Connells Bridge Road Bridge Replacement	1,474,000	737,000	737,000	900,000	450,000	450,000
101667	Allora-Clifton Rd Culverts Temporary Remediation	45,000	45,000	0	0	0	0
101669	Rangers Rd / Oxenham Street intersection	200,000	0	200,000	40,000	0	40,000
101673	Sycamore Street, Killamey	450,000	0	450,000	20,000	0	20,000
101675	Jack Smith Gully Rd rehabilitation	200,000	0	200,000	0	0	0
101676	Boxs Road Bridge Replacement	1,268,000	634,000	634,000	1,100,000	550,000	550,000
101681	Aldred / Miller St storm water extension	300,000	300,000	0	50,000	50,000	0
101683	Warwick CBD tree surround rehabilitate	60,000	60,000	0	45,000	45,000	0
TBA	Kenilworth St Upgrade	0	0	0	2,100,000	260,000	1,840,000
TBA	Rogers Street Car Park	0	0	0	600,000	240,000	360,000
Sub Totals		5,397,000	2,226,000	3,171,000	6,255,000	2,226,000	4,029,000

11.6 Water & Wastewater Advisory Committee Minutes

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Manager Water & Waste Water	ECM Function No/s: 13.52.01

Recommendation

THAT Council receive the minutes of the Water & Wastewater Advisory Committee Meeting held on 29 November 2016.

Report

The Water & Wastewater Advisory Committee held their first meeting on the 29th November 2016. Attached to this report are the minutes of that meeting.

Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

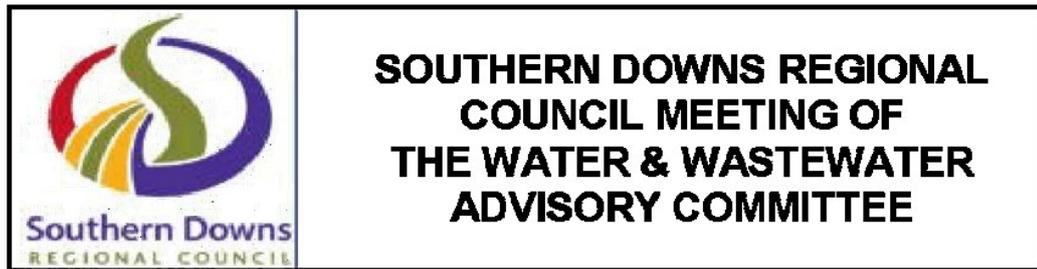
Nil

Options

1. Receive the Minutes of the Water & Wastewater Advisory Committee Meeting held on the 29 November 2016; or
2. Do not receive the Minutes of the Water & Wastewater Advisory Committee Meeting held on the 29 November 2016.

Attachments

1. Water & Wastewater Advisory Committee Minutes held on the 29 November 2016 [View](#)



MINUTES OF THE WATER & WASTEWATER ADVISORY COMMITTEE

Held in the Council Chamber, Warwick on

Tuesday 29 November 2016 at 1pm

TUESDAY 11 OCTOBER 2016

ORDER OF BUSINESS:

1. PRESENT.....	3
2. APOLOGIES	3
3. APPOINTMENT OF CHAIRPERSON.....	3
4. INTRODUCTION OF COMMITTEE MEMBERS	3
5. DECLARATION OF CONFLICT OF INTEREST.....	3
6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING	3
7. POWERS OF ADVISORY COMMITTEE	3
8. ADVISORY COMMITTEES POLICY	4
9. ADVISORY COMMITTEE'S TERMS OF REFERENCE	4
10. CONFLICTS OF INTEREST FOR COMMITTEE MEMBERS.....	4
11. COMMITTEE MEMBERS' OBLIGATIONS	4
12. ASPIRATIONAL GOALS & OBJECTIVES OF ADVISORY COMMITTEE	4
13. FUTURE MEETINGS	5
14. CLOSURE	5

1. PRESENT

Cr Vic Pennisi, Lewis Perkins, Russell Brodrick, Ian Henderson, Michael Read, Justin Hitchener, Max Hunter.

Observers

David Keenan (Chief Executive Officer), Peter See (Director Engineering Services), Tendekai Mapeza (Manager Water & Wastewater), Jill Yeaman (Technical Officer – Water & Wastewater), Barbara Fagan (Minute Secretary), Cr Sheryl Windle

Cr Pennisi welcomed everyone to the meeting.

2. APOLOGIES

Cr McNicol, Mayor Tracey Dobie

3. APPOINTMENT OF CHAIRPERSON

Nominations were called for the appointment of the Chairperson.

Russell Brodrick nominated Cr Pennisi, Cr Pennisi declined the nomination but would be happy to act in an advisory capacity.

Cr Pennisi nominated Max Hunter, seconded by Lewis Perkins. Max Hunter accepted the nomination

No other nominations were received and Max Hunter was duly elected as Chairperson.

4. INTRODUCTION OF COMMITTEE MEMBERS

The Chair asked each of the committee members to introduce themselves.

5. DECLARATION OF CONFLICT OF INTEREST

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Not Applicable

7. POWERS OF ADVISORY COMMITTEE

The Chair directed the Committee to note the Terms of Reference document detailing the Powers of Advisory Committee (5.4) which state the following:

5.4.1) An Advisory Committee is a consultative committee to Council that is designed to discuss key issues, consult the community and make recommendations to Council as it pertains to the stated purpose of the Advisory Committee.

5.4.2) Final decisions will be made by Southern Downs Regional Council.

5.4.3) An Advisory Committee and members of the Committee may provide input on a specific topic or the strategic management of a facility but does not hold decision making powers concerning operations of Council.

5.4.4) Advisory Committees must not commit Council resources.

5.4.5) No powers of delegation may be conferred to an Advisory Committee.

8. ADVISORY COMMITTEES POLICY

The Chair directed the Committee to note the Advisory Committee Policy document

9. ADVISORY COMMITTEE'S TERMS OF REFERENCE

The Chair directed the Committee to note the Terms of Reference document.

10. CONFLICTS OF INTEREST FOR COMMITTEE MEMBERS

Nil

11. COMMITTEE MEMBERS' OBLIGATIONS

The Chair directed the Committee to note both the Policy and Terms of Reference documents with regard to their obligations.

12. ASPIRATIONAL GOALS & OBJECTIVES OF ADVISORY COMMITTEE

The Chair asked if there was anything in the policy that any of the members would like to discuss. As there was no discussion the Chair handed the meeting over to the Manager Water & Wastewater.

The Manager Water & Wastewater gave a brief overview of the Water & Wastewater Department.

The Water & Wastewater Advisory Committee will be involved with the strategic issues for Water & Wastewater not operational issues.

Strategic Issues to be discuss at future meetings.

Risks:

- Options for security of supply for Stanthorpe Water. The Regional Water Supply Security Assessment (RWSSA) report has been completed by DEWS with input from Council. Document is attached.
- EAP – information evening on Connolly – Warwick Show Grounds around mid December 2016
- Acceptable Flood Capacity Assessment for Storm King Dam / Connolly Dam – implications for capital program. A briefing will be provided in the future.
- Drought Management Plan – will be updated around February 2017.
- Drinking Water Quality Management Plan – External Audit – for DEWS in September / October 2017
- Stanthorpe Agreements – Recycled Water Agreements with the Stanthorpe Irrigators Group require to be renewed and or updated.
- Negotiating our licence requirements wit DEHP - realistic limits of release:
 1. Stanthorpe WWTP – 7.5ML /year. 1 week dry weather flow from the Treatment Plant is clearly inadequate and exposes Council to the risk of non-

- compliance fines. The WWW department is negotiating for a greater allowance
2. No release at Wallangarra CED ponds – unachievable. The WWW department is negotiating for an achievable outcome.

Opportunities:

- Recycled Water to the Warwick Industrial Area and Morgan Park
- Sewer back to the WWTP
- Allora WW Scheme
- Trade Waste – currently parked at the moment.
- Streamlining of WW charges and pedestals from a total of 40 to a handful.

Capital Programs:

- Warwick WTP Upgrade – Concept Plan and detailed design of clarifier currently being developed through WSP Parsons Brinckerhoff.
- Stanthorpe WWTP Master plan – to be put as part of 2017/18 budget
- Wallangarra WTP Upgrade – concept plan already completed. Copy attached.

Max Hunter suggested that a visit to one of the Treatment Plants at a future meeting would be helpful for the Committee to understand the process for the treatment of water and sewerage.

13. FUTURE MEETINGS

The meetings of the Water & Wastewater Advisory Committee will be held quarterly on the 1st Friday of the month. The next meeting will be the 3rd February 2017 at 8am in the Warwick Council Chambers. The meetings will be held alternatively in Warwick and Stanthorpe. The dates for the meetings for the next 12 months are listed below:

3 February 2017 – Warwick
5 May 2017 – Stanthorpe
4 August 2017 – Warwick
3 November 2017 – Stanthorpe

If any relevant information become available between meetings the Manager Water & Wastewater will ensure that the Committee members will be sent an e-mail.

14. CLOSURE

As there was no further business the meeting closed at 2.44pm

11.7 Emergency Action Plans (EAP) for Storm King Dam & Connolly Dam

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Technical Officer - Water & Wastewater	ECM Function No/s: 09.24/32.25

Recommendation

THAT Council adopt the Emergency Action Plans (EAP) for Storm King Dam and Connolly Dam.

Report

Council has received notification from the Department of Energy and Water Supply (the Regulator) that the Emergency Action Plans (EAP) for Storm King Dam and Connolly Dam have been approved. Storm King Dam EAP has been approved until 1 August 2018 and Connolly Dam EAP has been approved until 1 August 2019.

Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

Invited engagement for residents living downstream of Connolly Dam has been scheduled on 15 December 2016.

Legislation/Local Law

Section 352I of the Water Supply (Safety and Reliability) Act 2008

Options

1. Adopt the Emergency Action Plans (EAP) for Storm King Dam and Connolly Dam; or
2. Not adopt the Emergency Action Plans (EAP) for Storm King Dam and Connolly Dam.

Attachments

1. Emergency Action Plan (EPA) - Storm King Dam (Excluded from agenda - Provided under separate cover)[View](#)
2. Emergency Action Plan - Connolly Dam (Excluded from agenda - Provided under separate cover)[View](#)

11.8 Mitigations for Water Supply Power Outages

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer: Manager Water & Waste Water	Meeting Date: 16 December 2016
		ECM Function No/s: 32.16.03

Recommendation

THAT Council:-

1. Approve the recommendation to provide fixed generators for Freestone and Mt Tabor Water Pump Stations and 2 mobile generators designated for water purposes one each for north and south regions.
2. Consider providing a budget of \$112,000 as part of the future capital works program starting in 2017/18

Report

Council has a number of water pump stations that boost the pressure into the higher level areas where the reservoirs are unable to supply adequate pressures and flow rates. Although these higher level areas are required to have booster pump station to maintain pressure and fire flows some of the areas can still receive water supply from reservoirs (albeit at a greatly reduce pressure and flow) when the pump stations are without power.

When there is a power outage it is generally taken that there is a reduction in water pressure down to no water to those residents that live in these higher altitude areas. Residents in these areas are usually not too concerned about this as long as the interruption is of a reasonably short duration. The concern for Council could be more directed at firefighting flows but again power interruptions are generally caused by storms and heavy rain. It should be noted that interruptions are due to non-supply of electricity by the power utility.

A consideration for using generators is an option to be considered. An assessment to identify which pump station would require a permanent (fixed) generator or a portable generator was carried out based on the size of the pumps used and the number of customers serviced.

Warwick Water Supply

- Leslie Dam raw water supply. In 2015/16 Council procured a 400Kva generator that is stored at the Warwick Water Treatment Plant (WTP) ready to be moved to the Dam when required.
- Warwick WTP – In 2015/16 Council procured and installed an onsite 150Kva generator that can also supply power to the Glen Road pump station and Rosenthal transfer pumps.
- Churchill Drive Pump Station – has an onsite generator.
- Freestone Pump Station and Reservoir: there is no generator at this site. This needs to be rectified considering that Freestone Reservoir is now our biggest water pump station servicing Allora, Mt Tabor and the pressure zone north of Alexandra Drive to SCOTS PGC.
- Mt Tabor Pump Station and Reservoir: there is no generator at this site. The reservoirs do supply a low level of gravity water to the housing estate.

Most areas of Warwick have the ability to receive gravity fed water from the Warwick WTP during power outages although it is at a greatly reduced pressure.

Council does have a couple of portable generators that can be transported to required sites. In the event of power failures, these portable generators are generally prioritised to be used for wastewater pump stations to avoid wastewater overflows instead of water supply.

Stanthorpe Water Supply

- There is an onsite generator.
- Stanthorpe town: 1/3 of Stanthorpe is supplied by 4 water pump stations that don't have onsite generators. The rest of the town can be supplied by gravity.
- The location of the pump station may make it difficult to have permanently positioned generators giving the need for portables units.

Killarney Water Supply

- There is no onsite generator. The WTP switchboard has the ability to have a portable generator connected as well.
- Hope Street pump station: There is no onsite generator,
- Hope Street and Tecoma Street Reservoirs: The two reservoirs supply a low level of gravity water to immediate housing and good pressure to all other housing.

Wallangarra Water Supply

- Both the treatment plant and the Beehive dam have onsite generators.

Allora

- The reservoir is situated at an elevated site and provides good water pressure requiring no emergency power.
- The reservoir is dependent on water from the Freestone Pump Station in Warwick which does not have generator backup.

Yangan

- The reservoir is situated at an elevated site and provides good water pressure requiring no power.
- The reservoir is dependent on water from the Freestone Pump Station in Warwick which does not have generator backup.

All Small Towns

- Due to the size and location of the small towns, none of the pump stations have onsite generators but do have the ability to connect a portable generator.
- The reservoirs are usually positioned at a high elevation for the town supply and have sufficient capacity to meet short term (24 hour) demands if power goes out when the reservoirs are nearly full. As a result, there would be only a small number of residents, if any, that would be affected during a power outage.

There are a number of key pump stations that require a generator to maintain water pressure to residents. It must also be noted that the generator is only one part of what is required. For example, if power is lost to a pump station the action to start the generator needs to be considered. Generators can have an auto start function but this has some serious risk to it as this can lead to power spikes and damage to electrical equipment. A better way of operation would be to utilise the

SCADA system for the on call operator to remotely start the generator after it was determined that power will be out for an extended period of time. Not all water pump station sites have telemetry at this stage. Telemetry can be gradually added on as the water pump station sites are upgraded.

The purchase of additional mobile generators is recommended and these would be a priority for water pump station issues over waste water issues. One key aspect that must be accounted for is that in power outage periods waste water pump stations can be pumped down in a matter of minutes giving the ability to service multiple pump stations within a short period of time. This is not the case for water pump stations as they may require the generator to be in operation for the duration of the outage. The pump stations that would be considered as critical sites are as below.

Warwick

- Freestone Pump Station - This pump station supplies water to four different systems, Allora, Yangan, Mt Tabor and the surrounding elevated area (residential). The pump station has 7 pumps varying in size from 5.5 kW to 18.5 kW and would require a generator with a minimum size of 150 kVA. The purchase cost is estimated as \$30,000 and the cost of setting up the generator would be approximately \$15,000.
- Mt Tabor Pump Station - This pump station supplies water to the elevated residential area, while the pump station draws water from the 2 reservoirs which are in the same compound. If the site was to lose power then there is a degree of ability to supply the area with gravity fed water but this is at a greatly reduced rate. The generator required for this site would be a maximum of 30 kVA and would cost \$15,000. A further \$10,000 would be required for set up works.
- The Mt Tabor Pump Station and Reservoir site is also one of two repeater sites in Warwick for Council's SCADA telemetry system. Placing a generator at this site would be beneficial to ensure continued communication within the telemetry system.
- Everest Repeater site: This site would only require a small generator (5kVA) costing around \$5,000. Such a generator can also help to maintain communications of all water and waste water sites already on the SCADA telemetry system.

Stanthorpe

- Brock Park - This has 2 pump stations supplying water to a large residential area around High Street. The pump stations are at opposite ends of the park but could be setup to come off the same switchboard giving the ability to have only one generator supplying both sites. The 30kVA generator would cost \$15,000 but would need an additional \$10,000 for site works.
- Jardine Street Pump Station and Reservoir. - This pump station supplies a large number of residents and has a couple of 7.5kW pumps. The pumps would require a 30kVA generator at a cost of \$15,000. Site costs would be fairly minimal.

Budget Implications

Mobile generators can cost about the same as fixed generators, however, a trailer will be needed to transport and leave the generator at different sites. Trailers can cost up to \$6,000. It is assumed that mobile generators shall be rated at 30 kVA for the purpose of budgeting for this report.

Depending on adopted options, generators can cost as follows:

- Up to \$115,000 to provide fixed generators for all areas identified above:
- Up to \$70,000 to provide fixed generators for Freestone and Mt Tabor WPS only.
- Up to \$112,000 to provide fixed generators for Freestone and Mt Tabor and 2 mobile generators designated for water purposes one each for north and south regions.
- Up to \$42,000 to provide 2 mobile generators one each for north and south regions

Policy Consideration

Nil

Community Engagement

This report is being prepared in response to a customer who complained about the lack of continuous water supply after a recent storm event and from Item 15.1 loss of water supply caused by power outages adopted at the General Meeting of Council held on 23 November 2016.

Legislation/Local Law

The Water Supply (Safety and Reliability) Act 2008 requires Council to provide water that meets community expectations with regards to continuity of supply.

Options

Council:

1. Provide fixed generators for Freestone and Mt Tabor WPS only.
2. Status quo – complemented with education to raise community awareness that there may be times when water supplies will be interrupted if electricity is not available.
3. Provide fixed generators for all areas identified (Freestone, Mt Tabor, Everest, Brock Park and Jardine Street).
4. Provide fixed generators for Freestone and Mt Tabor and 2 mobile generators designated for water purposes one each for north and south regions.
5. Provide only 2 mobile generators – one each for north and south regions.

Attachments

Nil

11.9 Update on Water Quality for Other Small Towns

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Manager Water & Waste Water	ECM Function No/s: 32.80

Recommendation

THAT Council:

1. Adopt the following options for each of our Other Small Towns:
 - a. Pratten– Make minor adjustments to the current treatment arrangements.
 - b. Karara – Undertake a survey of all water customers about their expectations regarding the quality and quantity of water supply.
 - c. Leyburn - Maintain the current treatment arrangements and monitor the new quality of water from the new bore.
 - d. Dalveen – Maintain the current treatment arrangements.
2. Note that if there are capital improvements, such works are to be part of future budget considerations.

Report

Background

Council supplies water to small towns of Karara, Leyburn, Pratten and Dalveen with minimal treatment or with disinfection process only.

A report entitled Water Quality for Other Small Towns was tabled at the General Council meeting of 24 August 2016. An excerpt of the report is below:

A summary of Council's water supply to Other Small Towns is listed below:

- *Dalveen water supply meets all the Health and Aesthetic requirements of the Australian Drinking Water Quality Guidelines (ADWQG),*
- *Karara, Leyburn, Pratten and Dalveen water supply schemes meet all the Health requirements of the ADWQG.*
- *When compared to the Aesthetic measures of the ADWQG, the Leyburn water scheme just meets the Total Hardness requirements of the ADWQG after treatment (at the reservoir). However, Total Dissolved Solids and Sodium measures do not comply with the ADWQG.*
- *When compared to the Aesthetic measures of the ADWQG, the Total Hardness, Total Dissolved Solids and Chloride measures of the Pratten water scheme do not comply with requirements of the ADWQG.*
- *Karara does not meet the True Colour and Turbidity Aesthetic measures of the ADWQG.*

Options to improve the aesthetic quality of the water for Pratten and Leyburn are being investigated and will be presented in December 2016 for Council's consideration.

The Water and Wastewater Department carried out investigations on the water quality improvement options for small town water supply facilities as suggested at the General Council Meeting of 24th August 2016.

A) Pratten Water Supply Facility

The Existing Arrangements and Status of Treatment Facility

Two bore wells are used to extract water which is disinfected using Sodium Hypochlorite. The water then passes through a pressure sand filter before distribution to the customers. During low water consumption hours the remaining water is collected into two balancing tanks located at Lester Street Pattern. The borepumps are off when the balancing tanks are at full capacity. Storage capacities of tanks are 130 KL for the on-ground tank and 22 KI for the elevated tank.

