



SOUTHERN DOWNS REGIONAL COUNCIL GENERAL MEETING OF COUNCIL

Dear Councillors

Your attendance is hereby requested at the General Meeting of Council to be held in the Council Chambers, Southern Downs Regional Council, 61 Marsh Street Street, Stanthorpe on **Wednesday, 20 September 2017 at 9.00AM.**

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

David Keenan

CHIEF EXECUTIVE OFFICER

14 September 2017

ATTENDANCE

10.30am Presentation of Casual for a Cause Donation to Anna Walker from Community Development Services

ORDER OF BUSINESS:

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WEDNESDAY, 20 SEPTEMBER 2017 General Meeting of Council

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1. PRAYER & CONDOLENCES

2. ATTENDANCE

3. APOLOGIES

4. READING AND CONFIRMATION OF MINUTES

4.1 General Council Meeting - 23 August 2017

Recommendation

THAT the minutes of the General Council Meeting held on Wednesday 23 August 2017 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: 20 September 2017 |
| | 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 August 2017 General Council Meeting.

A copy of the Actions report is attached.

Attachments

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

| | | |
|---|--|------------------------------|
|  | ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING | Date From: 23/08/2017 |
| | | Date To: 23/08/2017 |

| MEETING DATE | ITEM NUMBER | AGENDA ITEM | ACTION OFFICER | ACTION TO DATE | COMPLETED |
|----------------|-------------|--|-----------------|--|------------|
| 23 August 2017 | 12.8.1 | Material Change of Use - Layton & Sharalyn Free, Warfields Road, Allora - Consideration of legal advice in camera. | David Keenan | 06 Sep 2017 - 10:13 AM - Marion Seymour Noted | 6/09/2017 |
| 23 August 2017 | 5.1 | Actions from Previous Council Meeting | David Keenan | 06 Sep 2017 - 10:14 AM - Marion Seymour Noted | 6/09/2017 |
| 23 August 2017 | 7.1 | Meyorel Minute - August 2017 | Tracy Dobie | 06 Sep 2017 - 10:14 AM - Marion Seymour Noted | 6/09/2017 |
| 23 August 2017 | 8.1 | Correspondence | David Keenan | 06 Sep 2017 - 10:15 AM - Marion Seymour Noted | 6/09/2017 |
| 23 August 2017 | 9.1 | Petitions Tabled Invasive Pest Control Scheme and The Warwick Saleyards | David Keenan | 06 Sep 2017 - 10:15 AM - Marion Seymour Petitions referred to September General Meeting | 6/09/2017 |
| 23 August 2017 | 10.2 | 121st LGAQ Annual Conference | David Keenan | 06 Sep 2017 - 10:15 AM - Marion Seymour Registrations for Mayor & Cr Meiklejohn completed. Motions submitted to LGAQ. | 6/09/2017 |
| 23 August 2017 | 10.4 | Adoption of the Southern Downs Tourism Strategy | Scott Templeman | 14 Sep 2017 - 11:43 AM - Marion Seymour Noted - Tourism Strategy available on Council's Website | 14/09/2017 |
| 23 August 2017 | 10.7 | Inquiry Into Regional Development and Decentralisation | Scott Templeman | 06 Sep 2017 - 10:38 AM - Marion Seymour Submission lodged 6 September 2017 | 6/09/2017 |
| 23 August 2017 | 10.1 | Financial Report as at 31 July 2017 | Andrew Page | 06 Sep 2017 - 10:39 AM - Marion Seymour Noted | 6/09/2017 |
| 23 August 2017 | 10.3 | Revaluation of Assets Policy | Andrew Page | 06 Sep 2017 - 10:39 AM - Marion Seymour Policy uploaded to the Website | 6/09/2017 |
| 23 August 2017 | 10.5 | Southern Downs Saleyards Advisory Committee Minutes | Andrew Page | 06 Sep 2017 - 10:40 AM - Marion Seymour Noted | 6/09/2017 |
| 23 August 2017 | 10.6 | Council Operations over the 2017 Christmas / New Year Period | Brook March | 13 Sep 2017 - 2:04 PM - Marion Seymour Noted - currently ascertaining staffing coverage over that period. | 13/09/2017 |
| 23 August 2017 | 11.1 | Engineering Services Department Monthly Report | Peter See | 07 Sep 2017 - 10:23 AM - Barb Fagan | 25/08/2017 |



ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING

Date From: 23/08/2017

Date To: 23/08/2017

| | | | | | Noted |
|----------------|-------|---|-----------------|---|------------|
| 23 August 2017 | 11.3 | Grants to Community Policy Amendment | Kerry Marsden | 07 Sep 2017 - 10:23 AM - Barb Fagan Noted | 25/08/2017 |
| 23 August 2017 | 11.5 | Event Sport & Recreation Advisory Committee Minutes | Michael Bell | 07 Sep 2017 - 10:25 AM - Barb Fagan Noted | 25/08/2017 |
| 23 August 2017 | 11.6 | Community Services Advisory Committee (CSAC) Meeting Held on 13 July 2017 | Michael Bell | 07 Sep 2017 - 10:27 AM - Barb Fagan Noted | 25/08/2017 |
| 23 August 2017 | 11.2 | Warwick Aerodrome - CASA Surveillance Report | Michael Bell | 07 Sep 2017 - 2:59 PM - Barb Fagan Noted, quotes for the key lock system are being obtained. Address of the aerodrome updated on Council Intrapap. | 28/08/2017 |
| 23 August 2017 | 11.4 | Buildings Asset and Services Management Plan | Michael Bell | 07 Sep 2017 - 2:57 PM - Barb Fagan Noted | 25/08/2017 |
| 23 August 2017 | 12.1 | Snow Holidays | Peter Gribbin | 12 Sep 2017 - 11:39 AM - Allison Bilbrough Monthly Memo sent to MCS to action in accordance per Council Resolution | 25/08/2017 |
| 23 August 2017 | 12.2 | Request to Relocate Gates from Leslie Park to Glengallan Homestead | Annette Doherty | 12 Sep 2017 - 11:41 AM - Allison Bilbrough Monthly Memo sent to PCC to action in accordance per Council Resolution. | 25/08/2017 |
| 23 August 2017 | 12.4 | Housing Compliance | Robyn Hutley | 12 Sep 2017 - 11:42 AM - Allison Bilbrough Monthly Memo sent to MCS and CHO to action per Council Resolution | 25/08/2017 |
| 23 August 2017 | 12.5 | Material Change of Use - Outback Truckstops Pty Ltd C/- TFA Project Group, Activity Street, Warwick | Mandy May | 12 Sep 2017 - 11:43 AM - Allison Bilbrough Decision Notice sent to applicant | 23/08/2017 |
| 23 August 2017 | 12.7 | Material Change of Use - Anthony & Rebecca Kinsella, 461 Jack Smith Gully Road, Freestone | Tonya Collier | 12 Sep 2017 - 11:44 AM - Allison Bilbrough Decision Notice sent to applicant | 23/08/2017 |
| 23 August 2017 | 12.10 | Major Amendment to Southern Downs Planning Scheme - Proposed Rezoning of 20 Herbert Street, Allora | Annette Doherty | 12 Sep 2017 - 11:44 AM - Allison Bilbrough Monthly Memo sent to PCC to action in accordance per Council Resolution | 25/08/2017 |
| 23 August 2017 | 12.3 | State Land Protection Fund Review: On-Ground & Research Component Draft Report | Tim O'Brien | 12 Sep 2017 - 11:46 AM - Allison Bilbrough Monthly Memo sent to MES to action in accordance per | 25/08/2017 |



ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING

Date From: 23/08/2017

Date To: 23/08/2017

| | | | | | Council Resolution |
|----------------|------|--|---------------|--|--------------------|
| 23 August 2017 | 12.6 | Request to Change - Jacob Cadman & Leon Van Rensburg, 12-14 Morey Street, Warwick | Clancy Sloan | 12 Sep 2017 - 11:46 AM - Allison Bilbrough | 23/08/2017 |
| | | | | Decision Notice mailed to applicant | |
| 23 August 2017 | 12.9 | Request to Change an Existing Approval - Burge Pastoral Group Pty Ltd, 116 Tudor Valley Road, Allora | Tonya Collier | 12 Sep 2017 - 11:48 AM - Allison Bilbrough | 23/08/2017 |
| | | | | Decision Notice mailed to applicant | |
| 23 August 2017 | 15.1 | Proposal for Warwick Railway Precinct | David Keenan | 06 Sep 2017 - 10:41 AM - Marion Seymour | 13/09/2017 |
| | | | | Letter sent to Grain Corp | |
| 23 August 2017 | 15.2 | Correspondence from Darling Downs - Moreton Rabbit Board | David Keenan | 06 Sep 2017 - 10:42 AM - Marion Seymour | 6/09/2017 |
| | | | | Noted | |
| 23 August 2017 | 15.3 | Confidential Saleyards Advisory Committee Meeting Minutes | David Keenan | 13 Sep 2017 - 2:07 PM - Marion Seymour | 13/09/2017 |
| | | | | Copy of Minutes loaded to Web | |
| 23 August 2017 | 15.4 | Correspondence from Jenco | David Keenan | 06 Sep 2017 - 11:02 AM - Marion Seymour | 6/09/2017 |
| | | | | Noted - report to September General Meeting | |
| 23 August 2017 | 15.5 | Funding for Council owned and controlled Heritage Buildings and Structures | David Keenan | 06 Sep 2017 - 11:02 AM - Marion Seymour | 6/09/2017 |
| | | | | Item referred to Governance Officer for discussion at next Funding Group Meeting | |
| 23 August 2017 | 15.6 | Change of date for September 2017 General Council Meeting | David Keenan | 06 Sep 2017 - 11:03 AM - Marion Seymour | 6/09/2017 |
| | | | | Public notice advertised and website updated | |
| 23 August 2017 | 16.1 | Concession on High Water Consumption - PN 28240 | Andrew Page | 06 Sep 2017 - 11:03 AM - Marion Seymour | 6/09/2017 |
| | | | | Letter sent advising of outcome | |
| 23 August 2017 | 16.2 | Second Request for Water Relief - PN 99520 | Andrew Page | 06 Sep 2017 - 11:04 AM - Marion Seymour | 6/09/2017 |
| | | | | Letter sent advising of outcome | |
| 23 August 2017 | 16.3 | Expansion of Applethorpe Pipeline | Peter See | 07 Sep 2017 - 10:30 AM - Barb Fagan | 25/08/2017 |
| | | | | Noted | |
| 23 August 2017 | 16.4 | EOI - Stanthorpe Treated Effluent | Renee Wallace | 08 Sep 2017 - 9:17 AM - Barb Fagan | 28/08/2017 |
| | | | | Noted - EOI will be advertised ASAP. An information session will be held in Stanthorpe on Thursday 21 September 2017 | |
| 23 August 2017 | 16.8 | EOI Warwick Treated Effluent Water | Renee Wallace | 08 Sep 2017 - 9:19 AM - Barb Fagan | 28/08/2017 |
| | | | | Noted - EOI will be advertised ASAP. An information session | |



ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING

Date From: 23/08/2017

Date To: 23/08/2017

| will be held in Warwick on Wednesday 20 September 2017 | | | | | |
|--|------|--|-----------------|---|------------|
| 23 August 2017 | 16.5 | Investigations of Environmental and Development Offences, GrainX, 20 Herbert Street, Allora | Annette Doherty | 12 Sep 2017 - 11:50 AM - Allison Bilbrough Monthly Memo sent to PCC to action in accordance per Council Resolution | 25/08/2017 |
| 23 August 2017 | 16.6 | 2017/18 - Grants to Community - Round One | Sue Harrold | 07 Sep 2017 - 10:34 AM - Barb Fagan Noted - Correspondence sent advising of Council's decision. | 4/09/2017 |
| 23 August 2017 | 16.7 | Non-Compliance with Development Approval – Requirements for Access Works, Gap Creek Farm, 9674 Cunningham Highway, Tregony | Annette Doherty | 12 Sep 2017 - 11:52 AM - Allison Bilbrough Monthly Memo sent to PCC to action in accordance per Council Resolution | 25/08/2017 |
| 23 August 2017 | 12.8 | Material Change of Use - Layton & Sharalyn Free, Warfields Road, Allora | Clancy Sloan | 12 Sep 2017 - 11:52 AM - Allison Bilbrough Decision Notice sent to applicant | 23/08/2017 |

6. DECLARATIONS OF CONFLICTS OF INTEREST

7. MAYORAL MINUTE

7.1 Mayoral Minute - September 2017

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Mayor | ECM Function No/s: |

Recommendation

THAT Council receive the Mayoral Minute for September 2017.

Report

The last three weeks saw Council involvement in a number of Exhibitions (Expos) conducted in the Southern Downs. These were held in conjunction with Seniors Week and Disability Action Week, and the strong exhibitor turnout from local service groups, community groups and businesses at these Expos indicates that the entrepreneurial spirit is alive and well in our region.

Seniors Week saw two Expos: The Granite Belt Seniors Expo held in Stanthorpe and the Seniors Leisure and Lifestyle Expo held in Warwick. Both Expos were supported by Council and organised in conjunction with community groups. These groups: the Community Development Services Stanthorpe and the Warwick Senior Citizens Association worked to conduct events that were fun for all those who attended while showcasing the service and support offerings that are available for seniors in our region. I was struck by the wide range of exhibitors that see the Southern Downs as a worthwhile destination to continue to do business and invest.

The Disability Action Week Expo was inspired by the introduction of the National Disability Insurance Scheme (NDIS). While in previous years there have been several activities conducted during Disability Action Week, this is the first time there has been an Expo. Council worked with YMCA Brisbane to conduct the Expo at WIRAC and exhibitors were from a range of different organisations showcasing their services and recreational activities. And just like the Seniors Expos there was a lot of entertainment and fun as well.

For people with a disability and for seniors; along with their friends, loved ones and carers these Expos provide an opportunity to see, all in one place, what is on offer. The benefits of this cannot be underestimated, particularly as the organisations that provide these services are spread across the region, and in some cases from outside of the region. But the Expos were more than just a means by which organisations could showcase what they have to offer. The Expos also provided an opportunity for everyone who attended to share in the valuable contribution made to our region by those with a disability and our seniors.

I would like to thank all those who contributed to the success of these Expos: to individuals and organisations, both volunteer and employed, from the private and the public sectors. I look forward to being involved in these Expos again in 2018.

8. READING AND CONSIDERATION OF CORRESPONDENCE

8.1 Correspondence

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Chief Executive Officer | ECM Function No/s: |

Recommendation

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

Report

1. **Queensland Murray Darling Committee** in support of Council's Invasive Pest Control Scheme (copy attached).

Action: Noted

2. **Amanda Harrold** regarding public meeting held in Stanthorpe on 21 August 2017, together with the Mayor's response to Mrs Harrold's letter (copies attached).

Action: Mayor's response noted

3. **Killarney Memorial Aged Care** thanking Council for the support for the Killarney Bonfire Night (copy attached).

Action: Noted

4. **Premier of Queensland and Minister for the Arts** advising that Council's application to the Regional Arts Development Fund 2017-18 had been approved, and that funding of \$55,000 had been allocated towards delivery of Council's 2017-2018 program (copy attached).