Water Quality Issues

Water quality test data indicate that the water supply meets the health requirements of ADWQG. Total hardness, total dissolved solids and chloride measures do not comply with the aesthetic requirements of ADWQG. The same test data also shows that manganese concentration in raw water (from bore supplies) is also higher. Frequent filter blockages have been experienced due to high level of manganese.

Proposed Solution to Quality Improvement

Options to improve the water quality include:

1. Minor adjustments to current operational arrangements were carried out to flush and monitor the quality of raw water from the two bore wells; replacement of some valve fittings and replacement of the media filter following the November 2016 water supply cut off. In addition, maintenance of the bores and filter media will be scheduled every 3 years to ensure that the filter continues to function as designed.
2. Upgrading of the system into a small water treatment plant will incorporate pre-chlorination, aeration, sedimentation, filtration and then disinfections. The treatment plant can be located at the site where the storage tanks currently are. The existing filter shed will then move to the same site as the treatment plant. Water from the bore well will be pre-chlorinated and then pumped to the filter unit and pumped to the reticulation system. The estimated cost of the plant is approximately \$150,000 with additional annual operating cost estimate of \$9,500/ year.

Recommended Option

The recommended option is option 2 which is to make minor adjustments to current treatment system at Pratten.

B) Karara Water Supply Facility

The Existing Arrangements and Status of Treatment Facility

Council extracts raw water from Canal Creek and then disinfects the water at the pumping station. The chlorinated water is pumped into a 110 KL capacity collector reservoir located at Cunningham Hwy at Karara before supply into the reticulation system.

Water Quality Issues

Recent water quality test data indicate that the Karara water supply meets the health requirements of ADWQG. However, the same data indicates that the Karara water supply does not comply with the True Colour and Turbidity aesthetic measures of the ADWQG.

Proposed Solution for Water Quality Improvements

Options to improve the water quality include:

1. Minor adjustments to current arrangements will incorporate improving the creek intake, installation of a screen and improvement of pipes and fittings at pumping station. The cost of the works would be around \$15,000. However, the effect of these works on water quality is unknown.
2. Upgrade into a small water treatment plant will incorporate a new sedimentation, filtration, disinfection processes prior to distribution to customers. The treatment will eliminate Colour and Turbidity issues. Land is available adjacent to the existing pumping station for the implementation works. The estimated capital cost of works would be \$ 80,000 with an annual operating expenditure of \$7,500.
3. With only 12 water connections excluding the Council connection, the option to remove the water supply to Karara should be explored through a survey of all current customers. If water is not used for drinking, this option may be the best solution.

Recommended Option

The recommendation is to carry out a survey to assess the requirements and expectations of water customers in Karara with a view to discontinuing the water supply.

C) Leyburn Water Supply Facility

The Existing Arrangements and Status of Treatment Facility

Only one of three bores is used to supply water for Leyburn. The other two bores are having water quality issues and capacity issues. Supply from the single bore is adequate to meet the current demand for Leyburn. Water is disinfected using Sodium Hypochlorite liquid at the pumping station and then directed to the reticulation system. During low water consumption hours the remaining water is passed to the 136 KL capacity balance tank located at Warwick Street, Leyburn.

Water Quality Issues

Recent water quality test data indicates that the Total Dissolved Solids and Sodium values for Leyburn water supply are above the aesthetic values of the ADWQG requirements. Hardness is just within the aesthetic measure of the ADWQG.

Proposed Solution to Quality Improvement

Options to improve the water quality include:

1. Minor adjustments to current arrangements will incorporate plans to flush and monitor the quality of raw water from the other two existing bores. In addition to this Council will be constructing a new bore well in 2016/17 to replace the current operating well which is known to be in very poor condition.
2. Upgrading the treatment process will incorporate a new aeration, sedimentation, filtration and disinfection processes. The treatment system is to be designed by engaging a consultant. The

cost of the works can only be estimated after finalising the treatment process units and location of installation given the three bore wells.

Recommended Option

The recommended option is to flush the bores and operate at least two bores and monitor the water quality for some time. Other alternatives can be explored if the recommended option fails.

D) Dalveen

The Existing Arrangements and Status of Treatment Facility

Council extracts raw water from 3 bores and then disinfects the water at the chlorination shed / pumping station. The chlorinated water is then directed to the reticulation system. During the off peak hours of consumption the remaining water is passed to the 134 KL capacity balancing tank at Coomber Lane, Dalveen.

Water Quality Issues

Water quality test data indicates that Dalveen meets both the Health and Aesthetics measures of the ADWQG.

Proposed Water Quality Improvement

There are no capital works improvements proposed for the Dalveen water supply scheme.

Budget Implications

2015/16 Revenue for Other Small Towns was \$189,591 against a budget of \$206,448. The actual expenditure to provide the services for these towns was \$336,430 against a budget of \$255,004. In short, Type 1 water schemes are subsidising the water supply to Other Small Towns by up to about \$100,000 each year.

Capital and operational budgets may be required should Council adopt measures to implement water quality improvements in the future.

Policy Consideration

Council currently charges different access and consumption charges for different schemes based on historic charging regimes that existed before amalgamation. However, from July 2017, Council has adopted a plan to have two types of charges:

- Type 1 charges consisting of annual access and volumetric consumption charges for schemes receiving type 1 (full) water treatment such as Warwick (including Allora and Yangan), Stanthorpe, Killarney and Wallangarra.
- Type 2 charges consisting of annual access and volumetric consumption charges for schemes receiving type 2 water treatment such as Karara, Leyburn, Pratten and Dalveen.

The type 2 charges are expected to be lower than the type 1 charges to reflect a lower level of quality of water that customers in type 2 schemes receive from Council.

Community Engagement

This report is a follow up to an August report after a customer complained about the quality of water they are receiving in Leyburn. Council has received regular complaints from customers at Pratten and Karara also.

Legislation/Local Law

The Water Supply (Safety and Reliability) Act 2008 requires Council to provide water that complies with the requirements of the ADWQG.

Options

- Adopt the following options for each of our Other Small Towns:
 1. Pratten– Make minor adjustments to the current treatment arrangements.
 2. Karara – undertake a survey of all water customers about their expectations regarding the quality and quantity of water supply.
 3. Leyburn - Maintain the current treatment arrangements and monitor the new quality of water from the new bore.
 4. Dalveen – Maintain the current treatment arrangements.
- Note that if there are capital improvements, such works are to be part of future budget considerations.
- Adopt some recommended options for some small towns.
- Reject all the recommended options for all small towns.

Attachments

Nil

12. PLANNING, ENVIRONMENT & CORPORATE SERVICES DEPARTMENT REPORTS

12.1 Making of Amendment Subordinate Local Law No. 1 (Operation of Caravan Parks) 2016

Document Information

 Southern Downs <small>REGIONAL COUNCIL</small>	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Planning and Compliance Coordinator	ECM Function No/s: 19.7.1

Recommendation

THAT Council:-

1. Makes *Amendment Subordinate Local Law No. 1 (Operation of Caravan Parks) 2016* (as attached).
2. Adopts a consolidated version of *Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011* to include the amendments made by *Amendment Subordinate Local Law No. 1 (Operation of Caravan Parks) 2016*.
3. Amend Council's Schedule of General Fees and Charges and replace the sections relating to ***New Applications*** (for premises regulated under *Rental Accommodation and Caravan Parks Local Laws only*), and ***Local Law No. 1.8 (Operation of Caravan Parks) 2011*** with the following:

New Applications (for premises regulated under Rental Accommodation Local Laws only)	\$330 (plus annual fee)
Local Law No. 1.8 (Operation of Caravan Parks) 2011	
Application for caravan park	\$600 (plus annual fee)
Application for overflow area only	
(i) within an existing caravan park	\$200
(ii) not within an existing caravan park	\$400
Annual renewal of approval for caravan park:	
(i) that provides for caravans and/or tents only	\$385
(ii) the includes complementary accommodation	\$500
(iii) that includes an overflow area (in addition to (i) or (ii) above)	\$100
(iv) that is an overflow area only	\$100
(v) a Farm Park under former Stanthorpe Shire Local Law	\$225
Renewal of approval for 3 year term	200% of the fee for an annual renewal of approval

Report

At the General Meeting in September 2016, Council proposed to make *Amendment Subordinate Local Law No. 1 (Operation of Caravan Parks) 2016*. The subordinate local law amends *Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011*.

Public consultation of the draft subordinate local law has been undertaken in accordance with Council's process for making local laws and section 29(1) of the *Local Government Act 2009*. A

public notice was published in the Southern Free Times on 6 October 2016, a letter and copies of the draft subordinate local law were provided to all caravan park operators in the Region, and public meetings were held on 11 and 12 October 2016. The public consultation period ended on 9 November 2016.

Submissions

Nine submissions were received during the public consultation stage. Copies of the submissions have been provided to Councillors. In general, the response to the proposed changes has been positive. Specific comments were received that the changes to recognise 'bush camping', distinguish between parks in rural and urban areas, allow for overflow areas, and the reduction in the required number of facilities are all welcome changes. The other matters raised in the submissions are addressed below.

1. At the October General Meeting, Council resolved to implement camping at the Lions Park in Wallangarra, Jim Mitchell Park in Dalveen, Dalrymple Park in Allora, and the Leyburn Sports Ground and Reserve. The intention to implement camping at these parks was not discussed with caravan park operators at the meetings held to discuss the proposed amendments to the caravan park local law. Therefore, Council should postpone the review of the caravan park local law until such time as all Council caravan park/camping ground stock has been identified to avoid duplication or multiple reviews of the local law.

There should be an analysis of existing non-compliant camping sites Council is maintaining and the cost of maintaining these sites. This analysis is needed so Council can consider the cost benefit for the Region in maintaining these sites.

It is important that the same local laws apply across the Region irrespective of who operates the caravan park.

Comment: At its October meeting Council also considered the use of Connolly Dam for camping.

There is little relationship between implementing camping at these parks and the review of the caravan park local law. Once Council commences charging for use of these parks for caravans/camping, the caravan park becomes a prescribed activity in terms of *Local Law No. 1 (Administration) 2011* and a permit is required in accordance with *Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011*.

Where there are no existing-use-rights for camping at these parks, such as at Connolly Dam, planning approval will be required prior to the use commencing and a permit being issued under the local law.

2. Council needs to allow for landowners to make their land available for caravans/camping to cater for people who are seeking a quiet and peaceful environment, who do not want to stay in traditional caravan parks, and who do not need toilets and showers as they are completely self-contained.

Council should allow self-contained caravans to stay for a maximum of five nights without any restrictions. Council should get rid of regulations and red tape for 'primitive camping grounds'.

Comment: The proposed amendments to the subordinate local law include changes to recognise 'bush camping' and provide for lesser requirements for caravan parks in rural areas. They also recognise that parks catering for self-contained caravans only do not have the same need for sanitary and ablution facilities. For example, the following provisions are proposed to be included in Schedule 1, section 6 of the subordinate local law:

- (5) Adequate toilet and showering facilities must be provided for persons (including disabled persons) using the caravan park as follows—
 - (a) *except for sites used exclusively for self-contained caravans, sanitary conveniences and ablutionary facilities are to be located—*
 - (i) *not more than 200 m from any site; and*
 - (ii) *at least 6 m from any site;*

The local government may allow sanitary conveniences and ablutionary facilities to be located more than 200 m from any accommodation within an area used for bush camping only.

- (i) (i) *for caravan parks that accommodate only self-contained caravans — at least 1 unisex toilet, 1 unisex shower and 1 basin are to be provided that are suitable for disabled persons.*

(11) Adequate laundry facilities must be provided for users of the caravan park as follows—

- (b) *for caravan parks that accommodate only self-contained caravans — at least 1 wash tub, 1 washing machine and 1 electric clothes dryer or 1 clothes hoist or an equivalent length of clothes line are to be provided.*

(12) Waste water disposal (sullage) points are to be provided as follows—

- (b) *if the caravan park is located in a rural area, a waste water disposal point is provided in circumstances where –*
- (i) *individual sites are located in proximity to sensitive environmental areas (e.g. a waterway); or*
 - (ii) *the density of individual sites is such that grey water disposal may create a public health risk.*

Amendments to the Southern Downs Planning Scheme are also proposed which make the process of obtaining planning approval for small scale Tourist parks in the Rural zone easier by reducing the level of assessment for Tourist parks from impact assessment to code assessment where:

- (i) a maximum of 20 individual sites on a lot of at least 10 hectares; and
- (ii) located at least 1 kilometre from Intensive animal industries.

This proposed change is included in the major amendment which has just completed State Interest Review, and is yet to undergo public consultation.

3. 'Bush camping' seems to mean all camping in rural areas. Many requirements that apply to caravan park operators do not apply to bush camping areas, e.g.:

- The operation of the caravan park must not detrimentally affect the amenity of the adjoining land;
- No accommodation is to be erected or located closer than 3m to any other accommodation;
- Details of the on-site sewerage facilities and the waste water disposal system;
- A current certificate of compliance issued under the *Fire and Services Act 1990*;
- The operation of the caravan park must be lawfully conducted on the premises; and
- The operation of the caravan park must not produce environmental harm or environment nuisance, or inconvenience or annoyance to the occupiers of any adjoining land.

Most of the Region is included within the Rural zone. If Council was to allow bush camping throughout the Rural zone, the commercial caravan parks would not survive especially as there are almost no conditions currently proposed for camping in rural areas. The caravan industry has absolutely no support for this proposal. The same requirements must apply to caravan parks whether they are in rural or urban areas.

Comment: 'Bush camping' is defined as 'camping and/or caravan sites provided in a rural area where individual sites are not defined'. Not all camping in rural areas can be defined as 'bush camping'; though many of the caravan parks in rural areas of the Region are currently operating as 'bush camping'.

Like all caravan parks, a caravan park that includes a bush camping area only is subject to development approval for a Tourist park under the Planning Scheme.

The requirements for caravan parks in rural areas (which includes bush camping) are almost identical as for those in urban areas; the only differences are the following provisions proposed to be included in Schedule 1, section 6:

- (5)(a) ...The local government may allow sanitary conveniences and ablutionary facilities to be located more than 200 m from any accommodation within an area used for bush camping only.
- (12)(b) If the caravan park is located in a rural area, a waste water disposal point is provided in circumstances where –
 - (i) individual sites are located in proximity to sensitive environmental areas (e.g. a waterway); or
 - (ii) the density of individual sites is such that grey water disposal may create a public health risk.

4. The proposed amendments include the terms 'urban area' and 'rural area'. These terms should be defined.

Comment: The following definitions have been included:

rural area means land that does not have access to the local government's reticulated water supply and is zoned under the Southern Downs Planning Scheme as being within—

- (a) the Rural zone; or
- (b) the Environmental management and conservation zone; or
- (c) the Limited development (constrained land) zone; or
- (d) the Community facilities zone.

urban area means land that is not in a rural area.

5. Does a camp kitchen need to be provided in a bush camping area?

Comment: It is not a requirement to provide a camp kitchen in a caravan park.

6. Confirmation is required that caravan parks for self-contained caravans only will still be required to provide one toilet, shower and electric washing machine, and still have to comply with all other requirements as any other caravan park.

If a hotel offers 'free camping' does they mean as long as guests have access to the hotel's toilets, showers and laundry, they can apply for a caravan permit, or would they require separate facilities exclusively for the caravans?

Comment: For caravan parks that will only cater for self-contained caravan, the requirements are almost identical to those for other caravan parks. The only differences are the following provisions proposed to be included in Schedule 1, section 6:

- (5) Adequate toilet and showering facilities must be provided for persons (including disabled persons) using the caravan park as follows—
 - (a) except for sites used exclusively for self-contained caravans, sanitary conveniences and ablutionary facilities are to be located—
 - (i) not more than 200 m from any site; and
 - (ii) at least 6 m from any site;
 - (i) (i) for caravan parks that accommodate only self-contained caravans— at least 1 unisex toilet, 1 unisex shower and 1 basin are to be provided that are suitable for disabled persons.
- (11) Adequate laundry facilities must be provided for users of the caravan park as follows—
 - (b) for caravan parks that accommodate only self-contained caravans— at least 1 wash tub, 1 washing machine and 1 clothes dryer, or 1 clothes hoist or an equivalent length of clothes line are to be provided.

If an operator of a hotel was to apply to Council to also have a caravan park on the hotel site, they could propose to use existing toilet/shower/laundry facilities within the hotel. They may not be required to provide separate facilities. Council officers would assess the need for additional facilities based on whether the existing facilities are appropriate and could be conveniently accessed by caravaners.

7. Can the toilet and shower facilities for a bush camping area be similar to that provided in National Parks (e.g. a 'donkey' to heat water for showers and eco/pit toilets)?

Comment: Toilet and shower facilities must meet the requirements of the *Plumbing and Drainage Act*. The Act does not allow for 'donkey' water heaters. Composting toilets could be allowed, but would need to meet the requirements of the *Environmental Protection Act* design rules.

8. There is no need for a toilet, shower and basin to be provided for caravan parks that accommodate only self-contained caravans (see Sch 1, s 6(5)(i)(i)). There is no need for laundry facilities when people are staying only two nights.

Comment: The proposed amendment includes a requirement for at least one toilet, shower and basin to be provided for parks accommodating only self-contained caravans. This requirement was included to ensure appropriate facilities are available in the event that the facilities in a caravan are not in working order.

The submitters who raised concerns regarding the requirement for toilets and showers to be provided have commenced operating camping grounds through the 'Youcamp' website, and provide no sanitary or ablution facilities for customers.

As with all provisions of Section 6 of Schedule 1, these are 'conditions that will **ordinarily** be imposed on an approval'. If when making a development application to Council, the applicant can satisfactorily demonstrate that additional facilities are not required, or alternatively that other facilities are available in the event that the facilities of a caravan are not working (e.g. associated with the landowner's home), then approval may be issued without additional facilities being provided if access to these facilities is acceptable.

9. The number of required toilets and showers should be further reduced for caravan parks in rural areas, as the number of customers fluctuates considerably from weekday to weekend. Having to provide facilities to cater for the busiest night of the week, when these facilities are unused during the week is a very large cost impost on operators. Perhaps the provisions relating to the required number of facilities could be amended such that an additional five sites could be operated without increasing the number of facilities.

Comment: The proposed amendments (see Sch 1, s 6(5)) include a reduction in the number of facilities required per site in recognition that many more caravans now include these facilities, and are based on the Queensland Camping Options Toolkit. Facilities that are provided must be adequate to cater for guests when the caravan park is operating at capacity. It is unlikely that any caravan park is operating at full capacity at all times.

Again, these are 'conditions that will **ordinarily** be imposed on an approval', and an applicant may demonstrate fewer facilities would be acceptable.

10. The provisions that apply to an "Overflow area" should also apply to accommodation provided with temporary entertainment events.

Comment: A permit under *Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011* is issued for events such as music festivals and the like, and some temporary entertainment events include camping (e.g. Stanthorpe Rocks, Queensland State Championship Kart Racing, and the Manifest music festivals). The conditions of Temporary Entertainment Events permits, as they apply to camping, are similar to that which would apply to an Overflow Area, although they are often more stringent as there is a greater need for liaison with emergency services due to the number of participants involved.

The fees associated with applying for a Temporary Entertainment Event including camping (\$1250) are also much greater than applying for an Overflow Area (recommended maximum \$400).

The submitter suggests that camping associated with these events should be dealt with under Subordinate Local Law No. 1.8, specifically as an Overflow Area.

The camping that is ancillary to Temporary Entertainment Events does not meet the definition of an Overflow Area. An Overflow Area is only utilised during times when local caravan parks are expected to exceed their capacity. It is considered appropriate to continue dealing with camping that is ancillary to a Temporary Entertainment Event under *Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011*.

However, should someone other than the event organiser wish to provide for camping by participants of a Temporary Entertainment Event, then there may be circumstances where it would be appropriate to operate an Overflow Area. For example, all accommodation in and around Stanthorpe may be booked out during the Stanthorpe Rocks event, so providing Overflow Areas during this event may be appropriate.

11. The following requirements should apply to Overflow Areas:
 - Waste is to be removed by commercial operators only;
 - A register to be provided of the cleaning schedule for amenities;
 - Provide a detailed management plan;
 - Meet the requirements of the *Fire and Emergency Services Act 1990* and requirements under Workplace Health and Safety legislation;
 - Keep a register of the name and address of each person hiring a site, and the registration number of their motor vehicle;
 - Guests to display a registration card on the dash board of their vehicles stating the date of departure, the number of guests and the vehicle registration number; and
 - Provide a copy of public liability insurance prior to approval.

Comment: It is considered appropriate that the requirements for Overflow Areas should be no more onerous than those for standard caravan parks, and similar conditions should apply.

12. When assessing applications for Overflow Areas, the location of the proposed Overflow Area with regards to the event for which it is catering should be a consideration, as should the facilities that will be provided. This is to reduce the possibility of there being too many approvals being issued for overflow areas which would compromise commercial operators and community groups that are also providing for overflow areas. Prior to an Overflow Area being approved, Council officers should be required to consult with local commercial operators to ensure an Overflow Area is required.

Comment: The proposed amendments include a definition for an overflow area as *'an area used for camping and caravans only during times when local caravan parks are expected to exceed their capacity (e.g. during peak holiday times, festivals and events), and the use does not constitute development under the Planning Act'*.

Any applicant for an Overflow Area must provide details of the times of the year when the Overflow Area will be operated, and provide an explanation as to why the Overflow Area will be needed during these times. When assessing an application, a Council officer may make enquiries with local commercial operators or tourist associations if further confirmation is required that there is a need for additional accommodation at the specified time.

13. Caravanning Queensland established an overflow areas policy as a tool to assist local government support the accommodation businesses within their communities. The policy was developed with an ethical expectation that the local authority would act with professionalism and respect the rights of commercial parks to operate without fear of unfair and unprofessional competition which might be caused by the inappropriate use of overflow areas such as showgrounds and sports grounds. This process, outlined below, can be used as a guide for Council's consideration:
 - (i) Council prepares numbered dashboard certificates and distributes these to local caravan parks.
 - (ii) Council prepares a plan of the local showgrounds and indicates the approximate location of all facilities and sources of power for connection to caravans.

- (iii) When a caravan park is full, and a request for accommodation is received, the caravan park operator is responsible for phoning other caravan parks to ascertain if there are any vacancies.
- (iv) If there are no vacancies, the caravan park operator then issues a dashboard certificate to the client on the basis that they can proceed to the local showgrounds and set up at that location.
- (v) The caravan park operator is responsible for taking the client's details, and explaining the process to the client.
- (vi) The caravan park operator levies a charge upon the client for accommodation at the Showground. This amount is twice the pre-agreed amount Council has set for the supply of facilities and services. The caravan park operator retains half the amount charges and remits the remainder to the Council.

Comment: While there are advantages to this process (e.g. assurance that the Overflow Area can only be used when all caravan parks are at capacity), it relies of all Overflow Areas to be previously identified and approved, and does not allow for Overflows Area to be established in more convenient locations for events and festivals. The policy is also anticompetitive as it puts caravan park operators in control of Overflow Areas and requires they get paid even when the Overflow Area is being run by another organisation or person.

14. The approved operating timeframes for Overflow Areas should be strictly enforced by Council.

Comment: As with all regulatory activities, the level of monitoring Council officers can undertake is restricted by the resources available. If non-compliance with approved operating timeframes, or any other conditions of approval, is found, Council officers can commence enforcement action in accordance with *Local Law No. 1 (Administration) 2011*.

15. There should be a maximum limit on the number of people per site. This is important as the number of toilets, showers, etc. are determined based on a per site basis and not the number of occupants. In other states, the maximum number of people per site is six.

Comment: The subordinate local law does not stipulate a maximum number of people per site. Generally, Council officers have accepted that the average number of people per site is four. This is based on the State government's guide of four equivalent persons for each site when determining capacities of sewage treatment systems.

For built accommodation, such as cabins and backpacker accommodation, a maximum number of guests would be stipulated having regard to the number of beds, size of rooms, and facilities available.

The proposed changes to the required number of toilets, showers, basins and laundry facilities are based on the Queensland Camping Options Toolkit, which was prepared by the State government. The provision of facilities suggested in the Toolkit is on a per site basis.

16. The facilities provided with ensuite sites should be included in the total number of facilities available to park guests.

Comment: The toilet and shower facilities provided with an ensuite site are available only to those people occupying that site. As they are not available for general use by park guests, they should not be included within the number of facilities available or the total number of sites when calculating the required number of facilities. An additional provision can be included as follows:

(5)(h) ensuite sites, and facilities provided with ensuite sites, are not to be included when calculating the required number of toilets, showers and basins in accordance with (b), (c), (f) and (g).

A definition of an ensuite site is also to be included:

ensuite site means a site that is provided with a toilet, shower and basin for the exclusive use of the site occupants.

17. Accommodation should be defined. Is a tent an 'accommodation'? If so, then a family occupying two tents on one site is a breach of the local law, as only one accommodation is permitted on a site at any one time (see Sch 1, s 6(10)(b)).

Comment: 'Accommodation' is defined under the SLL as a caravan or a complementary accommodation. 'Complementary accommodation' is prescribed under Schedule 3 and includes a tent.

18. (i) Does the requirement for accommodation to be erected or located no closer than 3 metres to any other accommodation only apply to fixed accommodation, such as cabins and other permanent structures (see Sch 1, s 6(10)(c))? If this applies to caravans, then two caravans either side of a power pole would be in breach of the local law.
- (ii) Caravans are manufactured using light weight and highly flammable materials. In the interest of safety to the travelling public, it is of utmost importance that the requirement for accommodation to be separated by at least 3 metres applies to all forms of caravanning and camping.

Comment: The requirement for there to be 3 metres between accommodation applies to all types of accommodation; tents, caravans, cabins, etc. This separation allows for some privacy, vehicle maneuvering, and is also required to meet the 3 metre fire separation requirement which applies to all buildings and structures (unless fire rated walls are used).

Due to the fire separation requirements, it is considered appropriate that the minimum separation distance of 3 metres is retained.

19. Clothes dryers should be required to be provided in addition to clothes hoist/clothes line.

Comment: It is not considered necessary to make clothes dryers mandatory, although the provision of a clothes dryer in lieu of a clothes hoist/line would be acceptable. Section 6(11) of Schedule 1 can be amended to allow a clothes dryer to be provided in lieu of a clothes hoist/line.

20. Why stipulate that the paved area for waste water disposal points must be at least 1 metre by 1 metre (see Sch 1, s 6(12)(c))? There is no need to stipulate minimum dimensions for the paved area.

Comment: The relevant section requires waste water disposal points to be provided with an impervious paved area measuring not less than 1 metre by 1 metre and graded to a central drainage inlet which is connected to a sewerage system.

The *AS/NZS 3500.2 Plumbing and Drainage – Part 2: Sanitary plumbing and drainage* contains the requirements for sullage points. This standard stipulates a minimum paved gully of 600 minimum. It is considered appropriate to change this provision as follows:

(12)(c) *waste water disposal points are to be –*

(i) *provided with a water stand pipe; and*

(ii) *provided with an impervious paved area ~~measuring not less than 1m by 1m and~~ graded to a central drainage inlet which is connected to a sewerage system, in accordance with AS3500.2.*

21. Ground anchor points should not be required to be provided for the tie-down of on-site caravans and complementary accommodation. Tie-downs create trip hazards and are only required when located in areas classified as areas of cyclonic winds. If on-site caravans are required to be tied down, then why not tourist caravans? This has never been a requirement in this area in the past.

Comment: The current SLL requires the provision of ground anchor points to enable the tie-down of all caravans (not just on-site caravans) and complementary accommodation.

The requirement for anchor points varies across the country. In Western Australia, if a park is located in a cyclonic region, caravans, annexes, etc must be tied down using anchor points; whereas in other States, anchor points are required regardless of location.

It is considered reasonable that the requirement for ground anchor points is deleted. Caravan park operators still remain responsible for the safety of caravan park users (see Sch 1, s 6(2)).

22. The requirement for a concrete annex pad to be provided for all on-site caravans would increase reflected heat and take away from the natural grass surroundings. Perhaps this requirement should be phrased “where possible, all on-site caravans are provided with a concrete annex pad”.

Comment: It is considered reasonable that the requirement for a concrete annex pad be deleted.

23. With regards to the requirement for a register to be kept (See Sch 1, s 6(19)):

- (a) Can this provision be reworded to allow the register to be in an electronic form?
- (b) Why must Council require details to be kept of the registration number of the caravan and the vehicle towing it? Why wouldn't just the registration number of the towing vehicle be required?

Comment: This provision can be reworded to make it clear that the register may be in electronic form.

The existing SLL requires the register to include details of (amongst other matters) ‘the registration number of the caravan and (if applicable) the vehicle towing it’. The provision is poorly worded, but is meant to recognise that not all caravans are towed, as the definition for ‘caravan’ includes motorhomes and the like. This provision can be amended as follows:

(19) A register (which may be in electronic form) must be kept which details—

- (c) if a caravan is brought onto the site—the registration number of the vehicle towing the caravan ~~or-and~~ (if applicable) the registration number of the caravan itself ~~vehicle towing it;~~*

24. The register must be provided for inspection at the request of an authorised person (see Sch 1, s 6(20)). Who is ‘authorised’?

Comment: Council's environmental health officers are appointed authorised officers under section 202 of the *Local Government Act 2009* for the purposes of administering the SLL. These officers undertake inspections of caravan parks and assess applications for caravan parks under the SLL.

25. Caravan park operators should be allowed to make some changes to their parks as part of renovation and improvements without referencing each and every improvement to Council.

Comment: The current SLL, and the Draft Amendment Subordinate Local Law that was available during public consultation, included provisions which prohibited the following changes unless authorised by Council:

- (a) adding to the existing sites; or
- (b) changing the position or boundaries of a site; or
- (c) adding new buildings, structures or facilities; or
- (d) removing existing buildings, structures or facilities; or
- (e) changing the position of any building, structure or facility.

Adding new sites or constructing new accommodation in a caravan park is a material change of use of the land and therefore would be subject to planning approval. The removal of facilities, particularly ablution facilities, can have consequences if the number of facilities is no longer adequate for the number of approved sites.

Other changes such as changing the location of a site or building, adding or removing buildings and structures (e.g. shade structures), may be a material change of use, or alternatively may simply require the submission of an amended site plan.

Changes can be made to this provision to remove the requirement for a development approval, and instead require written authorisation from Council (which may include a development approval) for changes that will affect the amount of accommodation or the facilities provided.

- (21) *Unless authorised in writing by the local government (which may include a development approval issued under the Planning Act), no change is to be made at the caravan park by—*
- (a) *adding to the existing sites or accommodation; or*
 - (b) *adding new buildings, structures or facilities; or*
 - (c) *removing existing buildings, structures or facilities.*

26. There is no reason the 'rules which govern the use of the park' should be openly displayed to the public. It is sufficient to display the current 'approval to operate' certificate issued by Council. What should be on display are the park's rules applicable to all clients and guests whilst they are within the boundaries of the park.

Comment: The relevant provision (Sch 1, s (22)) states as follows:

- (22) *The rules which govern the use of the caravan park must be displayed so that the rules can be viewed by users of the caravan park.*

The 'rules' referred to in this provision are not the conditions issued by Council on either the development approval or the local law approval. They are the rules set down by the caravan park operator for the use of the park; as suggested by the submitter.

27. Will approval be required to install a dump point for an Overflow Area?

Comment: An application must be made for an Overflow Area. A dump point is proposed to be required for all caravan parks, irrespective of whether or not they include an approved Overflow Area. Approval for plumbing and drainage works will be required for the installation of a dump point.

28. Are additional toilets, showers, laundry facilities required for an Overflow Area within an existing caravan park, or will the existing facilities be sufficient?

Comment: Adequate sanitary conveniences and ablutionary facilities are to be provided for an Overflow Area having regard to the total number of sites, the length of time the Overflow Area will operate, and the type of accommodation being used (see Sch 1, s 6(5)(i)(ii)).

Whether additional facilities will be required will be assessed with each application for an Overflow Area. If the Overflow Area will be used for a short period of time only, and will not be a significant increase in the total number of sites within the caravan park, then it is likely that no additional facilities will be required. Similarly, if the Overflow Area will cater for self-contained caravans only, then it is unlikely additional facilities will be required.

29. For caravan parks in rural areas, there should be a requirement for guests to be provided with details of how to contact the manager if there is no mobile reception.

Comment: Development approvals for Tourist parks are usually conditioned to require a telephone to be available in the event of an emergency.

30. How will parks that cater for self-contained caravans only be monitored to ensure only self-contained caravans are utilising those parks?

Comment: As with all regulatory activities, the level of monitoring Council officers can undertake is restricted by the resources available. If non-compliance is found, Council officers can commence enforcement action in accordance with *Local Law No. 1 (Administration) 2011* (or the *Sustainable Planning Act 2009* if non-compliance with the development approval is found).

31. The definition for 'resident manager' states that the resident manager is to reside on or near the caravan park. This should be changed to require the resident manager to reside on the caravan park only.

Comment: It is a current requirement for 'resident managers' to reside 'on or near the caravan park'. There are a few examples within the Region where the resident manager resides on an adjoining or nearby allotment, which is considered to be acceptable.

32. The definition for 'self-contained caravan' means a caravan that includes a toilet, shower, and holding tanks for black and grey water. It is rare for caravans to have grey water holding tanks.

Comment: The definition for 'self-contained caravan' can be amended to remove the reference to a holding tank for grey water.

Process for making the Amendment Subordinate Local Law

The draft version of *Amendment Subordinate Local Law No. 1 (Operation of Caravan Parks) 2016* attached to this report includes the amendments which have resulted from the submissions, and also some minor changes to improve the clarity of the Amendment Subordinate Local Law, particularly as it relates to Overflow Areas. For example, the definition of Overflow Area has been amended as follows:

overflow area means ~~an area a caravan park, or part of a caravan park~~, used for camping and caravans only during times when local caravan parks are expected to exceed their capacity (e.g. during peak holiday times, festivals and events), and the use does not constitute development under the Planning Act.

It is recommended that Council make *Amendment Subordinate Local Law No. 1 (Operation of Caravan Parks) 2016* (as attached), and also adopt a consolidated version of *Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011* (also attached) to include the amendments made by the Amendment Subordinate Local Law.

After Council resolves to make the subordinate local law, notices must be placed in the gazette and on Council's website, and copies of the subordinate local law, gazette notice and consolidated versions provided to the Minister.

Fees for Caravan Parks

The Schedule of General Fees and Charges currently includes the following fees for permits under the local law:

New Applications (For premises regulated under Rental Accommodation and Caravan Park Local Laws only)	\$330 (plus annual fee)
Local Law No. 1.8 (Operation of Caravan Parks) 2011	
– Annual Approval for caravan park	\$385
– Annual Approval for temporary approval as a caravan park (maximum 12 days/year) or existing caravan parks operated as a Farm Park as approved under previous Stanthorpe Shire Local Law	\$225
Subordinate Local Law No. 1.11 & 1.19 (Accommodation) 2011	
– Rental accommodation, e.g. motel, hotel, bed & breakfast, Backpackers, etc.	\$85/accommodation unit (maximum \$850)
– Fee per accommodation unit (cabin, suite, dwelling unit or bedroom)	

The amendment subordinate local law will amend Subordinate Local Law No. 1.8 to allow for approvals of Overflow Areas, and will also allow for all types of accommodation within the caravan park to be approved under the one local law.

It is recommended that the applicable sections of the Schedule of General Fees and Charges are replaced with the following:

New Applications (for premises regulated under Rental Accommodation Local Laws only)	\$330 (plus annual fee)
Local Law No. 1.8 (Operation of Caravan Parks) 2011 Application for caravan park	\$600 (plus annual fee)
Application for overflow area only	
(i) within an existing caravan park	\$200
(ii) not within an existing caravan park	\$400
Annual renewal of approval for caravan park:	
(i) that provides for caravans and/or tents only	\$385
(ii) the includes complementary accommodation	\$500
(iii) that includes an overflow area (in addition to (i) or (ii) above)	\$100
(iv) that is an overflow area only	\$100
(v) a Farm Park under former Stanthorpe Shire Local Law	\$225
Renewal of approval for 3 year term	200% of the fee for annual renewal of approval

Although a fee is being included for a renewal for three years, it has not been decided if the three year option will be used, or which caravan parks would be offered the option of a three year renewal.

Budget Implications

There are costs associated with public consultation and publishing a notice in the gazette.

Policy Consideration

Nil

Community Engagement

Public consultation of the proposed Amendment Subordinate Local Law was conducted in accordance with Council's local law making process, letters were sent to all caravan parks operators in the Region, and two public meetings were held.

Legislation/Local Law

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Local Law No. 1 (Administration) 2011*
- *Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011*

Options

Council:-

1. Makes *Amendment Subordinate Local Law No. 1 (Operation of Caravan Parks) 2016* (as attached).
2. Adopts a consolidated version of *Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011* to include the amendments made by *Amendment Subordinate Local Law No. 1 (Operation of Caravan Parks) 2016*.
3. Amend Council's Schedule of General Fees and Charges and replace the sections relating to ***New Applications*** (for premises regulated under Rental Accommodation and Caravan Parks Local Laws only), and ***Local Law No. 1.8 (Operation of Caravan Parks) 2011*** with the following:

New Applications (for premises regulated under Rental Accommodation Local Laws only)	\$330 (plus annual fee)
Local Law No. 1.8 (Operation of Caravan Parks) 2011 Application for caravan park	\$600 (plus annual fee)

Application for overflow area only	
(iii) within an existing caravan park	\$200
(iv) not within an existing caravan park	\$400
Annual renewal of approval for caravan park:	
(vi) that provides for caravans and/or tents only	\$385
(vii) the includes complementary accommodation	\$500
(viii) that includes an overflow area (in addition to (i) or (ii) above)	\$100
(ix) that is an overflow area only	\$100
(x) a Farm Park under former Stanthorpe Shire Local Law	\$225

Renewal of approval for 3 year term 200% of the fee for an annual renewal of approval

4. Proposes to make *Amendment Subordinate Local Law No. 1 (Operation of Caravan Parks) 2016* with changes; or
5. Makes no changes to *Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011*.

Attachments

1. Draft Amendment Subordinate Local Law No. 1 (Operation of Caravan Parks) 2016 [View](#)
2. Draft consolidated version of Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011 [View](#)

SOUTHERN DOWNS REGIONAL COUNCIL

Amendment Subordinate Local Law No. 1 (Operation of Caravan Parks) 2016

Contents

Part 1 Preliminary	1
1 Short title.....	1
2 Commencement.....	1
Part 2 Amendment of Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011.....	1
3 Subordinate local law amended.....	1
4 Amendment of schedule 1 (Operation of caravan parks).....	1
5 Amendment of schedule 3 (Prescribed complementary accommodation).....	8
6 Amendment of schedule 4 (Dictionary)	8

DRAFT

Part 1 Preliminary

1 Short title

This local law may be cited as *Amendment Subordinate Local Law No. 1 (Operation of Caravan Parks) 2016*.

2 Commencement

This subordinate local law commences on 3 January 2017.

Part 2 Amendment of Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011

3 Subordinate local law amended

This part amends *Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011*.

4 Amendment of schedule 1 (Operation of caravan parks)

(1) Schedule 1, section 3(2)—

omit.

(2) Schedule 1, section 3(3)(c)—

omit, insert—

‘(c) the location and number of sites as follows—

- (i) except for overflow areas and areas used for bush camping— the division of the caravan park into sites, including the location and number of potential sites, with each site clearly defined and bearing a distinguishing mark or number; and
- (ii) for an overflow area— the location of the overflow area, and the number of sites within that area; and
- (iii) for areas used for bush camping— the location of the area where bush camping will be carried out and the number of sites within that area; and’.

(3) Section 3(3)—

renumber as section 3(2).

(4) Section 3(6), after ‘within the caravan park’—

insert—

‘; and

(c) each complementary accommodation within the caravan park’.

(5) Section 3(7), after ‘use of the caravan park’—

omit.

- (6) Section 3(8), 'Rescue Service'—
omit, insert—
'Emergency Services'.
- (7) Section 3(4) to (9)—
renumber as section 3(5) to (10).
- (8) Section 3—
insert—
'(3) For any complementary accommodation that is a cabin, manufactured home, budget accommodation building or similar habitable structure, a floor plan to scale including—
(a) the location and area of each access way; and
(b) particulars of the proposed use of each room and the maximum number of persons to be accommodated in each bedroom; and
(c) particulars of—
(i) all lighting and ventilation; and
(ii) all sanitary conveniences and ablutionary facilities; and
(iii) all fire safety installations; and
(iv) shared facilities; and
(v) all water supply facilities.
(4) For a caravan park that is an overflow area or includes an overflow area, the following additional details—
(a) details of the times of the year when the overflow area will be operated, and why the overflow area will be needed during these times; and
(b) the maximum number of consecutive days the overflow area will be operated.'
- (9) Section 6—
omit, insert—
'6. Conditions that will ordinarily be imposed on an approval
(1) The operation of the caravan park must not detrimentally affect the amenity of adjoining land.
(2) The caravan park must be maintained in a clean, safe and tidy condition and operated in a manner to ensure the safety of caravan park users. Any premises, building, structure, vehicle, facility, equipment or fixture must be maintained in good working order and condition.
(3) An adequate supply of water is to be provided to the caravan park, including potable water for drinking, cooking and personal hygiene.
(4) If water obtained from a particular water outlet in the caravan park may be

unsuitable for drinking, a sign is to be prominently displayed at the outlet stating "Unsuitable for Drinking".