Action: Referred to Manager Community Services & Major Projects

5. **Council letter to Department of Defence, Department of Natural Resources & Mines, Department of National Parks, Sport & Racing, Department of Heritage Protection, Queensland Rail and Sunwater** in relation to the Invasive Pest Control Scheme and requesting their cooperation and participation in the treatment and control of the spread of invasive species on their land within Council's region (copies attached).

Action: Noted

6. **Deputy Premier, Minister for Transport and Minister for Infrastructure and Planning** advising of the release of the 2017-18 Get Ready Queensland grant program, which is a year-round, all-hazards, resilience building initiative to help communities prepare for natural disasters, and that Council had been allocated \$19,4000 in grant funding (copy attached).

Attachments

1. QMDC [View](#)
2. Amanda Harrold [View](#)
3. Letter to Amanda Harrold [View](#)
4. Killarney Memorial Aged Care [View](#)
5. Premier of Queensland and Minister for the Arts [View](#)
6. Letters to Various State Government Departments [View](#)
7. Deputy Premier, Minister for Transport and Minister for Infrastructure and Planning [View](#)



25th August 2017

Mayor Tracy Dobie
PO Box 26
WARWICK Q 4370

To Mayor Tracy Dobie

cc Craig Magnussen

Letter of Support for Invasive Pest Control Scheme

The Queensland Murray-Darling Committee Inc. (QMDC) would like to express our support for the introduction of the Southern Downs Regional Council Invasive Pest Control Scheme (IPCS).

From the initial discussions with CEO David Keenan the scheme has been an exciting and more direct means of proactively addressing weed and pest issues.

The concept of shared obligation in weed and pest control has always been a difficult area to enact across a whole council area. This scheme is a positive approach to this long term problem.

QMDC would like to encourage and support council to stick with the scheme to give it a solid chance of success.

We understand there will be community concern, there often is with changes that shift the obligation for action onto landholders.

QMDC pledges to use whatever resources we can to assist Council in engaging landholders and the community to roll out the IPCS.

SDRC is a member of QMDC as well as partner and QMDC remains committed to working with SDRC in the implementation of the IPCS.

Yours sincerely,

Geoff Penton
CEO
Queensland Murray-Darling Committee Inc.

Working together – healthy landscapes, viable communities

PO Box 6243 ■ Toowoomba West Q 4350 ■ T: 07 4637 6200 ■ E: info@qmdc.org.au
www.qmdc.org.au
ABN 46 082 839 623

Amanda Harrold
144 Schumann Lane
Thulimbah QLD 4376



23 August 2017

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

Dear Cr Dobie

It has been brought to my attention comments you have made regarding Monday's public meeting in Stanthorpe in the Warwick Daily News and today's general meeting regarding misinformation presented at the meeting.

As the organiser of this meeting I take these comments seriously and ask that you write back to me with the misinformation you believe was presented so that I can take steps to have this misinformation addressed.

I look forward to your earliest response to the above request. I also request that this letter is lodged in incoming council correspondence.

Kind regards



Amanda Harrold





TD:MES

30 August 2017

Amanda Harrold
144 Schumann Lane
THULIMBAH QLD 4376

Dear Amanda

Thank you for your letter of 23 August 2017.

Firstly I seek clarification as to whether you wrote this letter as a member of an organisation such as the Stanthorpe Sports Association or the Stanthorpe Community Reference Panel; or as an individual?

I understand there was a tape recording made of the meeting held in Stanthorpe on Monday, 21 August 2017. If you are serious about gaining an understanding of the misinformation that was presented at that meeting, I invite you to bring a copy of that tape and meet with myself and Councillors to go through it with you and discuss our concerns about the misleading statements that were made by speakers you invited to the meeting, including those who spoke from the floor.