- (5) Adequate toilet and showering facilities must be provided for persons (including disabled persons) using the caravan park as follows—
- (a) except for sites used exclusively for self-contained caravans, sanitary conveniences and ablutionary facilities are to be located—
 - (i) not more than 200 m from any site; and
 - (ii) at least 6 m from any site;

The local government may allow sanitary conveniences and ablutionary facilities to be located more than 200 m from any accommodation within an area used for bush camping only; and
 - (b) at least 1 shower (in a separate cubicle) for each sex, for every 20 individual sites (within the caravan park); and
 - (c) at least 1 handbasin for every 4 shower cubicles for each sex; and
 - (d) shower cubicles must be constructed so as to conceal a person within the cubicle from persons who may be outside the cubicle; and
 - (e) hot and cold water is to be reticulated to every shower and hand basin; and
 - (f) toilets for male use—
 - (i) if within a caravan park with less than 40 sites— 1 toilet for every 15 individual sites (or part thereof);
 - (ii) if within a caravan park with 40 or more sites—
 - (A) 3 toilets; and
 - (B) 1 toilet for every 20 individual sites (or part thereof) in excess of 40 individual sites; and
 - (iii) at least 0.6m of urinal stall for every 40 individual sites (or part thereof); and
 - (g) toilets for female use—
 - (i) if within a caravan park with less than 40 sites— 1 for every 12 individual sites (or part thereof);
 - (ii) if within a caravan park with 40 or more sites—
 - (A) 4 toilets; and
 - (B) 1 toilet for every 20 individual sites (or part thereof) in excess of 40 individual sites; and
 - (h) ensuite sites, and facilities provided with ensuite sites, are not to be included when calculating the required number of toilets, showers and basins in accordance with (b), (c), (f) and (g); and
 - (i) as an alternative to paragraphs (b), (c), (f) and (g)—
 - (i) for caravan parks that accommodate only self-contained

- caravans— at least 1 unisex toilet, 1 unisex shower and 1 basin are to be provided that are suitable for disabled persons;
- (ii) for an overflow area— adequate sanitary conveniences and ablutionary facilities are to be provided having regard to the total number of sites in the overflow area, the length of time the overflow area will operate, and the type of accommodation being used within the overflow area; and
 - (j) unisex toilets and showers may be provided instead of facilities for males only or females only, subject to suitable privacy and screening being provided.
- (6) If bed linen is supplied—
 - (a) keep it in a clean and sanitary condition; and
 - (b) replace it with clean bed linen after each change of occupation of the accommodation.
 - (7) Waste disposal facilities sufficient to accommodate the collection and storage of all waste generated as part of the operation of the caravan park, are to be provided in the manner, and at the locations, specified by the local government.
 - (8) All waste generated as part of the operation of the caravan park must be disposed of at a waste facility as specified by the local government.
 - (9) The local government may limit the number of persons who may occupy a site.
 - (10) Accommodation is to be provided as follows—
 - (a) no accommodation is to be located at any place within the caravan park other than on a site or area approved by the local government; and
 - (b) only 1 accommodation is permitted on a site at any 1 time; and
 - (c) no accommodation is to be erected or located closer than 3m to any other accommodation; and
 - (d) no accommodation is to be occupied by more persons than the accommodation is designed to accommodate.
 - (11) Adequate laundry facilities must be provided for users of the caravan park as follows—
 - (a) unless an accommodation is fitted with a wash tub and a clothes washing machine, the following laundry facilities are to be provided for every 25 sites (or part thereof):
 - (i) 1 wash tub; and
 - (ii) 1 clothes washing machine; and
 - (iii) 1 electric clothes dryer; or
 - (iv) 1 clothes hoist or an equivalent length of clothes line;

- (b) for caravan parks that accommodate only self-contained caravans, the following laundry facilities are to be provided
 - (i) 1 wash tub; and
 - (ii) 1 clothes washing machine; and
 - (iii) 1 electric clothes dryer; or
 - (iv) 1 clothes hoist or an equivalent length of clothes line.
- (12) Waste water disposal (sullage) points are to be provided as follows—
 - (a) if the caravan park is located in an urban area, a waste water disposal point is provided at a distance of—
 - (i) not more than 10 m from any on-site caravan; and
 - (ii) not more than 30 m from any other caravan site; and
 - (b) if the caravan park is located in a rural area, a waste water disposal point is provided in circumstances where—
 - (i) individual sites are located in proximity to sensitive environmental areas (e.g. a waterway); or
 - (ii) the density of individual sites is such that grey water disposal may create a public health risk; and
 - (c) waste water disposal points are to be—
 - (i) provided with a water stand pipe; and
 - (ii) provided with an impervious paved area graded to a central drainage inlet which is connected to a sewerage system, in accordance with AS3500.2.
- (13) At least 1 dump point is to be provided for the disposal of effluent from caravans.
- (14) Where required by the local government, each site to be clearly defined and legibly marked.
- (15) All accommodation is to be weatherproof, in good repair, fit for human habitation and in a clean and sanitary condition.
- (16) For any complementary accommodation that is a cabin, manufactured home, budget accommodation building or similar habitable structure—
 - (a) the number of beds and the number of people who are accommodated within the complementary accommodation must not exceed the number specified by the local government for—
 - (i) specified rooms at the premises; and
 - (ii) in the premises as a whole; and
 - (b) the premises must be either—
 - (i) connected to a reticulated water supply system; or
 - (ii) provided with an adequate water supply which complies with

- all relevant legislation relating to the minimum standards for drinking water, and
- (c) an adequate and continuous supply of potable hot and cold water must be reticulated to all showers, baths, hand basins, kitchen sinks and laundry facilities; and
 - (d) for a budget accommodation building—
 - (i) the walls of each bedroom at the premises must be so constructed as to ensure privacy for the occupants of the room;
 - (ii) a room must not be used as a bedroom unless the room can be access without passing through any other room that is not a common use room;
 - (iii) every common use room must be situated such that it can be accessed without passing through any bedroom or other room which is not a common use room;
 - (iv) every person accommodated must have convenient access to at least 1 shower and at least 1 toilet and hand basin without having to pass through any bedroom or any other room which is not a common use room;
 - (v) if laundry facilities are included within the accommodation, the premises is equipped with—
 - (A) a laundry of adequate size containing—
 - (aa) a laundry tub with reticulated hot and cold water; and
 - (bb) 1 washing machine for each 4 bedrooms (or part thereof); and
 - (B) an external clothes line in the ratio of 7.5 m of clothes line for each bedroom or, alternatively, 1 electric clothes dryer for each 4 bedrooms (or part thereof).
- (17) For a caravan park that is an overflow area, or for the part of a caravan park that is an overflow area, the following additional requirements apply—
- (a) the overflow area is to be a designated area that is operated only during the times specified by the local government;
 - (b) the number of consecutive nights during which the overflow area is operated must be reasonable having regards to the period of time the overflow area will be necessary to supplement usual caravan park accommodation;
 - (c) the number of sites within the overflow area must not exceed the number specified by the local government.
- (18) Lighting at the caravan park is to be provided—
- (a) to a specified standard; and
 - (b) during specified hours.

- (19) A register (which may be in electronic form) must be kept which details—
- (a) the name and address of each person who hires a site or complimentary accommodation at the caravan park; and
 - (b) an identifying number for the site or accommodation; and
 - (c) if a caravan is brought onto the site—the registration number of the vehicle towing the caravan or (if applicable) the registration number of the caravan itself; and
 - (d) the dates when the hiring of the site or accommodation begins and ends.
- (20) The register must be produced for inspection at the request of an authorised person.
- (21) Unless authorised in writing by the local government (which may include a development approval issued under the Planning Act), no change is to be made at the caravan park by—
- (a) adding to the existing sites or accommodation; or
 - (b) adding new buildings, structures or facilities; or
 - (c) removing existing buildings, structures or facilities.
- (22) The rules which govern the use of the caravan park must be displayed so that the rules can be viewed by users of the caravan park.
- (23) A person who occupies a site or complementary accommodation at the caravan park must not engage in any business, trade or occupation unless it is a lawful use in accordance with the Planning Act.
- (24) The local government may specify conditions applying to the operation of the caravan park.
- (25) The local government may require an accommodation to be removed from the caravan park within a specified timeframe where, in the opinion of an authorised person, the accommodation is dilapidated, unsightly or overcrowded’.
- (10) Section 7(1), ‘submitting’—
omit, insert—
‘submitted’.
- (11) Section 7(3), ‘1 year’—
omit, insert—
‘3 years’.
- (12) Section 8(2), ‘1 year’—
omit, insert—
‘3 years’.

5 Amendment of schedule 3 (Prescribed complementary accommodation)

- (1) Schedule 3, (b), after 'cabin'—

insert—

'or similar habitable structure, whether attached or detached'.

- (2) Schedule 3, (d), after 'disassembled'—

insert—

‘; and

- (e) budget accommodation’.

6 Amendment of schedule 4 (Dictionary)

- (1) Schedule 4—

insert—

'budget accommodation has the meaning given in the *Building Act 1975*.

bush camping means camping and/or caravan sites provided in a rural area where individual sites are not defined.

caravan has the meaning given in the *Residential Tenancies and Rooming Accommodation Act 2008*, section 7.

ensuite site means a site that is provided with a toilet, shower and basin for the exclusive use of the site occupants.

on-site caravan means a caravan that is—

- (a) owned by, or under the control of, the licence holder of the caravan park and available for hire at a site on the caravan park; or
(b) owned or used by a long term resident of the caravan park.

overflow area means a caravan park, or part of a caravan park, used for camping and caravans only during times when local caravan parks are expected to exceed their capacity (e.g. during peak holiday times, festivals and events), and the use does not constitute development under the Planning Act.

Planning Act has the meaning given in the *Local Government Act 2009*.

rural area means land that does not have access to the local government's reticulated water supply and is zoned under the Southern Downs Planning Scheme as being within—

- (a) the Rural zone; or
(b) the Environmental management and conservation zone; or
(c) the Limited development (constrained land) zone; or
(d) the Community facilities zone.

self-contained caravan means a caravan that includes a toilet, a shower, and a holding tank for black water.

urban area means land that is not in a rural area.’

- (2) Schedule 4, definition for ‘resident manager’—

omit, insert—

‘resident manager (of a caravan park) means a person who—

- (a) is responsible for the management and supervision of the caravan park; and
(b) resides on or near the caravan park.’
- (3) Schedule 4, definition for ‘vermin’—

omit.

DRAFT

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

Contents

Part 1	Preliminary.....	1
	1 Short title.....	1
	2 Purpose and how it is to be achieved.....	1
	3 Authorising local law.....	1
	4 Definitions.....	1
Part 2	Approval for prescribed activity.....	1
	5 Matters regarding the prescribed activity—Authorising local law, ss 6(3), (4), 8(2)(a), 9(1)(d), 10(3), 12, 13(a), 14(1)(a).....	1
	6 Approvals that are non-transferable—Authorising local law, s 15(2).....	2
Schedule 1	Operation of caravan parks.....	3
Schedule 2	Categories of approval that are non-transferable.....	11
Schedule 3	Prescribed complementary accommodation.....	12
Schedule 4	Dictionary.....	13

Part 1 Preliminary

1 Short title

This subordinate local law may be cited as *Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011*.

2 Purpose and how it is to be achieved

- (1) The purpose of this subordinate local law is to supplement *Local Law No. 1 (Administration) 2011* which provides for a legal and procedural framework for the administration, implementation and enforcement of the local government's local laws, subordinate local laws and other regulatory powers, and for miscellaneous administrative matters.
- (2) The purpose is to be achieved by providing for—
 - (a) various matters regarding the granting of approvals for prescribed activities; and
 - (b) further specification of the definitions relevant to various prescribed activities.
- (3) In particular, the purpose of this subordinate local law is to supplement the legal and procedural framework for the prescribed activity named in schedule 1, section 1.

3 Authorising local law

The making of the provisions in this subordinate local law is authorised by *Local Law No. 1 (Administration) 2011* (the *authorising local law*).

4 Definitions

- (1) Particular words used in this subordinate local law have the same meaning as provided for in the authorising local law.
- (2) For the purposes of the definition of *complementary accommodation* in schedule 1 of the authorising local law, the accommodation listed in schedule 3 is prescribed as appropriate to caravan parks.
- (3) The dictionary in schedule 4 defines particular words used in this subordinate local law.

Part 2 Approval for prescribed activity

5 Matters regarding the prescribed activity—Authorising local law, ss 6(3), (4), 8(2)(a), 9(1)(d), 10(3), 12, 13(a), 14(1)(a)

- (1) Schedule 1—
 - (a) names a prescribed activity in section 1; and
 - (b) prescribes the matters specified in this section for the prescribed activity.

- (2) For section 6(3) of the authorising local law, it is declared that section 6(2) of the authorising local law does not apply to the particular activities stated in section 2 of schedule 1.
- (3) For section 6(4) of the authorising local law, it is declared that the prescribed activity named in section 1 of schedule 1 is a category 2 activity.
- (4) For section 8(2)(a) of the authorising local law, the documents and materials that must accompany an application for approval for the prescribed activity are stated in section 3 of schedule 1.
- (5) For section 9(1)(d) of the authorising local law, the local government may only grant an approval for the prescribed activity if it is satisfied the proposed operation and management of the activity would be consistent with the additional criteria prescribed in section 4 of schedule 1.
- (6) For section 10(3) of the authorising local law, the conditions that must be imposed on an approval for the prescribed activity are stated in section 5 of schedule 1.
- (7) For section 10(3) of the authorising local law, the conditions that will ordinarily be imposed on an approval for the prescribed activity are stated in section 6 of schedule 1.
- (8) For section 13(a) of the authorising local law, the term of an approval for the prescribed activity is provided for in section 7 of schedule 1.
- (9) For section 14(1)(a) of the authorising local law, the further term for renewal or extension of an approval for the prescribed activity is provided for in section 8 of schedule 1.
- (10) For section 12 of the authorising local law, in Table 1 of schedule 1—
 - (a) column 1 lists the application requirements for which the local government may accept as evidence the certificate of a third party certifier; and
 - (b) column 2 lists the individuals or organisations that are declared to be third party certifiers for the corresponding application requirement in column 1; and
 - (c) column 3 lists the qualifications that are necessary for an individual or organisation to be a third party certifier for the corresponding application requirement in column 1.

6 Approvals that are non-transferable—Authorising local law, s 15(2)

For section 15(2) of the authorising local law, it is declared that the categories of approval listed in schedule 2 are non-transferable.

Schedule 1 Operation of caravan parks

Section 5

1. Prescribed activity

Operation of caravan parks

2. Activities that do not require an approval under the authorising local law

No activities stated.

3. Documents and materials that must accompany an application for an approval

- (1) If the applicant is not the owner of the place at which the caravan park is to be operated—the written consent of the owner to the application.
- (2) A plan of the proposed caravan park which must be drawn to scale showing—
 - (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
 - (c) the location and number of sites as follows—
 - (i) except for overflow areas and areas used for bush camping—the division of the caravan park into sites, including the location and number of potential sites, with each site clearly defined and bearing a distinguishing mark or number; and
 - (ii) for an overflow area—the location of the overflow area, and the number of sites within that area; and
 - (iii) for areas used for bush camping—the location of the area where bush camping will be carried out and the number of sites within that area; and
 - (d) the division of the caravan park into sites, including the location and number of potential sites, with each site clearly defined and bearing a distinguishing mark or number; and
 - (e) the location of each road and building situated within the caravan park; and
 - (f) details of the water supply system, including the position of all water points; and
 - (g) the position of all waste containers; and
 - (h) details of the sewerage system including the position of each sanitary convenience, ablution and laundry building; and
 - (i) details of the on-site sewerage facilities and the waste water disposal system; and
 - (j) the position of all fire places; and
 - (k) 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.
- (3) For any complementary accommodation that is a cabin, manufactured home, budget accommodation building or similar habitable structure, a floor plan to scale including—
- (a) the location and area of each access way; and
 - (b) particulars of the proposed use of each room and the maximum number of persons to be accommodated in each bedroom; and
 - (c) particulars of—
 - (i) all lighting and ventilation; and
 - (ii) all sanitary conveniences and ablutionary facilities; and
 - (iii) all fire safety installations; and
 - (iv) shared facilities; and
 - (v) all water supply facilities.
- (4) For a caravan park that is an overflow area or includes an overflow area, the following additional details—
- (a) details of the times of the year when the overflow area will be operated, and why the overflow area will be needed during these times; and
 - (b) the maximum number of consecutive days the overflow area will be operated.
- (5) Details of the facilities for sanitation, washing and laundry to be provided for users of the caravan park.
- (6) Details of water quality, reticulation and drainage facilities to be provided for users of the caravan park.
- (7) Details of the maximum number of persons who can be accommodated at—
- (a) the caravan park; and
 - (b) each site within the caravan park; and
 - (c) each complementary accommodation within the caravan park.
- (8) Details of the rules which will govern the use of the caravan park.
- (9) A current certificate of compliance issued under the *Fire and Emergency Services Act 1990*.
- (10) A current certificate of testing and compliance issued under the *Electricity Safety Act 2002*.

4. Additional criteria for the granting of an approval

- (1) The operation of the caravan park must be lawfully conducted on the premises.
- (2) The operation of the caravan park must not produce—
 - (a) environmental harm; or
 - (b) environmental nuisance; or
 - (c) inconvenience or annoyance to the occupiers of any adjoining land.
- (3) All facilities at the caravan park must be—
 - (a) of an acceptable standard; or
 - (b) able to be brought to an acceptable standard, for use by residents of the caravan park.

5. Conditions that must be imposed on an approval

No conditions stated.

6. Conditions that will ordinarily be imposed on an approval

- (1) The operation of the caravan park must not detrimentally affect the amenity of adjoining land.
- (2) The caravan park must be maintained in a clean, safe and tidy condition and operated in a manner to ensure the safety of caravan park users. Any premises, building, structure, vehicle, facility, equipment or fixture must be maintained in good working order and condition.
- (3) An adequate supply of water is to be provided to the caravan park, including potable water for drinking, cooking and personal hygiene.
- (4) If water obtained from a particular water outlet in the caravan park may be unsuitable for drinking, a sign is to be prominently displayed at the outlet stating “Unsuitable for Drinking”.
- (5) Adequate toilet and showering facilities must be provided for persons (including disabled persons) using the caravan park as follows—
 - (a) except for sites used exclusively for self-contained caravans, sanitary conveniences and ablutionary facilities are to be located—
 - (i) not more than 200 m from any site; and
 - (ii) at least 6 m from any site;

The local government may allow sanitary conveniences and ablutionary facilities to be located more than 200 m from any accommodation within an area used for bush camping only; and
 - (b) at least 1 shower (in a separate cubicle) for each sex, for every 20 individual sites (within the caravan park); and
 - (c) at least 1 handbasin for every 4 shower cubicles for each sex; and
 - (d) shower cubicles must be constructed so as to conceal a person within the cubicle from persons who may be outside the cubicle; and

- (e) hot and cold water is to be reticulated to every shower and hand basin; and
 - (f) toilets for male use—
 - (i) if within a caravan park with less than 40 sites— 1 toilet for every 15 individual sites (or part thereof);
 - (ii) if within a caravan park with 40 or more sites—
 - (A) 3 toilets; and
 - (B) 1 toilet for every 20 individual sites (or part thereof) in excess of 40 individual sites; and
 - (iii) at least 0.6m of urinal stall for every 40 individual sites (or part thereof); and
 - (g) toilets for female use—
 - (i) if within a caravan park with less than 40 sites— 1 for every 12 individual sites (or part thereof);
 - (ii) if within a caravan park with 40 or more sites—
 - (A) 4 toilets; and
 - (B) 1 toilet for every 20 individual sites (or part thereof) in excess of 40 individual sites; and
 - (h) ensuite sites, and facilities provided with ensuite sites, are not to be included when calculating the required number of toilets, showers and basins in accordance with (b), (c), (f) and (g); and
 - (i) as an alternative to paragraphs (b), (c), (f) and (g)—
 - (i) for caravan parks that accommodate only self-contained caravans— at least 1 unisex toilet, 1 unisex shower and 1 basin are to be provided that are suitable for disabled persons;
 - (ii) for an overflow area— adequate sanitary conveniences and ablutionary facilities are to be provided having regard to the total number of sites in the overflow area, the length of time the overflow area will operate, and the type of accommodation being used within the overflow area; and
 - (j) unisex toilets and showers may be provided instead of facilities for males only or females only, subject to suitable privacy and screening being provided.
- (6) If bed linen is supplied—
- (a) keep it in a clean and sanitary condition; and
 - (b) replace it with clean bed linen after each change of occupation of the accommodation.
- (7) Waste disposal facilities sufficient to accommodate the collection and storage of all waste generated as part of the operation of the caravan park, are to be provided in the manner, and at the locations, specified by the local government.
- (8) All waste generated as part of the operation of the caravan park must be disposed of at a waste facility as specified by the local government.

- (9) The local government may limit the number of persons who may occupy a site.
- (10) Accommodation is to be provided as follows—
- (a) no accommodation is to be located at any place within the caravan park other than on a site or area approved by the local government; and
 - (b) only 1 accommodation is permitted on a site at any 1 time; and
 - (c) no accommodation is to be erected or located closer than 3m to any other accommodation; and
 - (d) no accommodation is to be occupied by more persons than the accommodation is designed to accommodate.
- (11) Adequate laundry facilities must be provided for users of the caravan park as follows—
- (a) unless an accommodation is fitted with a wash tub and a clothes washing machine, the following laundry facilities are to be provided for every 25 sites (or part thereof):
 - (i) 1 wash tub; and
 - (ii) 1 clothes washing machine; and
 - (iii) 1 electric clothes dryer; or
 - (iv) 1 clothes hoist or an equivalent length of clothes line;
 - (b) for caravan parks that accommodate only self-contained caravans, the following laundry facilities are to be provided:
 - (i) 1 wash tub; and
 - (ii) 1 clothes washing machine; and
 - (iii) 1 electric clothes dryer; or
 - (iv) 1 clothes hoist or an equivalent length of clothes line.
- (12) Waste water disposal (sullage) points are to be provided as follows—
- (a) if the caravan park is located in an urban area, a waste water disposal point is provided at a distance of—
 - (i) not more than 10 m from any on-site caravan; and
 - (ii) not more than 30 m from any other caravan site; and
 - (b) if the caravan park is located in a rural area, a waste water disposal point is provided in circumstances where—
 - (i) individual sites are located in proximity to sensitive environmental areas (e.g. a waterway); or
 - (ii) the density of individual sites is such that grey water disposal may create a public health risk; and
 - (c) waste water disposal points are to be—
 - (i) provided with a water stand pipe; and
 - (ii) provided with an impervious paved area graded to a central drainage inlet which is connected to a sewerage system, in

accordance with AS3500.2.

- (13) At least 1 dump point is to be provided for the disposal of effluent from caravans.
- (14) Where required by the local government, each site to be clearly defined and legibly marked.
- (15) All accommodation is to be weatherproof, in good repair, fit for human habitation and in a clean and sanitary condition.
- (16) For any complementary accommodation that is a cabin, manufactured home, budget accommodation building or similar habitable structure—
 - (a) the number of beds and the number of people who are accommodated within the complementary accommodation must not exceed the number specified by the local government for—
 - (i) specified rooms at the premises; and
 - (ii) in the premises as a whole; and
 - (b) the premises must be either—
 - (i) connected to a reticulated water supply system; or
 - (ii) provided with an adequate water supply which complies with all relevant legislation relating to the minimum standards for drinking water; and
 - (c) an adequate and continuous supply of potable hot and cold water must be reticulated to all showers, baths, hand basins, kitchen sinks and laundry facilities; and
 - (d) for a budget accommodation building—
 - (i) the walls of each bedroom at the premises must be so constructed as to ensure privacy for the occupants of the room;
 - (ii) a room must not be used as a bedroom unless the room can be access without passing through any other room that is not a common use room;
 - (iii) every common use room must be situated such that it can be accessed without passing through any bedroom or other room which is not a common use room;
 - (iv) every person accommodated must have convenient access to at least 1 shower and at least 1 toilet and hand basin without having to pass through any bedroom or any other room which is not a common use room;
 - (v) if laundry facilities are included within the accommodation, the premises is equipped with—
 - (A) a laundry of adequate size containing—
 - (aa) a laundry tub with reticulated hot and cold water; and
 - (bb) 1 washing machine for each 4 bedrooms (or part thereof); and

- (B) an external clothes line in the ratio of 7.5 m of clothes line for each bedroom or, alternatively, 1 electric clothes dryer for each 4 bedrooms (or part thereof).
- (17) For a caravan park that is an overflow area, or for the part of a caravan park that is an overflow area, the following additional requirements apply—
- (a) the overflow area is to be a designated area that is operated only during the times specified by the local government;
 - (b) the number of consecutive nights during which the overflow area is operated must be reasonable having regards to the period of time the overflow area will be necessary to supplement usual caravan park accommodation;
 - (c) the number of sites within the overflow area must not exceed the number specified by the local government.
- (18) Lighting at the caravan park is to be provided—
- (a) to a specified standard; and
 - (b) during specified hours.
- (19) A register (which may be in electronic form) must be kept which details—
- (a) the name and address of each person who hires a site or complimentary accommodation at the caravan park; and
 - (b) an identifying number for the site or accommodation; and
 - (c) if a caravan is brought onto the site—the registration number of the vehicle towing the caravan or (if applicable) the registration number of the caravan itself; and
 - (d) the dates when the hiring of the site or accommodation begins and ends.
- (20) The register must be produced for inspection at the request of an authorised person.
- (21) Unless authorised in writing by the local government (which may include a development approval issued under the Planning Act), no change is to be made at the caravan park by—
- (a) adding to the existing sites or accommodation; or
 - (b) adding new buildings, structures or facilities; or
 - (c) removing existing buildings, structures or facilities.
- (22) The rules which govern the use of the caravan park must be displayed so that the rules can be viewed by users of the caravan park.
- (23) A person who occupies a site or complementary accommodation at the caravan park must not engage in any business, trade or occupation unless it is a lawful use in accordance with the Planning Act.
- (24) The local government may specify conditions applying to the operation of the caravan park.

- (25) The local government may require an accommodation to be removed from the caravan park within a specified timeframe where, in the opinion of an authorised person, the accommodation is dilapidated, unsightly or overcrowded.

7. Term of an approval

- (1) The term of an approval must be determined by the local government having regard to the information submitted by the applicant.
- (2) The term of the approval must be specified in the approval.
- (3) An approval may be granted for a term of up to 3 years.

8. Term of renewal of an approval

- (1) The term for which an approval may be renewed or extended must be determined by the local government having regard to the information submitted by the approval holder.
- (2) The term for which an approval may be renewed or extended must not exceed 3 years.
- (3) If the local government grants the application, the local government must specify in the written notice, the term of the renewal or extension.

Table 1 – Third party certification

Column 1 Application requirement	Column 2 Individuals or organisations that are third party certifiers	Column 3 Qualifications necessary to be a third party certifier
No application requirement stated.		

Schedule 2 Categories of approval that are non-transferable

Section 6

Each approval for the prescribed activity named in schedule 1, section 1 is transferable.

DRAFT

Schedule 3 Prescribed complementary accommodation

Section 4

The other accommodation that is prescribed as appropriate to caravan parks is accommodation in—

- (a) an on-site caravan; and
- (b) a cabin or similar habitable structure, whether attached or detached; and
- (c) a manufactured home; and
- (d) a tent or other structure that can be readily assembled and disassembled; and
- (e) budget accommodation.

DRAFT

Schedule 4 Dictionary

Section 4

accommodation means—

- (a) a caravan; or
- (b) a complementary accommodation.

budget accommodation has the meaning given in the *Building Act 1975*.

building has the meaning given in the *Building Act 1975*.

bush camping means camping and/or caravan sites provided in a rural area where individual sites are not defined.

cabin means a relocatable home, building or fixed structure (other than a building or structure used exclusively as the residence or office of a resident manager).

caravan has the meaning given in the *Residential Tenancies and Rooming Accommodation Act 2008*, section 7.

electrical installation has the meaning given in the *Electricity Act 1994*.

ensuite site means a site that is provided with a toilet, shower and basin for the exclusive use of the site occupants.

environmental harm has the meaning given in the *Environmental Protection Act 1994*.

environmental nuisance has the meaning given in the *Environmental Protection Act 1994*.

facilities includes—

- (a) toilets; and
- (b) bathing and showering facilities; and
- (c) facilities for washing and drying clothes; and
- (d) facilities for cooking and food preparation; and
- (e) sporting and other recreational facilities; and
- (f) the facilities for the use or convenience of people using a caravan park.

fire safety installation has the meaning given in the *Building Act 1975*.

local government public health risk has the meaning given in the *Public Health Act 2005*.

manufactured home has the meaning given in the *Manufactured Homes (Residential Parks) Act 2003*.

occupant (of accommodation) means a person who resides at the accommodation.

on-site caravan means a caravan that is—

- (a) owned by, or under the control of, the licence holder of the caravan park and available for hire at a site on the caravan park; or
- (b) owned or used by a long term resident of the caravan park.

on-site sewerage facility has the meaning given in the *Plumbing and Drainage Act 2002*.

overflow area means a caravan park, or part of a caravan park, used for camping and caravans only during times when local caravan parks are expected to exceed their capacity (e.g. during

peak holiday times, festivals and events), and the use does not constitute development under the Planning Act.

Planning Act has the meaning given in the *Local Government Act 2009*.

potable water means water which complies with Australian Drinking Water Guidelines.

premises means the premises used for the operation of the caravan park.

relocatable home means a Class 1 or Class 3 building under the Building Code of Australia (or its equivalent) which is—

- (a) constructed away from the site at which it is erected; and
- (b) designed to be moved from 1 location to another; and
- (c) ordinarily able to be moved within 24 hours of commencement of work associated with the move.

resident (of a caravan park) means a person who resides in a caravan or complementary accommodation at the caravan park.

resident manager (of a caravan park) means a person who—

- (a) is responsible for the management and supervision of the caravan park; and
- (b) resides on or near the caravan park.

rural area means land that does not have access to the local government's reticulated water supply and is zoned under the Southern Downs Planning Scheme as being within—

- (a) the Rural zone; or
- (b) the Environmental management and conservation zone; or
- (c) the Limited development (constrained land) zone; or
- (d) the Community facilities zone.

sanitary convenience has the meaning given in the *Environmental Protection Act 1994*.

self-contained caravan means a caravan that includes a toilet, a shower, and a holding tank for black water.

sewerage system has the meaning given in the *Plumbing and Drainage Act 2002*.

site means a part of a caravan park which is designated for a single accommodation of a particular type.

structure has the meaning given in the *Local Government Act 2009*.

vehicle has the meaning given in the *Transport Operations (Road Use Management) Act 1995*.

urban area means land that is not in a rural area.

waste has the meaning given in the *Environmental Protection Act 1994*.

water supply system has the meaning given in the *Standard Plumbing and Drainage Regulation 2003*.

12.2 Asset Management Policy

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Governance and Risk Officer	ECM Function No/s: 04.12

Recommendation

THAT Council adopt the changes to the Asset Management Policy (PL-ES030) as attached.

Report

A report was considered at the 23 November 2016 General Council Meeting regarding the review of several of Council's policies, including the Asset Management Policy. The Manager of Works – Construction, Workshops and Assets reviewed the Asset Management Policy and made major changes to the policy resulting in the need to provide a copy of both the current policy and the draft new policy.

Unfortunately a copy of the draft new policy was not attached to the November report and therefore the 23 November 2016 resolution to adopt the changes to the Asset Management Policy was invalid. The purpose of this report is to present copies of both policies to Council and for the proposed changes to be adopted.

Budget Implications

Nil

Policy Consideration

Corporate Plan 2014-2019 (revised edition) 'The Well-Governed Southern Downs'

Community Engagement

Nil

Legislation/Local Law

The Asset Management Policy has been reviewed to ensure consistency with current legislation.

Options

1. Adopt the proposed changes to the Asset Management Policy (PL-ES030) as attached.
2. Do not adopt the proposed changes to the Asset Management Policy (PL-ES030) as attached.

Attachments

1. Asset Management Policy - August 2010 [View](#)
2. Asset Management Policy PL-ES030 - December 2016 [View](#)



ASSET MANAGEMENT POLICY

Policy Category:	Engineering - Design & Assets
Policy Number:	30
Date Adopted:	7 September 2009
Date to be Reviewed:	Review of this Policy will take place annually. The annual review will incorporate: <ul style="list-style-type: none">• Audit and review of Asset Management Implementation and Improvement Plans as set out in the Asset Management Strategy.• Review the Asset Management Implementation Strategy.
Date Reviewed:	August 2010
Date/s Amended:	
Date Rescinded:	
Related Document/s:	Asset Management Strategy
Responsible Officer:	Manager Design & Assets

Background

Council manages approximately \$680M worth of infrastructure, buildings and other assets that are essential to the delivery of services to meet the community's needs.

As a result of its long history and continued growth, these assets vary in age from those recently constructed to the many significant facilities with heritage value. In addition Council also manages and maintains a variety of community assets that are located on land not owned by Council.

Over recent years significant growth in assets has occurred further accentuating the need to ensure all assets are maintained and renewed to meet the community needs. Additional services infrastructure plus the construction of new facilities such as Yangan Water Pipeline, Stanthorpe Recycled Water scheme, Darlington Park Estate, Bisley Street Stormwater Stage 1, Warwick Class A Recycled Water scheme and expansion of the bike and footpath network continue to expand the infrastructure asset base.

This growth and the demands of an aging infrastructure stock means that this infrastructure needs to be continually maintained and renewed to ensure that it continues to meet the service delivery requirements of the community and its many visitors, now and for future generations.

LEGISLATIVE FRAMEWORK

Recent and ongoing changes to Local, State and Federal government legislation has increased the accountability of local government with regards to the assets they manage and increased transparency in decisions made by Councils.

As part of Council's requirement to comply with new legislation and to protect its community Council must establish a clear direction to ensure appropriate asset management practices for its asset portfolio now and into the future.

Purpose

The purpose of this policy is to broadly outline why asset management is relevant and what needs to be considered within the policy to ensure:

- Corporate responsibility and resources are identified;
- Management of assets is undertaken in a structured and co-ordinated way;
- Risk management is considered;
- Financial, social and environmental sustainability;
- Continuous improvement and seeking innovative ways of meeting service requirements; and
- Legislative and regulatory requirements are achieved.

The policy also ensures that asset management and the importance of managing Council's infrastructure assets for present and future generations is clearly understood and recognised by Council and its community. It provides an essential framework and rationale for best practice asset management decision-making (function and standard) and informs the organisation on how it will maintain its assets to meet service delivery requirements.

The policy complements and builds upon Council's Corporate Plan 2009-2014 and provides a more formalised approach to asset management, principles and methodology. It also provides the ability to plan for present and future generations, an essential ingredient to achieving Council's vision for asset management.

Scope

"To provide the desired level of service (function and presentation) in the most cost effective manner for present and future members of the community".

To achieve this Council recognises that assets must be planned, provided, maintained and refurbished so that they continue to meet the service delivery needs of the community.

Policy Content

ASSET MANAGEMENT POLICY

Councillors, as custodians of Council assets, in accordance with the Local Government Act 2009 and any other Acts are required to:

- Ensure the Council's legal obligations are met;
- Represent the community as the asset owners; and
- Ensure the asset/service is maintained for present and future generation at an equitable cost.

Council staff has a corporate responsibility to provide the correct technical and professional advice to Councillors so that they may make the best decisions on behalf of the community they represent.

ASSET MANAGEMENT DECISION MAKING PRINCIPLES

As part of Councils consideration of infrastructure asset management, Council will;

- As custodians/stewards of community assets and as part of providing quality infrastructure and community facilities, undertake to develop industry standard, affordable and financially sustainable asset management plans;
- In accordance with its Corporate Plan 2009-2014 and Long Term Financial Plan, provide quality infrastructure assets that support services that are appropriate, accessible, responsive and sustainable to the community;
- Manage the infrastructure and assets in a systematic and sustainable manner;
- Involve and consult with the community and key stakeholders on determining service standards;
- Ensure asset information is accurate and up to date allowing for appropriate asset planning, both in the short and long term, and for informed decision making to occur;
- Manage its assets utilising a team approach using a multi discipline cross-functional asset management working group;
- Allocate appropriate resources to ensure asset management practices can be undertaken and the timely maintenance and renewal of those assets so that "life cycle" costs are optimised (existing and new assets);
- Prior to consideration of any major works/renewal or improvement to an asset, undertake a critical review of the need and the "whole-of-life" cost of that asset;
- Continually seek opportunities for multiple use of assets;
- Ensure that the roles and responsibilities of all asset service managers are well defined and understood;
- Develop and implement a framework for the evaluation and prioritisation of capital projects; and
- Develop and apply consistent construction standards to Council, community and developers.

APPLICATION

This policy applies to Council, Councillors, Senior Management, Staff, Committees of Management and the Community involved in the operations, maintenance, refurbishment, renewal, upgrading and development of Council's existing and new infrastructure assets.

ASSET MANAGEMENT ROLES AND RESPONSIBILITIES

To achieve this policy the following key roles and responsibilities and commitments are identified:

Councillors

- To act as stewards for infrastructure assets;
- To set corporate Asset Management Policy and vision with linkage to the Corporate Plan;
- To set levels of service, risk and cost standards;
- Approve and review Asset Management Plans and monitor the outcomes;
- To ensure appropriate resources and funding for asset management activities are made available to integrate Asset Management Policies, Asset Management Strategies and Asset Management Plans into the corporate governance framework;
- Provide consistent and transparent decision making based on adopted criteria; and
- To provide an advocacy role with State and Federal Governments and the community.

Chief Executive and Directors

- To continually promote asset management across the Council and with the community;
- To validate and challenge proposals to ensure they meet the Corporate Plan objectives and community service needs;
- To develop and continue to refine the "overarching" Asset Management Policy and Asset Management Strategy with linkage to the Corporate Plan for consideration by Council;
- To foster and support the multi discipline cross functional Asset Management Working Group;
- To monitor the performance of the staff in implementing asset management;
- To ensure the community and key stakeholders inputs are integrated into Asset Management Plans;
- To ensure staff are appropriately trained and skilled to perform the required asset management functions;
- To ensure that accurate and reliable information is presented to Council for decision-making; and
- To provide effective communication between staff, Council and the community.

Asset Management Working Group / Service Managers / Manager Design & Assets / Asset Engineer and Staff:

- Development and implementation of Asset Management Strategy;
- To develop, implement and review Asset Management Plans using the International Infrastructure Management Manual as a guide, documenting required allocation of funding and improvement plans for individual asset groups, using the principles of lifecycle analysis;
- Continually seek innovative ways of meeting service needs;
- Continual review of Asset Management Policy;
- In consultation with the community and key stakeholders identify asset management "levels of service" for Council approval;
- In accordance with Council approved service levels deliver "levels of service" to agreed risk and cost standards;
- Ensure efficient and effective use of Council funds and optimising "life cycle" cost of all assets;

- To provide effective communication between staff and Senior Management;
- To develop and implement maintenance, refurbishment and capital works, (refurbishment/renewal), programs in accordance with Asset Management Plans and report to Senior Management and Council;
To develop and implement procedures that ensure the asset database is maintained and updated and provide required reports to Council to meet their statutory and legal responsibilities; and
- Promote and raise awareness of asset management to the Council, staff, users and the community.



SOUTHERN DOWNS REGIONAL COUNCIL ASSET MANAGEMENT STRATEGY

Prepared by Manager Design & Assets – Adam Colrain



SOUTHERN DOWNS REGIONAL COUNCIL ASSET MANAGEMENT STRATEGY

Introduction

The Asset Management Strategy provides the framework for management of all asset classes across Council, including relevant strategic planning, continuous improvement and operational aspects for Asset Management (AM), which refer to the following key factors:

- Accountability for Assets;
- Planning and Budgeting;
- Acquiring Assets;
- Operating and Maintaining Assets;
- Disposing of Assets;
- Asset Recording, Asset Condition Assessment, Valuing and Reporting; and
- Asset Costing and Charging.