Channel 7 Toowoomba has placed a copy of the relevant News story on their Facebook page. It runs for 95 seconds. The majority of this time is taken up with voice over by the journalist and the chairperson asking for votes on the motions proposed, but there are two clear statements: one from Mr Bartley and one from yourself.

- Mr Bartley stated: "the scheme is all about raising money". This is misinformation. The reason for the Scheme is detailed in the Invasive Pest Control Scheme Policy which is available on the Council website. In addition, an information sheet which details the purpose of, and funding for, the Scheme was sent to each ratepayer with land holdings over 4.4 hectares. It is noted that the Scheme is implemented under the *Local Government Act 2009* and requires funds raised to be reinvested back into the Scheme. This is also detailed in the Operation Plan. The Scheme is not about raising money.
- You stated: "it was important to prove that it is not just a small minority of troublemakers, the whole community is concerned". If you are referring to the meeting attendees then this is misinformation. Approximately 150 people from across the Southern Downs attended the meeting. This represents only 0.8% of ratepayers and 0.4% of residents. If you are referring to the two petitions that were available for signature, then this is also misinformation. Approximately 463 people signed each petition. This represents only 2.4% of ratepayers and 1.2% of residents. This is not the whole community.

The comments made by yourself, the chairperson and the speakers you invited, as well as the motions of no confidence that were proposed, have had an impact on the reputation of the Councillors, the Chief Executive Officer and the broader organisation of the Southern Downs Regional Council.

Please address all communications to:

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

mail@sdrcl.qld.gov.au
www.sdrcl.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 MYSDRC
(1300 697 372)

f 07 4661 0333

Council has not been provided any details as to the reasons for the motions of no confidence that were proposed. Of particular concern is the motion of no confidence in the Chief Executive Officer. As no person spoke to this motion and no explanation was given for this motion, it would appear this action was undertaken to deliberately target an individual. Council would appreciate a written explanation as to the reasons for the motions of no confidence and a copy of the correspondence that has been sent to State and Federal Government representatives.

I look forward to meeting with you to discuss the misinformation that was presented at the meeting you convened and the actions you intend to take to redress this misinformation.

Please contact Marion Seymour on 4661 0351 or via email at marion.seymour@sdr.c.qld.gov.au to arrange a suitable time.

Yours sincerely



Tracy Dobie
Mayor



Killarney
MEMORIAL
Aged Care

Phone 07 4664 1488
Fax 07 4664 1698
Email admin@kmac.net.au
ABN 88010168420
Web www.kmac.net.au

| | | | |
|---|--|--|------|
| SOUTHERN DOWNS REGIONAL COUNCIL WARWICK BRANCH | | | |
| RECEIVED | | | |
| 23 AUG 2017 | | | |
| | | | File |
| Tsk | | | |
| Det | | | |
| Pwd | | | |

10th August, 2017

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

Dear David

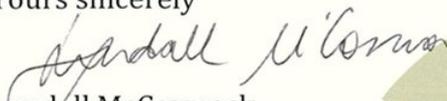
Killarney Memorial Aged Care and the Killarney Bonfire Night Committee would like to extend our thanks to the Southern Downs Regional Council for their support of the Killarney Bonfire Night held on Saturday 22 July 2017 as part of Jumpers and Jazz in July.

The evening was a great success with people of all ages attending. Your donation towards the fireworks was appreciated by all; visitors and locals were not disappointed by the amazing display. Many residents who did not attend went outside their houses and into the streets to watch the fireworks.

With your support Bonfire Night raised significant funds for Killarney Memorial Aged Care and the Aged Care Auxiliary. The event is building every year making it a great opportunity for the town of Killarney to bring visitors to the area, not only from Warwick and Toowoomba, but Brisbane and the Gold Coast.

We are looking forward to working with you again in future to create an even better event.