The strategy focuses on implementation of the Council's Asset Management Policy as a framework for the consumption of assets, inextricably combined with the provision of services to the community. The strategy provides the appropriate corporate level guidelines to be incorporated into Asset Management Plans for the individual asset classes.

The overall intention is to provide a higher level of awareness of the importance of the application of asset management principles. It is a declaration on the commitment of how council will manage its assets to provide the best affordable, efficient and effective level of service.

Levels of Service

The needs of the individual service programs and Levels of Service / service standards will be recorded in Asset Management Plans, and the planning and management criteria from those plans applied consistently across all programs.

An important component of determination of the Levels of Service will be achieved through increased community consultation to ascertain the service standards to be applied with the various assets.

Initially, service standards will be based on historical standards, bench marking plus the essential legislative and statutory provisions, coupled with community expectations as they become known through various community forums and feedback from the Councillors and community.

Link to Corporate Plan and Operational Plan

References to the Corporate Plan, Operational Plan and relevant Council strategies will be included in all reports and statements to and from Council when related to service provision and the management of assets.



Links with Corporate Strategies and Programs

This strategy is directly aligned with the Council strategies for:

- Service Delivery and Infrastructure;
- Planning;
- Organisational Frameworks;
- Community and Lifestyle; and
- Growth and Opportunity.

and relies on the alignment with those Council strategies to ensure that all relevant issues are addressed in the provision of services and management of assets.

The AM Management Framework outlines the links, the evaluation processes and reporting requirements.

Asset Management Roles and Responsibilities

Roles and responsibilities for the organisation to provide best appropriate asset management are described below:

Councillors

- *To act as stewards for infrastructure assets;*
- *To set corporate asset management policy and vision with linkage to the Operational Plan;*
- *To set levels of service, risk and cost standards;*
- *Approve and review Asset Management Plans and monitor the outcomes;*
- *To ensure appropriate resources and funding for Asset Management activities are made available to integrate Asset Management policies, Asset Management strategies and Asset Management plans into the corporate governance framework;*
- *Provide consistent and transparent decision making based on adopted criteria; and*
- *To provide an advocacy role with state and federal governments and the community.*

Chief Executive Officer and Directors

- *To continually promote asset management across the Council and with the community;*
- *To validate and challenge proposals to ensure they meet the Operational Plan objectives and community service needs;*
- *To develop and continue to refine the "overarching" Asset Management Policy and Asset Management Strategy with linkage to the Operational Plan for consideration by Council;*
- *To foster and support the multi discipline cross functional Asset Management Working Group;*
- *To monitor the performance of the staff in implementing asset management;*



- *To ensure the community and key stakeholders inputs are integrated into Asset Management Plans;*
- *To ensure staff are appropriately trained and skilled to perform the required Asset Management functions;*
- *To ensure that accurate and reliable information is presented to Council for decision-making;*
- *To provide effective communication between staff, Council and the community.*

Asset Management Working Group / Service Managers / Manager Design & Assets / Asset Engineer and Staff:

- *Development and implementation of Asset Management Strategy;*
- *To develop, implement and review Asset Management Plans using the International Infrastructure Management Manual as a guide, documenting required allocation of funding and improvement plans for individual asset groups, using the principles of lifecycle analysis;*
- *Continually seek innovative ways of meeting service needs;*
- *Continual review of Asset Management Policy;*
- *In consultation with the community and key stakeholders identify asset management "levels of service" for Council approval;*
- *In accordance with Council approved service levels deliver "levels of service" in to agreed risk and cost standards;*
- *Ensure efficient and effective use of Council funds and optimising "life cycle" cost of all assets;*
- *To provide effective communication between staff and CEO and Directors;*
- *To develop and implement maintenance, renewal and capital works, (refurbishment/renewal), programs in accordance with Asset Management Plans and report to CEO, Directors and Council;*
- *To develop and implement procedures that ensure across departmental flow of information and ensure the asset database is maintained and updated and provide required reports to Council to meet their statutory and legal responsibilities; and*
- *Promote and raise awareness of asset management to the Council, staff, users and the community.*

Asset Management Policy / Position

The Council will develop and apply a policy to ensure a consistent, whole of organisation approach to asset management best suited to the organisation and community needs. The policy will be based on best appropriate management of all assets and describe the framework of application of the relevant asset management practices.

The policy will be subject to annual review to confirm suitability and application.



Asset Management Plans

Asset Management Plans are the essential record of the management practices to be applied to the various asset classes, based on the framework within the strategy outlined above.

Asset Management Plans will be developed for the following non-current asset classes:

- Roads (inclusive of Footpaths, Kerb & Channel, Bridges)
- Drainage (Including Storm water harvesting & treatment)
- Sewerage Infrastructure (including Effluent Reuse)
- Water Supply Infrastructure
- Buildings
- Land
- Facilities, eg Parks, Swimming Pools, Waste Management Facilities
- IT Property and Systems
- Fleet

The Asset Management Plans will have regard to the following factors:

- The current situation;
- Improvement opportunities; and
- Asset management details for the specific asset class.

The timeframe for the development and introduction of the plans is shown below:

Asset Class	Timeframe	Responsibility (Service Managers)
Roads	March 2011	Manager Works & Parks
Drainage	March 2012	Manager Works & Parks
Sewerage	March 2012	Manager Water & Sewerage
Water	March 2012	Manager Water & Sewerage
Buildings	March 2012	Manager Cultural & Recreational Development
Land	March 2012	Manager Finance
Facilities	March 2012	Manager Works & Parks/ Manager Cultural & Recreational Development/ Manager Environmental Services
IT Property and Systems	March 2012	Manager Information Technology & Communications
Fleet	March 2012	Manager Works & Parks

Table 1: Asset Management Plan Development Timetable

Coordination of the development of the Asset Management Plans will be undertaken by the Manager Design & Assets, reporting through the Asset Management Working Group representing the whole of organisation and all individual asset classes.

Responsibility for maintaining the currency of plans will reside with the author of the plans, including the annual review and reporting process back to the Asset Management Working Group.



Gap Analysis

Identification of the gap between the current practices of level of services and those required to achieve the Council vision for service provision is essential and provides the baseline for measurable progress. eg,

- Data collection and effort to enter & maintain data management systems & Asset Registers
- Asset Mtce, inspections and condition rating & all new Capital Works as constructed data collection & reporting systems
- Suitably skilled resources.
- Software implementation, software integration or links to improve efficiencies
- Determine financial gap for provisions of adequate levels of service over the next 10 years and manage strategically its impact on the rate revenue in each year.
- Determine gap in Asset Renewal planning and financing.
- Identify gaps between policies, strategies, plans and programs.

Operational Programs

These programs define measurable sub levels of services programs and set out details to describe the manner in which resources are engaged with operational activities for asset management. Define links with asset management, eg Maintenance Management Plans, mandatory inspections and recording and asset data collection.

Performance Management Framework

Whole of life analysis will become the norm for all projects and programs. This will provide the background for informed decision making on financial long term ramifications. Reporting will be achieved in two ways as described below:

Council Agenda Items

All relevant Council agenda items will include reference to Corporate Plan, Operational Plan and Asset Management Strategy and Financial Plan criteria, eg:

Corporate Plan: The proposal has direct links to the Council Vision Statement for the provision of consistent and sustainable services to the community.

Operational Plan: The proposal was identified in the Operational Plan and budget, including the whole of life costs for maintenance and operation in the first year.

Asset Management Strategy: Development of the proposal involved the following steps:

1. confirmation against the Council Asset Management Policy provisions.
2. confirmation of consistency with the forecast program for asset replacement / renewal as described in the Asset Management Plan for this asset class.
3. Influence on continuation of the same or an Improved Level of Service for the local community.



Financial Plan:

The funding for the proposal has been derived from:

1. the appropriate stages of funding identified and confirmed by provisions in the current Budget and or Ten Year Financial Plan, related to both the capital and recurrent funding programs; and
2. evaluation against the organisational standards to prioritise the program within the total program.
3. Identifying capital items as "New" or "Replacement" of existing Assets.

Action Plan – 1 Year

Action Plan items to be developed to provide a structured approach to the implementation of improved asset management. The 1 Year Action Plan included the following items:

1. Develop and implement Asset Management Policy
2. Implement an Asset Management Working Group
3. Provide AM training to Asset / Service Managers & AM working group (e.g. NAMS)
4. Develop and implement an Asset Management Framework Strategy
5. Develop first draft of Asset Management Plans for each asset class and levels of service
6. Review of system needs to improve management of asset data and reporting

Action Plan – 2 to 3 Years

Likewise, a longer term Action Plan be developed, acknowledging both the constraints and opportunities to be realised over the full two years of the Program.

This plan included:

1. Gap analysis for the current practices compared with the desired results
2. Update & refine Asset Management Plans for all asset classes;
3. Understanding the financial gap and planning to minimise the gap;
4. Improved long term financial planning; and
5. Development of the Continuous Improvement Program, including a Communication Protocol for community consultation.

The details of the Action Plans are summarised in the table 2.

Continuous Improvement Program

The Continuous Improvement Program involves:

- regular reviews of processes engaged in asset management;
- development of improvement opportunities based on clear recognition of the constraints applicable;
- implementation of revised processes as appropriate; and
- reporting improved performance.

The Performance Management Framework provides the reporting and acknowledgement mechanism.



Financial Plan (Long term)

The Ten-Year Financial Plan includes the following criteria:

- Funding the Asset Improvement Strategy
- Understanding and addressing the funding required for the Renewal Gap
- Application of Depreciation Criteria
- Ratio of Total Capital renewal Program and Depreciation Funding
- Non-Discretionary Funding Criteria
- Committed Capital Funding

Review and Reporting

The CEO and Directors shall ensure compliance with this strategy by the Council and whole of organisation, and report to Council on a quarterly and annual basis as part of the AM Management Framework. The report will include:

- advice on the level of compliance with this strategy;
- advice on the audit and review of asset management Implementation; and
- reporting against the AM Management Framework criteria.

Annual Report

The Annual Report for the AM Management Framework will include:

- summaries of the status of all related asset management proposals reported during the preceding year;
- compliance summary for the Asset Management Policy;
- compliance summary for this Asset Management Strategy; and
- Issues and future directions for development and Improvement in the application of the Policy, Strategy, Asset Management Plans and Financial Plan.
- presented in the format nominated in the AM Management Framework Report.



The actions recorded in this strategy are summarised in the table 2:

Description	Outcomes	Tasks	Responsibility	Timeframe	Comments
1. Policy	Policy developed and consistently applied for total organisation approach to asset management	<ol style="list-style-type: none"> 1. Develop suitable AM Policy including organisational criteria for best appropriate asset management and service provision; 2. Standardise AM definitions with IIMM; 3. Council adopt and apply policy. 	CEO / Directors		Refer Action Plan – 1 Year
2. Strategy	Clear directions and understanding of implementation of improved asset management across the organisation	<ol style="list-style-type: none"> 1. Develop AM Strategy; 2. Define roles and responsibilities for all involved in asset management; 3. Establish AM Working Group to oversee strategy and review AM implementation, eg program and project evaluation processes; 4. Define financial management and operational parameters for asset management; 5. Understand resource requirements for competent asset management; 6. Initiate community consultation; 	Asset Management Working Group		Refer Action Plan – 1 Year
3. Asset Management Plans	Asset Management Plans for all asset classes	<ol style="list-style-type: none"> 1. Prepare Asset Management Plans for all asset classes using IIMM style template; 2. Progressively refine asset data integrity; 3. Undertake funding gap analysis for all asset classes; 	Service Managers	March 2012	Table 1 above provides timeframes for AM Plan development
4. Operations	Operations integrally aligned with best appropriate asset management	<ol style="list-style-type: none"> 1. Systems and data management support asset management results; 2. Staff training and development programs highlight need for asset management with total operations and service provision; 3. Position Descriptions include asset management. 	All		On going
5. Performance Reporting	Quarterly and Annual Reports describing implementation of AM Strategy	<ol style="list-style-type: none"> 1. Monitor and review all phases of asset management implementation and report progress; 2. Annual audit of Strategy reported to Council. 	CEO / Directors	Quarterly and annually	



Asset Management Policy

Policy Number:	PL-ES030
Department:	Engineering Services
Section:	Works Construction & Assets
Responsible Manager:	Manager Works – Construction, Workshops & Assets
Date Adopted:	7 September 2009
Date to be Reviewed:	December 2017
Date Reviewed:	December 2016
Date Rescinded:	

REVISION RECORD

Date	Version	Revision description
07/09/2009	1	Policy initially adopted
August 2010	2	Policy reviewed no changes
16/09/2016	3	Major changes policy rewritten.

CONTENTS

1	Purpose	3
2	Scope	3
3	Legislative Context	3
4	Policy Details	3
5	Definitions	4
6	Related Documents	5

DRAFT

1 Purpose

Set the guiding principles for the way Council will manage its long term infrastructure assets. To ensure they provide appropriate services to the community which are affordable, meets community requirement and are sustainable through the application of appropriate "Asset Management" practices. A key issue facing local government is the management of aging infrastructure assets and the need for maintenance, renewal and replacement of these assets to ensure the services these assets provide are sustainable in the future.

2 Scope

This policy applies to all Council Infrastructure Assets in general, however the more specific application of Asset Management principles, practices and systems will be to Council's major long life infrastructure asset classes such as Roads, Stormwater, Water, Wastewater and Building Assets.

3 Legislative Context

The *Local Government Act 2009* states in section 4 (b) one of the five local government principles underpinning the Act are – "*sustainable development and management of assets and infrastructure, and delivery of effective services*"

The *Local Government Act 2009* and the *Local Government Regulations 2012* require that council's prepare a number of planning documents two of which are a long term asset management plan and a long term financial forecast. Section 168 of the Regulations sets out the specific requirement of the Long Term Asset Management Plan:

A local government's long-term asset management plan must—

- a) *provide for strategies to ensure the sustainable management of the assets mentioned in the local government's asset register and the infrastructure of the local government; and*
- b) *state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan; and*
- c) *be part of, and consistent with, the long-term financial forecast.*

4 Policy Details

Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management practices across the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery. The asset management methodology and systems will be primarily based on the "International Infrastructure Management Manual", 2015; Institute of Public Works Engineers Australia.

An Asset Management Strategy will be developed which will outline a high level action plan to develop and implement appropriate, fit for purpose asset management practices across Council in accordance with this policy. Asset management principles will be integrated within Council's planning and operational processes.

Asset Management Plans will be developed for major service/asset categories to inform the annual budget and long term financial forecast process. It is Council's goal to achieve a "core" level of asset management maturity in most elements of its asset management systems prior to July 2018 for its major asset classes. Initially the asset management process will seek to understand and document current levels of service before undertaking formal community consultation on service levels and affordability.

Operational budgets and forecasts relating to infrastructure assets will be based on maintaining adopted service levels with due consideration of the risk consequences associated with service level and lifecycle cost implications.

Asset renewals required to meet adopted service levels and identified in adopted asset management plans and long term financial plans will form the basis of annual budget and long term financial forecast estimates with the service and risk consequences understood and considered.

Council will seek to understand and consider the future life cycle costs in all decisions relating to the creation of new/upgrade of services and assets. Generally replacement and renewal of assets will have priority over the creation of new or upgraded assets unless significant benefit can be derived from the new/upgraded assets and the future lifecycle costs are affordable.

5 Definitions

Asset Management: *The systematic and coordinated activities and practices of an organisation to optimally and sustainably deliver on its objectives through the cost effective lifecycle management of assets.*

Core Asset Management: *Asset management which relies primarily on the use of an asset register, maintenance management systems, top-down condition assessment, simple risk assessment and defined levels of service, in order to establish a long term cash flow projection.*

Infrastructure Assets: *Stationary systems forming a network or a portfolio of assets serving whole communities, where the system as a whole is intended to be maintained indefinitely at a particular level of service potential by the continuing replacement and refurbishment of its components. The network may include normally recognised ordinary assets as components.*

Lifecycle cost: *The total cost of an asset throughout its life including planning design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.*

6 Related Documents

- SDRC Asset Management Strategy and associated Asset Management Plans

DRAFT

12.3 Corporate Performance Report - November 2016

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Community Contact & Records Co-Ordinator Manager Corporate Services	ECM Function No/s: 06.01 & 06.03.01

Recommendation

THAT Council receive and note the Corporate Performance Statistics for November 2016.

Report

Attached to this report are the Corporate Performance Statistics for November 2016.

These statistics provide an overview of performance from a number of business units within Council.

These statistics are generated on a monthly basis and provide information such as Community Contact Centre performance indicators, Merit Request data, the breakdown of that data by directorate, requests received by Council, Right to Information and Information Privacy application progression data and library visitation statistics.

Budget Implications

Nil

Policy Consideration

Operational Plan 2015/16

8.2 Develop and implement policies and procedures to effectively manage HR resources and practices across the entire SDRC organisation

8.2.1 Provision of timely and accurate Council information to the community.

Community Engagement

Nil

Legislation/Local Law

Nil

Options

Nil

Attachments

1. Corporate Performance Statistics [View](#)

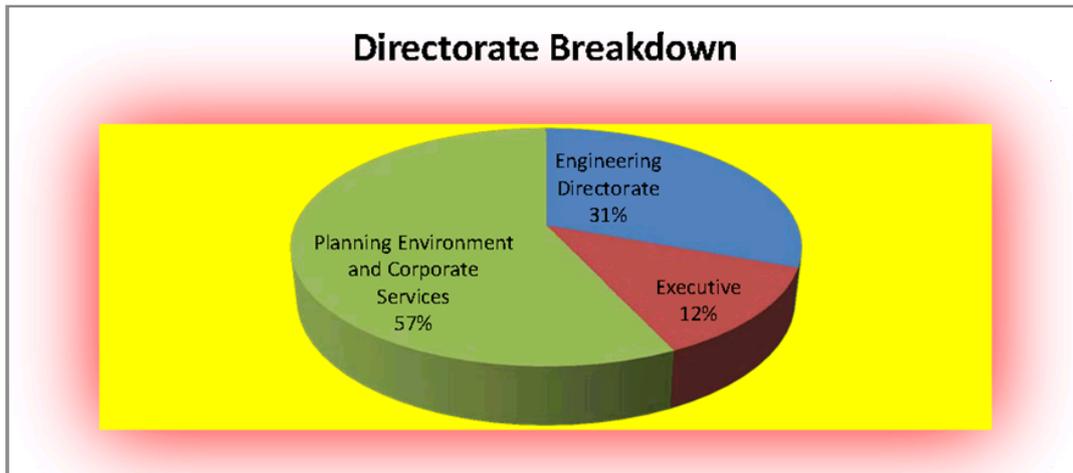
Top 10 Merit Customer Requests – November 2016



Request Type	Received
CCT General enquiry	682
Overgrown allotments	50
Animals – dogs	39
Planning – proposed development	39
Parks & Gardens maintenance	23
Planning – development applications	18
Slashing roads requests	17
Sealed roads – failures/damaged	16
Water supply service leaks	15
Pest animals	14

Directorate	Total	Open	Closed
Engineering Directorate			
Engineering Services	186	31	155
Community Facility Services	255	42	213
Community Services	4	0	4
Infrastructure Services	8	6	2
Water and Waste Water	5	0	5
Works	199	40	159
Total	657	79	578
Executive			
Executive	36	3	33
Finance	35	1	34
Information Services	194	1	193
Human Resources and Organisational Development	1	1	0
Total	266	6	260
Planning Environment and Corporate Services			
Environmental Services	124	52	72
Corporate Services	518	3	515
Local Laws	400	130	270
Planning and Development	179	30	149
Total	1221	215	1006
SDRC Total	2144	300	1844

How Received	Count
Walk in	696
Telephone	468
APP	62
Traveller	53
Web	32
Letter	19
Internal	14
Email	10
Total	1389

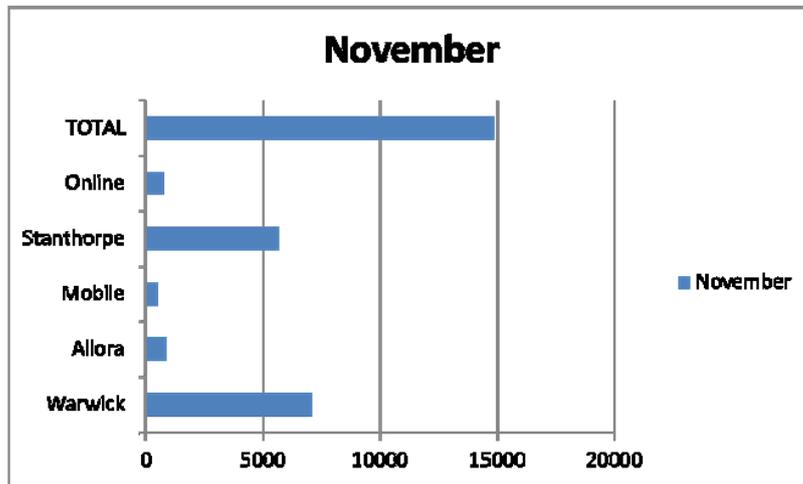


Escalation Status Report November 2016

Request ID	Details	Comments	Status as at 6/12/2016
113986	Request to relocate taxi light at Stanthorpe aerodrome		Finalised
114457	Request meter read 36 Grafton St		Finalised
114214	Broken stop tap – 13 Doncaster Dve		Finalised
114402	Allora Water Pump Station not working	Referred to Stewart Mitchell	Open
114420	Service leak at rear of Home Brew Shop		Finalised
114650	Water service punctured		Finalised
114744	Possible water leak in front 27 Vanneck St Yangan		Open
114816	Request septic pump out 40 Rayleigh St Wallangarra		Open
114882	Complaint that Council turned off water at 107 Wood St to fix other issues		Finalised
114938	Water main leak Tooth St		Finalised
114953	Mains leak 19142 N/England H'way		Finalised
114988	CED requires pumping out at 74 & 76 Margetts St Wallangarra		Open
114995	Hydrant replacement at 13 Gore St is falling		Open
115101	Suspected water leak 210 Lyndhurst Lane		Open
113509	Request relocation of 40K/Hr sign on approach to bridge at Quart Pot Creek	Under consideration	Open
113779	Request advice re stormwater re building of a shed		Finalised
113859	Request Improve visibility at Intersection of Ross St and Leyburn Cunningham Rd	Awaiting authorisation from TMR	Open
114008	Complaint re dust from trucks at 39 Locke St Warwick		Open
114179	Request to repair council sign and correct signage		Finalised
114261	Complaint re lack of controls re construction work between 9 and 15 Alice St Stanthorpe	Erosion controls in place in line with Operational Works approval	Open
115087	Complaint re fire in pit at 193 Newlands Rd Cottonvale	Under investigation	Open
114207	Complaint that neighbour has been running water into property at 6 Walker St and that has contributed to overgrown state of land	Unsuccessfully attempted to contact complainant	Open

Library Visitor figures November 2016

	Warwick	Allora	Mobile	Stanthorpe	Online	TOTAL
November	7088	857	501	5647	770	14841



Right to Information Applications

Nil Right to Information or Information Privacy applications in progress

CCTV Applications

6 requests for footage processed during November 2016

12.4 Queensland Climate Adaption Strategy Directions Statement Comment

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Environmental Coordinator	ECM Function No/s: 2681670

Recommendation

THAT Council endorse the attached submission to the State Government on the Queensland Climate Adaptation Strategy Directions Statement.

Report

The Hon Dr Steven Miles MP, Minister for Environment and Heritage Protection and Minister for National Parks and the Great Barrier Reef has released a *Queensland Climate Adaptation Directions Statement* (Directions Statement) for public consultation which has been prepared in collaboration with the Queensland Climate Adaptation Strategy Partners Group comprising of leaders from industry, community and research sectors.

Public submissions on the Directions Statement will help inform development of a Queensland Climate Adaptation Strategy to be released by the Queensland Government next year in partnership with local government, and Council has been asked to provide feedback that will help inform and shape the final Strategy. The attached Submission has been prepared providing comment to the Department of Environment and Heritage Protection.

Budget Implications

Nil

Policy Consideration

2030 Community Plan:

The Economically Strong, Sustainable and Diverse Southern Downs

2014 – 2019 Corporate Plan:

Goal 4 The Economically Strong, Sustainable and Diverse Southern Downs;

Goal 6 The Environmentally Sustainable Southern Downs

Community Engagement

Nil

Legislation/Local Law

Environmental Protection Act 1994

Waste Reduction and Recycling Act 2011

Southern Downs Planning Scheme 2012

Options

Council:-

1. Endorse the attached submission to the State Government on the Queensland Climate Adaptation Strategy Directions Statement.
2. Not endorse the attached submission to the State Government on the Queensland Climate Adaptation Strategy Directions Statement.

Attachments

1. Queensland Climate Adaption Strategy Directions Statement Submission [View](#)
2. Queensland Climate Adaption Directions Statement (Excluded from agenda - Provided under separate cover) [View](#)

Our Ref: DK:BM/2681670
Your Ref: CTS 26943/16

16 December 2016

Mr Jim Reeves
Director-General
Climate Change Adaptation
Department of Environmental & Heritage Protection
Level 10, 400 George Street
BRISBANE QLD 4001

Dear Mr Reeves

Queensland Climate Adaptation Strategy Directions Statement Comment

Council congratulates the Department of Environment and Heritage Protection on the release of the *Queensland Climate Adaptation Directions Statement* (Directions Statement) in preparation of the Queensland Climate Adaptation Strategy in 2017 and supports the aims, goals and initiatives in the Directions Statement.

Council supports all initiatives and projects undertaken by the Queensland Government and would be interested in taking part in any type of trial or initiative that is proposed. Council welcomes sustainability projects and renewable energy facilities to the region and is a strong supporter of solar farms, wind farms, hydro electricity generation and any projects that would allow easy access to the electricity network. Council will soon see the development of a large scale wind farm to the region and are discussing the development of a proposed solar farm. Council would anticipate some level of financial support, such as funding and grants to invest further in the mitigation and adaptation to climate change.

The Queensland Government can support effective climate change through engagement with relevant stakeholders to understand the impacts of climate change in their area and provide ongoing support where necessary. Council would like to see proactive discussions and workshops between the Queensland Government and all relevant stakeholders in the local community to facilitate promotion, planning and action for climate adaptation. The industry, agriculture, tourism and local government sectors should be considered to build adaptation partnerships.

The key climate risks for the Southern Downs community include flood, fire, drought and the increase in severity of storms. Infrastructure and assets threatened by climate change include roads, water and wastewater infrastructure, waste services, parks and green spaces, buildings and homes along with the long term impacts of the recovery after the event. Council has already seen three (3) 1 in 100 year

flooding events in a period of two years (December 2010, January 2011 and January 2012).

If you have any queries in relation to Council's submission, please contact Council's Environmental Coordinator, Brooke McKenzie on 1300 MY SDRC (1300 69 7372).

Yours faithfully

**David Keenan
Chief Executive Officer**

12.5 Material Change of Use - Daniel P Millar, 8 Francis Street, Stanthorpe

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 16 December 2016
	Graduate Planning Officer	ECM Function No/s: MCU\01780

APPLICANT:	Daniel P Millar
OWNER:	Daniel P Millar
ADDRESS:	8 Francis Street, Stanthorpe
RPD:	Lot 4 RP151193, Parish of Folkestone, County of Bentinck
ZONE:	Low Density Residential
LAND USE AREA:	1079 square metres
PROPOSAL:	Multiple Dwelling (3 units)
LEVEL OF ASSESSMENT:	Impact
SUBMITTERS:	One
REFERRALS:	Department of Infrastructure, Local Government and Planning
FILE NUMBER:	MCU\01780

Recommendation Summary

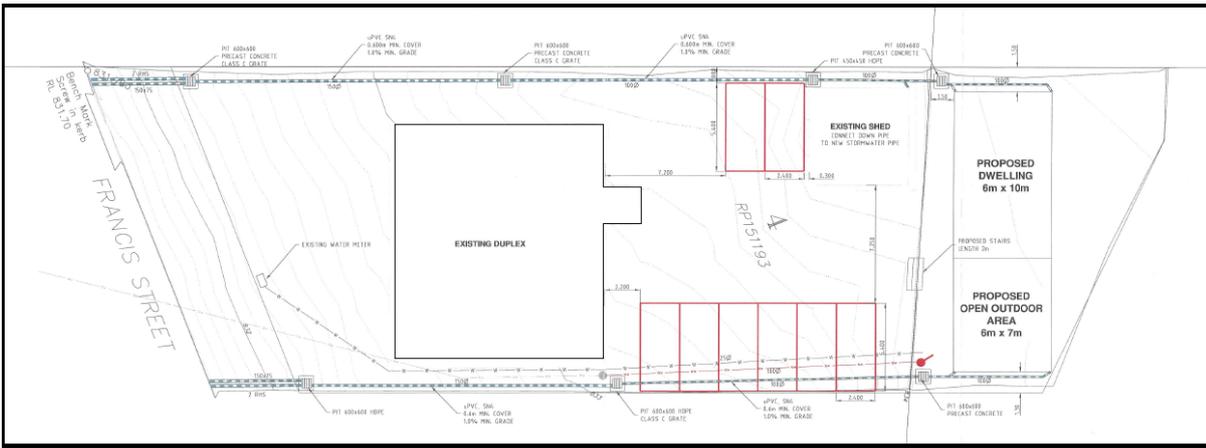
THAT the application for Material Change of Use for Multiple Dwelling (three units) on land at 8 Francis Street, Stanthorpe, described as Lot 4 RP151193, Parish of Folkestone, County of Bentinck, be refused.

Report

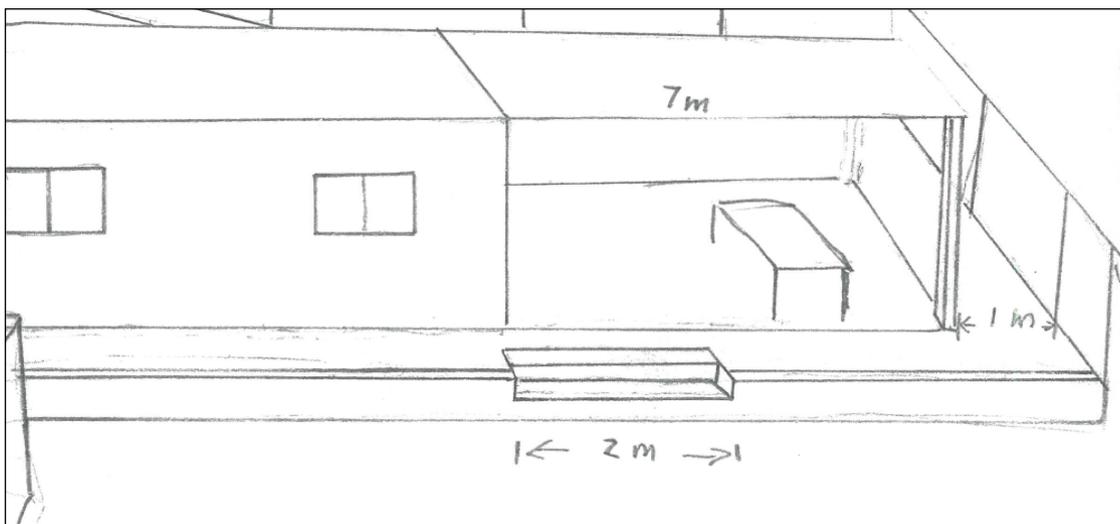
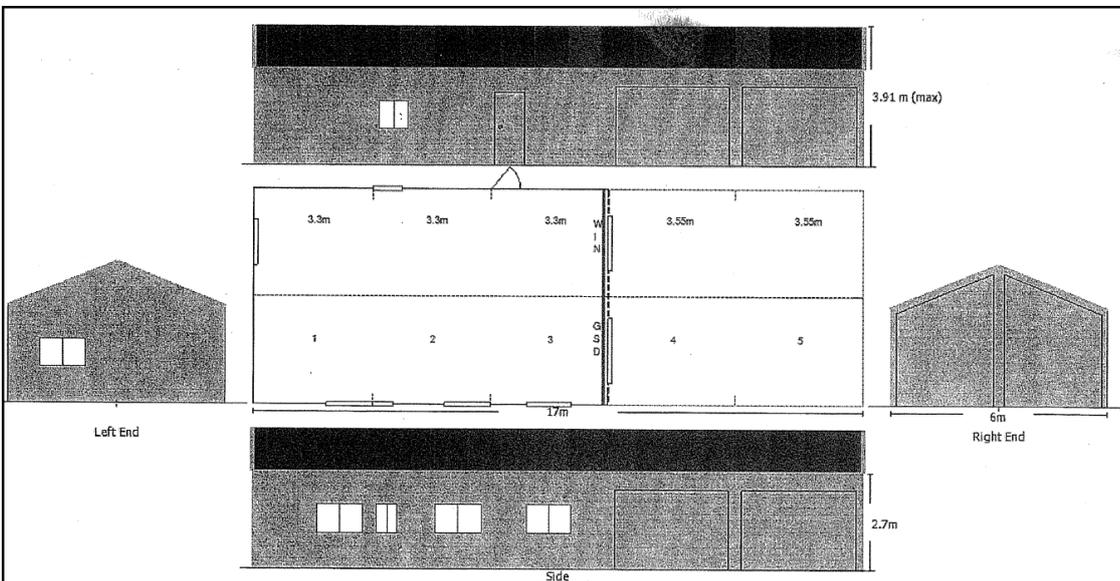
An application has been received for a Material change of use for a Multiple dwelling (3 units) at 8 Francis Street, Stanthorpe. At present there is a dual occupancy building and an ancillary shed containing two parking bays. The applicant has stated that the shed is used for storage, but would be made available for parking pending a planning approval.

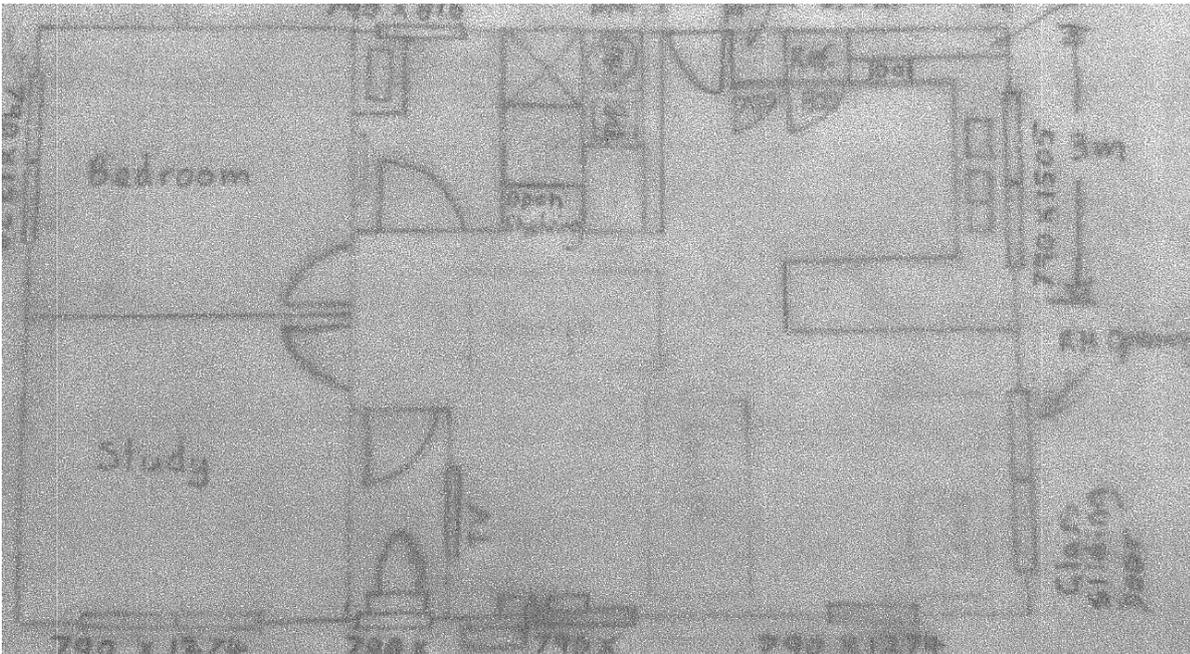


The applicant proposes to construct a two bedroom dwelling separate to the existing duplex at the rear of the property, increasing the dwellings on the lot to three. The proposed third dwelling will be located 1.5 metres from the north-western boundary. The applicant proposes to create at least four additional on-site parking spaces, to create a total of six.



It is intended that the proposed third dwelling will be constructed out of a steel frame with colourbond roofing. The walls will be chamfer board style cladding, similar to the infill boards that make up the entrance of the existing units on the site. The dwelling is proposed to be 60 square metres, and include a 42 square metre outdoor entertainment area. The proposed third dwelling has many attributes similar in appearance to a shed, and has limited architectural merit.





The applicant has provided the following information in relation to the proposal:

Since moving to 8 Francis St about 2 years ago I have been repairing and renewing various parts of the property as it was one of the worst properties in the best street, so to speak in property terms. It was so rundown that even after a lot of hard work the property still looks very dated compared to other houses in the street. Also when the property was originally built on the block (many years ago), issues such as sealed driveways, designated car parking, screened fencing and overall use of the square meterage on the block, were not addressed and subsequently left the property underdeveloped by today's standards.

The third dwelling that I am applying for meets all the conditions in the guidelines from council except for part AO6(a), on the multiple dwelling checklist, as my block is slightly smaller than is required. Also AO10.1 partially complies with my proposed building being at least 3 metres from all fences except the western boundary fence at 1.5 metres without eaves.

I have committed to the project through the sale of my other rental property, so that I have sufficient funds available to meet any conditions that council may apply. I have also continued on in good faith with this project for almost a year since my initial contact with council in Stanthorpe where they said that there should not be a problem with approval so long as I meet any special conditions that may be applied. Doing so has cost around \$10000 so far as well as many thousands in lost rent from my other investment property.

Erection of boundary fences etc. has come to a standstill awaiting council approval, as non-approval will make the whole project an unviable investment and a waste of a year of planning, drafting, costing, etc.

I will be anxiously awaiting approval so the project can continue through to completion as soon as possible and believe that completion will improve the visual aspects of the property, bringing it up to standard against the other houses in the street and overall improving this streets value and kerb appeal.

Council Officers raised concerns regarding the scale and density of development and its appropriateness for the subject site. These concerns were also raised during pre-lodgement discussions prior to the application being submitted.

On 19 October 2015 the applicant made contact with Council to enquire about options regarding multiple dwellings and short-term accommodation, and was provided with information about the requirements of each.

On 10 November 2015 a Council Officer advised the applicant that the proposed multiple dwelling would not comply with the Planning Scheme in relation to density as the site is located in the Low density residential zone. Therefore getting approval could be difficult.

On 27 September 2016 the applicant lodged the application. At this time a Council Officer checked the application and advised the applicant that the concerns regarding site density and overdevelopment of the site would need to be addressed in an Information Request before the application could be assessed.

On 5 October 2016 a Council Officer advised the applicant that an Information Request would be issued to address Council's concerns. The Council Officer explained that it would be difficult to justify an approval for the proposal and that the Information Request would include advice that if the applicant withdraws the application during the Information period, 80 percent of the application fees could be refunded.

An information request was issued on 6 October 2016 outlining the concerns regarding overdevelopment of the site, and indicating areas on non-compliance with the Planning Scheme that must be addressed. The information request included a statement to the applicant noting that if the application is withdrawn during the Information stage, before any response is provided, Council is willing to refund 80% of the application fee.

On 7 October 2016 the applicant provided the following response to some of the issues raised in the Information Request:

Though compliance cannot be achieved with the provisions relating to scale & site density, the proposed dwelling in comparison with the individual units in front, is much smaller with more than adequate private open space well away from existing buildings on my block & on neighbouring blocks. The proposed dwelling will be utilising an area of this property which otherwise was unused & will complement the overall use of space on the site rather than impede or overbear other units on the property. Thus completing the property rather than overdevelop it.

In regards to the performance outcome - the duplex blocks most of the view through to the back part of the block from the street, as does the undercover car parking. So the visual amenity of the surrounding area & streetscape won't be impacted at all in a negative way. The new driveway with stencilling & new landscaping will only improve visual aspects of the property & streetscape.

In regards to A010.1 & A010.7 I can achieve the 3m from the western boundary if necessary by repositioning the dwelling a further 1.5m to the right, though this would result in less private open space & entertaining area that can be provided for unit 3.

Also the building elevations are only for size & basic layout at this stage. More detailed building plans cost many thousands & will be supplied when dwelling approval progresses.