Yours sincerely


Lyndall McCormack
Chairman, Killarney Memorial Aged Care

Southern Downs Regional Council



DOC0260101

'Companions on the Journey'

Killarney Memorial Aged Care Ltd, 6 Cedar Street, Killarney Qld 4373



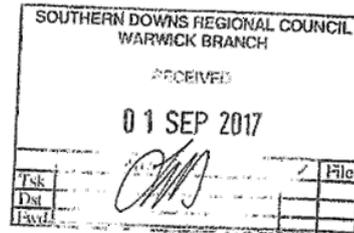
Premier of Queensland
Minister for the Arts

For reply please quote: AQ/EG – TF/17/10288 – ACT17/523

28 AUG 2017

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

1 William Street Brisbane
PO Box 15185 City East
Queensland 4002 Australia
Telephone +61 7 3719 7000
Email ThePremier@premiers.qld.gov.au
Website www.thepremier.qld.gov.au



Dear Councillor Dobie

Thank you for Southern Downs Regional Council's (the Council) application to the Regional Arts Development Fund (RADF) 2017–18.

I am pleased to advise that funding of \$55 000 has been approved towards delivery of your Council's 2017–18 RADF program.

The Queensland Government recognises the significant role that local government plays in supporting arts and culture in regional communities. The Queensland Government 2017–2018 commitment of \$2.08 million to RADF, together with council contributions, will result in up to \$4.4 million investment in arts and cultural activities across the State.

In addition to ongoing RADF commitments, the State Budget 2017–18 committed a further \$6.5 million over four years for regional and Indigenous arts initiatives, to employ regionally based arts officers, and to enhance delivery of regional arts and cultural activities. The Queensland Government, through Arts Queensland, has recently consulted with your Council to inform the creation of a new delivery framework for regional and Indigenous arts services.

Arts Queensland will be in contact with your Council soon regarding RADF contracting and payment information.

If you require any further information, please contact Ms Elizabeth Pyle, Acting Director, Strategic Policy and Partnerships, Arts Queensland, Department of the Premier and Cabinet by email at elizabeth.pyle@arts.qld.gov.au or on telephone (07) 3034 4130.

Yours sincerely

ANNASTACIA PALASZCZUK MP
PREMIER OF QUEENSLAND
MINISTER FOR THE ARTS

Southern Downs Regional Council

DOC0261744



Our Ref: TO:AB/PL-PE074

7 September 2017

Sunwater Limited
Property Services
PO Box 15536
CITY EAST QLD 4002

Please address all communications to:

The Chief Executive Officer
Southern Downs
Regional Council
PO Box 26
Warwick Qld 4370
mail@sdrcl.qld.gov.au
www.sdrcl.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

Dear Sir/Madam

Invasive Pests Control Scheme

Southern Downs Regional Council recently adopted the Invasive Pests Control Scheme Policy in an attempt to control invasive species within the region. Please find a copy of the Policy attached.

As stated in the purpose of the policy, Council is committed to having all Invasive Pests on public and private land controlled. I am writing to request that your land within the Southern Downs Region is treated to control the spread of invasive species. It is vital to the success of Council's Invasive Pests Control Scheme that your organisation is actively involved as contributors to the ideals of invasive pest control.

Your attention to land under your organisation's control within the region would be appreciated by Council. If you need to discuss this matter further please contact Mr Ray Lambert, Council's Local Laws Coordinator, on 1300 697 372.

I look forward to your Department's cooperation and participation in the Invasive Pests Control Scheme.

Yours faithfully

David Keenan
Chief Executive Officer

Enc.



Our Ref: TO:AB/PL-PE074

7 September 2017

Queensland Rail Limited
Property Section
GPO Box 1429
BRISBANE QLD 4001

Please address all
communications to:

The Chief Executive Officer
Southern Downs
Regional Council
PO Box 26
Warwick Qld 4370
mail@sdrcl.qld.gov.au
www.sdrcl.qld.gov.au
abn 59 786 792 651

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I look forward to your Department's cooperation and participation in the Invasive Pests Control Scheme.