In regards to A011.1 the proposed dwelling & bedroom are not within 2m of the driveway or parking areas of adjacent dwellings.

I have attached the requested plan indicating private open space & landscaping. Also in regards to (b) the building will be constructed of a steel frame with colourbond roofing, the walls will be chamfer board style cladding the same as the infill boards that make up the entrance of units 1 & 2. This style of building will further enhance the visual aspects of the building & tie unit 3 into units 1 & 2 so that when building is complete all three dwellings will appear to be of the same build quality & style.

Submissions

One submission was received in relation to the proposal. The issue raised in the submission is as follows:

Height of fence

- The adjoining property owner would only like the fence to be 1.2 metres, as the residence is close to the fence line and it will create too much shade and make the house very dark. At this time there is only a fence at the back part of the property and nothing at the front.

The applicant has provided the following response to a Planning Officer over the phone:

The applicant would like to have a 1.8 metre high fence because the rest of the fencing for the property is 1.8 metre high Colorbond fencing, and for the privacy of himself and his tenants.

The applicant has stated that he is aware of a type of Colorbond fencing where the bottom 1500mm is solid, and the top 300mm is a checker design, allowing light and air to pass through. The applicant is agreeable to use this sort of fencing for the side that adjoins the submitter's property (6 Francis Street).

Comment: It is a standard condition for multiple dwellings that a 1.8 metre high screen fence is erected along the side and rear boundaries of the lot. The applicant has also expressed preference to a 1.8 metre fence, and indicated that they are not opposed to the top 300 millimetres of the fence containing a design that allows light and air through. Any approval can be conditioned that the fencing on the eastern boundary of the lot is of a design that allows some light and air through the top 300 millimetres of the fence.

Assessment against the Planning Scheme

This application required assessment against the Low density residential zone code, the Residential uses code, the Carparking and loading code, the Landscaping code, the Outdoor lighting code, and the Physical infrastructure code.

Low density residential zone code

The local government purpose of the zone code is to provide for:

- (a) A limited range of housing, predominantly dwelling houses on a range of lot sizes.*
- (c) The establishment of well serviced communities, maintenance of a compact urban form with a distinct boundary with rural land, and provision of a high level of residential amenity*

The purpose of the code will be achieved through the following overall outcomes:

- (a) The Low density residential zone incorporates the following:*
 - (i). Areas where dwelling houses and dual occupancy dwellings are the dominant existing use; and*
 - (ii). Developing residential areas more distant from the central business area where there is an expectation that dwelling houses and dual occupancy dwellings will be the dominant housing form*
- (b) Some residential dwelling choices are provided in this zone. Detached dwellings and dual occupancy premises are expected to be the dominant form of development, however other forms of housing including multiple dwellings, small lot housing and retirement housing will be established in locations with good access to infrastructure and facilities and where the design complements the existing urban character and where the density of development is consistent with the density achieved through existing dwelling house development in the zone.*
- (c) The scale and density of new development is consistent with residential neighbourhoods. New development including dual occupancy dwellings and multiple dwellings which comprise redevelopment and infill within existing and developing*

residential neighbourhoods will be located and designed having regard to integration and compatibility with the density, height and bulk of the dwellings in the immediate area and streetscape character.

The existing duplex is located in an area that is predominantly single detached dwellings. The land is located a significant distance from the central business area, and there is an expectation that dwelling houses and dual occupancy dwellings will be the dominant housing form.

The bulk of the proposed building is shielded from view by the existing units from Francis Street. The proposed third dwelling is not expected to significantly impact the amenity of the site when viewed from the street; however the density of development created will not be consistent with the density achieved through existing dwelling house development in the zone.

The building will be located on the elevated area north of the retaining wall. Although the applicant has installed 1.8 metre high screen fencing along the rear boundary of the site the proposed building will be visible from adjoining properties. The large amount of sealed area that would result from the proposed development may increase visual impacts such as glare, detracting from amenity of the area. The design and density of the site is not consistent with the character of the surrounding area.

Built form

AO6 The number of dwellings contained in a multiple dwelling development is calculated as follows:

- (a) One bedroom units with a maximum floor area of 60 m² - 1 unit per 400 m² of site area;*
- (b) Units comprising more than one bedroom or with a floor area of greater than 60 m² - 1 unit per 500 m² of site area.*

The site has an area of 1,079 square metres. The existing duplex contains 2x two bedroom units. The proposed third unit will contain two bedrooms and will have a floor area of 60 square metres. The Code requires a site area of 1,500 square metres for the three dwellings, and a third dwelling will result in an overdevelopment of the site.

The associated Performance outcome states as follows:

*PO6 Multiple dwellings have a scale, density of dwellings and character that is complementary and compatible with the surrounding residential area.
Multiple dwellings do not negatively impact on the visual amenity of the surrounding area and streetscape.*

The proposed third dwelling is of a basic design, and has limited architectural merit. The surrounding area consists of single detached dwellings. The development of a third dwelling on the site is not compatible with the existing density of dwellings and does not complement the existing character of the area. The bulk of the third dwelling will be screened from the streetscape, but will be visible from the surrounding dwellings. The proposed development does not comply with the Performance outcome in regards to density of dwellings.

Furthermore in relation to Built form, compliance needs to be achieved with the following Performance outcome:

PO12 Uses are compatible with and complementary to the dominant existing use and amenity of the area.

The dominant existing use of the area is low density residential consisting of single detached dwellings set in landscaped yards. The proposed use would result in a density of dwellings much higher than the density that currently exists in the surrounding area. The scale and intensity of the development is out of character for the surrounding area, particularly the area of the property that is proposed to be sealed. The proposal is an overdevelopment of the site, and it is not complementary to the existing use and amenity of the area. It is considered that the Performance outcome cannot be met.

Use

PO21 Uses, including dwelling houses on lots with an area less than 450 m² and dwelling houses with a secondary dwelling do not result in overdevelopment of a site due to excessive size, scale or height or excessive sealed areas for parking and manoeuvring.

The applicant intends to seal the driveway and proposed car parking spaces, as well as the entire area between the existing duplex building and the retaining wall which is near to the proposed third dwelling. This will result in over 73% of the site being impervious area. The excessive sealed areas for parking and manoeuvring result in an overdevelopment of the site, which may lead to further impacts from glare, heat storage and stormwater run-off. It is considered that the Performance outcome cannot be met due to overdevelopment of the site as a result of excessive sealed areas for parking and manoeuvring.

Residential uses code

The purpose of the Residential uses code is to ensure that dwelling houses, dual occupancy, hostels, multiple dwellings and retirement facilities are located and designed to:

- (b) *be attractive and consistent with the developed character of the particular neighbourhood;*

The purpose of the Code will be achieved through the following overall outcomes. All dwelling houses, dual occupancy, hostels, multiple dwellings and retirement facilities:

- (a) *Occur only on land that is suited to the development and occupation of residential buildings;*
- (d) *Are sited and designed in a manner that is appropriate to the character, including heritage character and environmental values of the locality;*
- (f) *Provide residents with a high degree of privacy;*
- (h) *Provide residents with adequate private open space to meet their needs for recreation, services and visual relief;*
- (j) *Are developed at a density and scale that complements and is compatible with the character and residential amenity of the surrounding area;*
- (k) *Are responsive to and contribute positively to the local streetscape character;*
- (m) *Provide residents with a choice of housing types to meet their varying needs.*

The land is within the Low density residential zone, and is suitable for residential development for predominantly single dwellings and dual occupancies. The developed character of the suburb is predominantly single detached dwellings. The proposal would see the site contain three dwelling units in two buildings, with ancillary car parking sheds on the site. The proposed third dwelling is of a basic design, and has limited architectural merit. The design of the proposed third dwelling does not contribute to an attractive development.

The lay-out of the site incorporates a significant area of private open space for the proposed third dwelling at the rear of the proposed building; the existing duplex building has front balconies and grassed areas facing Francis Street as its only private open space area. This "private open space area" is unscreened but the developer proposes that this area will remain open and unfenced. Without screening this space is not considered to be private. Therefore the only private open space for units 1 and 2 is the front balconies.

The applicant has stated that the existing duplex on the site will be improved as part of the development.

Hostels, Multiple dwellings and Retirement facilities - Streetscape, Building Siting and Design

- AO10.1(a) *Buildings, including projections, are setback at least 6 m from any primary street frontage and 3 m from any secondary street frontage.*
- (b) *The external walls of buildings are setback at least 3 m from any adjoining side or rear boundary.*

The existing duplex building is setback approximately 5.5 metres from the closest point of the Francis Street frontage and approximately 1.5 metres from the eastern boundary.

The external walls of the proposed third dwelling will be located 1.5 metres from the western boundary of the property and the closest point of the external walls will be located approximately 3.1 metres from the northern boundary. The covered outdoor recreation area of the building will extend to approximately 1.3 metres from the sites eastern boundary and around one metre from the northern boundary.

The associated Performance outcome states as follows:

PO10 The use is sited and designed to be complementary and compatible with the surroundings and to address the street in a positive way.

The duplex at the front of the lot is an existing lawful building and as such can be considered to meet the Performance outcome.

To comply with the required building setbacks the proposed third dwelling must be moved an additional 1.5 metres east, and the building and outdoor entertainment area must be reduced. The applicant stated that they were not in favour of reducing the dwelling or outdoor entertaining area to accommodate the three metre setback for the building. They suggested that the three metres at the rear of the proposed third dwelling would be wasted space that would not be used, and that they would rather have usable space under the cover at the outdoor entertainment area. Any approval could be conditioned to modify the building to accommodate the required boundary setbacks.

Hostels, Multiple dwellings and Retirement facilities – Privacy

AO11.1 Bedroom windows are at least 2 m away from shared driveways or parking areas of adjacent dwellings.

The bedroom windows for unit 1 of the existing duplex directly overlook the shared driveway for all of the units.



AO11.5 Except where the private open space is located at the front of the site a solid screen fence at least 1.8 m high is erected between adjacent areas of private open space and between private open space and communal areas.

The private open space for units 1 and 2 is located on the balconies at the front of the existing site and is separated by a screening wall, with the additional private open space located in front of the existing duplex building. The applicant does not intend to provide any fencing for the private open space at the front of the duplex.

The private open space for the proposed third dwelling will include the undercover entertaining area and the grassed area at the rear. The applicant does not propose to provide screen fencing to separate this area from the rest of the property.

The associated Performance outcome states as follows:

PO11 The use is designed, oriented and constructed to provide residents within the residential building and within adjacent residential buildings with levels of privacy that would be expected within residential buildings in the locality.

All dwelling units will have access to open space directly accessible from the living areas of the units, however the bulk of the open space for units 1 and 2 is not private without fencing. The applicant proposes to utilise landscaping along the top of the retaining wall to provide a screen for the private open space for the proposed third dwelling.

There is only approximately 3.6 metres available to contain the entire shared driveway between the windows of unit 1 and the western boundary of the site. The driveway will be too close to the windows of unit 1 to install a screen fence or landscaping. The applicant has suggested that wooden shutters over the windows could be a possible design solution to the privacy concerns.

Any approval could be conditioned to require fencing and other screening methods to increase the levels of privacy for the units within the site.

Hostels, Multiple dwellings and Retirement facilities - Landscaping and private open space

AO13 At least 30% of the site is used for landscaping and open space. Car parking and driveways are not included in this area.

The landscaped area includes:

- a) An area at least 6 m wide adjacent to the property boundary adjoining the primary street frontage for the full length of the frontage excluding driveways; and*
- b) An area at least 3 m wide adjacent to the property boundary adjoining the secondary street frontage for the full length of the frontage excluding driveways; and*
- c) An area at least 1 m wide adjacent to all side and rear boundaries.*

The area between the existing duplex building and the Francis Street frontage includes landscaping for the entire length of the frontage, at a minimum width of 5.5 metres. The applicant proposes to provide a landscaped area at least 1.0 metre wide adjacent to the side and rear boundaries shown in the image below.



The applicant proposes to seal almost all of the site between the existing duplex building and the retaining wall, resulting in 788 square metres of the site being impervious areas. Approximately 26.97% of the site will remain available for landscaping and open space.

All new car parking spaces will be sealed. The applicant has indicated that none of the new car parking spaces will be covered. At least one space must be covered for each unit. Any approval could include a condition that at least one of the car parking spaces for each unit will be covered.

Landscaping code

The applicant has provided a plan indicating the location of some limited landscaping on the site. The area available for landscaping does not comply with the amount required by the Residential uses code. It would be a condition of any approval that a landscaping plan be submitted to Council for approval prior to the issue of a Development Permit for Building work.

Outdoor lighting code

The proposed development can be conditioned to comply with the Code.

Physical infrastructure code

The proposed development complies with, or can be conditioned to comply with the Code in regards to Water supply, Waste water disposal, Energy, Roads and Rail, Development near underground utility services, and Crime prevention and safety.

Conclusion

The applicant proposes to construct a two bedroom dwelling on the lot, in addition to the existing duplex, increasing the number of dwellings on the lot to three. The Planning scheme requires such a development to have a total area of 1,500 square metres (500 square metres per unit), while the proposal can only achieve 1,079 square metres or 359.66 square metres per unit. The proposed third dwelling is of a basic design, and has limited architectural merit. The design of the proposed third dwelling does not contribute to an attractive development.

One submission was received in relation to the proposal. The submission was in regards to the height of the screen fence on the eastern boundary of the lot.

There is concern relating to the overdevelopment of the site in regard to the density of dwellings, proposed building setbacks, the limited open space, and excessive sealed areas for parking and manoeuvring. The scale of the development is out of character for the surrounding low density residential area. The proposal is an overdevelopment of the site and it is not complementary to the existing use and amenity of the area.

The proposed development cannot meet the Performance outcomes of the Low density residential code, and the Residential uses code. The proposed development is therefore recommended for refusal.

Recommendation

THAT the application for Material Change of Use for Multiple Dwelling (three units) on land at 8 Francis Street, Stanthorpe, described as Lot 4 RP151193, Parish of Folkestone, County of Bentinck, be refused for the following reasons:

1. The proposed site is located within the Low density residential zone and is surrounded by predominantly single detached dwellings in landscaped yards. The proposed development is an overdevelopment of the site, and it is not complementary to the existing use and amenity of the area. The proposed development cannot comply with the following sections of the Southern Downs Planning Scheme:

- Section 3.3.1(1), Strategic Framework, Settlement pattern, Strategic Outcomes:

Residential development is dominantly single dwellings on lots ranging from 600 m² to 1,000 m² however multiple dwellings which provide alternative housing options cluster near the central business area.

- Section 3.3.3.2(2), Strategic Framework, Element – Residential development, Land use strategies:

Within the Low density residential zone detached dwellings are expected to be the dominant form of development however other forms of development may be required to meet the needs and expectations of residents. In addition to detached dwelling and dual occupancy dwellings a limited additional choice of housing types including small lot housing and multiple dwellings will be available but only in locations where existing residential amenity and character is not compromised and the density of development is consistent with the prevailing density of development in the area.

- Section 3.3.3.2(5), Strategic Framework, Element – Residential development, Land use strategies:

In all parts of the residential area multiple dwellings and small lot subdivision will be carefully designed in terms of building size, scale, landscaping and position so that the use is complementary to the existing urban fabric. Provided that residential amenity and character is not compromised urban infill development is supported where it creates a convenient, compact urban form that facilitates active transport and incorporates buffers from incompatible uses and is provided with all available urban infrastructure.

- Section 6.2.6.2(3)(a)(i)(ii)(b)(c), Low density residential zone code, Purpose:

The purpose of the code will be achieved through the following overall outcomes –

(a) *The Low density residential zone incorporates the following:*

- (i) *Areas where dwelling houses and dual occupancy dwellings are the dominant existing use; and*
- (ii) *Developing residential areas more distant from the central business area where there is an expectation that dwelling houses and dual occupancy dwellings will be the dominant housing form*

(b) *Some residential dwelling choices are provided in this zone. Detached dwellings and dual occupancy premises are expected to be the dominant form of development, however other forms of housing including multiple dwellings, small lot housing and retirement housing will be established in locations with good access to infrastructure and facilities and where the design complements the existing urban character and where the density of development is consistent with the density achieved through existing dwelling house development in the zone.*

(c) *The scale and density of new development is consistent with residential neighbourhoods. New development including dual occupancy dwellings and*

multiple dwellings which comprise redevelopment and infill within existing and developing residential neighbourhoods will be located and designed having regard to integration and compatibility with the density, height and bulk of the dwellings in the immediate area and streetscape character.

- Section 6.2.6.3, Low density residential zone code, Assessment criteria:
 - AO6 *The number of dwellings contained in a multiple dwelling development is calculated as follows:*
 - (b) *Units comprising more than one bedroom or with a floor area of greater than 60 m² - 1 unit per 500 m² of site area.*
 - PO6 *Multiple dwellings have a scale, density of dwellings and character that is complementary and compatible with the surrounding residential area.*
Multiple dwellings do not negatively impact on the visual amenity of the surrounding area and streetscape.
 - PO12 *Uses are compatible with and complementary to the dominant existing use and amenity of the area.*
 - PO21 *Uses, including dwelling houses on lots with an area less than 450 m² and dwelling houses with a secondary dwelling do not result in overdevelopment of a site due to excessive size, scale or height or excessive sealed areas for parking and manoeuvring.*
- Section 9.3.7.2(1)(b), Residential uses code, Purpose:

The purpose of the Residential uses code is to ensure that dwelling houses, dual occupancy, hostels, multiple dwellings and retirement facilities are located and designed to –

 - (b) *be attractive and consistent with the developed character of the particular neighbourhood;*
- Section 9.3.7.2(2)(d)(f)(j), Residential uses code, Purpose:

The purpose of the code will be achieved through the following overall outcomes. All dwelling houses, dual occupancy, hostels, multiple dwellings and retirement facilities:

 - (d) *Are sited and designed in a manner that is appropriate to the character, including heritage character and environmental values of the locality;*
 - (f) *Provide residents with a high degree of privacy;*
 - (j) *Are developed at a density and scale that complements and is compatible with the character and residential amenity of the surrounding area;*
- Section 9.3.7.3, Residential uses code, Assessment criteria:
 - AO11.1 *Bedroom windows are at least 2 m away from shared driveways or parking areas of adjacent dwellings.*
 - PO11 *The use is designed, oriented and constructed to provide residents within the residential building and within adjacent residential buildings with levels of privacy that would be expected within residential buildings in the locality.*
 - AO13 *At least 30% of the site is used for landscaping and open space. Car parking and driveways are not included in this area.*
The landscaped area includes:
 - a) *An area at least 6 m wide adjacent to the property boundary adjoining the primary street frontage for the full length of the frontage excluding driveways; and*

c) *An area at least 1 m wide adjacent to all side and rear boundaries.*

PO13 Adequate open space and landscaped area is provided on site:

To cater for the requirements of occupants for relaxation, dining entertainment, recreation and children's play;

For service functions such as clothes drying and domestic storage; and

To enhance the appearance and amenity of the development.

Attachments

1. Submission [View](#)

Terry Daniells
169 Dalcouth Rd
Stanthorpe
QLD 4380
1/11/26



Re: Proposed development at 8 Francis St Stanthorpe.

Application no: MCU\01780

The assessment officer,

I am the owner of 6 Francis St and I did not get a copy of the initial site layout but believe that the fence between the two properties is to be 1.8 metres and I only want the fence to 1.2 metres as our property is close to the fence line and it will create too much shade and make my house very dark. At this time there is only a fence at the back part of the property and nothing at the front.

Yours Sincerely

Terry Daniells

Southern Downs Regional Council



DOC0231053

13. REPORTS OF DEPUTATION OR CONFERENCE & REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES

Nil

14. NOTICES OF MOTION

Nil

15. GENERAL BUSINESS

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 Incentive Agreement

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.

16.2 QRTS 2017 Cycling Event

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.

16.3 Application for Rating Concession: Minna Street, Stanthorpe

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(h) of the *Local Government Regulation 2012*, as it contains information relating to and business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

16.4 Request for Rates Payment Plan

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.

16.5 2016/2017 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.

16.6 Engineering Complaints - Huston Street, Warwick

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.

16.7 New Water Supply Agreement with Grain X

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.

16.8 October 2016 Monthly Report for Warwick Indoor Recreation and Aquatic Centre from YMCA Brisbane

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.

16.9 2016/2017 Community Grant Program

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.

16.10 Audit and Risk Management Committee Meeting Minutes 8 December 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.