Yours faithfully

A handwritten signature in black ink, appearing to read 'David Keenan', is written over a white background.

David Keenan
Chief Executive Officer

Enc.



Our Ref: TO:AB/PL-PE074

7 September 2017

Director General
Department of Environment and Heritage Protection
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@sdrc.qld.gov.au
www.sdrc.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**

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Yours faithfully

David Keenan
Chief Executive Officer

Enc.



Our Ref: TO:AB/PL-PE074

7 September 2017

Ms Tamara O'Shea
Director General
Department of National Parks Sport & Racing
PO Box 1442
TOOWOOMBA BC QLD 4350

Please address all communications to:

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

mail@sdrc.qld.gov.au
www.sdrc.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**

Dear Ms O'Shea

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I look forward to your Department's cooperation and participation in the Invasive Pets Control Scheme.

Yours faithfully

David Keenan
Chief Executive Officer

Enc.



Our Ref: TO:AB/PL-PE074

7 September 2017

Principal Land Officer
Department of Natural Resources and Mines
GPO Box 2771
BRISBANE QLD 4001

**Please address all
communications to:**

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

mail@sdrc.qld.gov.au
www.sdrc.qld.gov.au

abn 59 786 792 651

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64 Fitzroy Street
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Yours faithfully

David Keenan
Chief Executive Officer

Enc.



Our Ref: TO:AB/PL-PE074

7 September 2017

Department of Defence
PO Box 800
SALISBURY SA 5106

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

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I look forward to your Department's cooperation and participation in the Invasive Pests Control Scheme.

Yours faithfully

David Keenan
Chief Executive Officer

Attach.



Deputy Premier
Minister for Transport and
Minister for Infrastructure and Planning

Our ref: MBN17/1047

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

8 September 2017

ABN 90 856 020 239

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

Dear Councillor Dobie

I am pleased to advise that I have approved the release of the 2017–18 Get Ready Queensland grant program.

As the state's dedicated disaster recovery organisation responsible for disaster resilience and mitigation policy, the Queensland Reconstruction Authority (QRA) has taken over administrative responsibility for the 2017–18 Get Ready Queensland grant program from the Department of Infrastructure, Local Government and Planning.

As you are no doubt aware, the Get Ready Queensland program is a year-round, all-hazards, resilience building initiative to help communities prepare for natural disasters.

This year the program will provide \$2 million in state funding to help local governments improve their communities' resilience and aligns with QRA's mission to make Queensland the most disaster resilient state in Australia.

I am pleased to advise your council will receive \$19,400 in 2017–18 Get Ready Queensland grant funding.

If you require any further information on this matter, please contact Ms Kasey Donald, Director, Strategic Engagement, QRA on 3008 7202 or by email at getreadyqld@qld.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jackie Trad', written over a circular stamp or seal.

JACKIE TRAD MP
DEPUTY PREMIER
Minister for Transport and
Minister for Infrastructure and Planning

9. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

9.1 Petition - The Warwick Saleyards

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Chief Executive Officer | ECM Function No/s: |

Recommendation

THAT Council receive and note the Petition in relation to The Warwick Saleyards.

Report

At the August 2017 General Council Meeting, a Petition was tabled by Cr Pennisi in relation to the Warwick Saleyards. A copy of the Petition is attached.

The Petition states as follows:

We, the undersigned petitioners, request the Council table this petition at a statutory meeting and resolve that SDRC retains and operates within the current 100% full ownership and management, without lease in regards to The Warwick Municipal Saleyards for now and in subsequent years.

The Petition contains 454 signatures.

The Expression of Interest process in relation to the Warwick Saleyards is currently under way and will be considered by Council in the near future.

The Saleyards are not and have not been offered for sale.

Attachments

1. Petition - The Warwick Saleyards [View](#)

PETITION – THE WARWICK SALEYARDS

TO: The Mayor, Councillors and Chief Executive Officer, Southern Downs Regional Council

This petition draws to the attention of the Southern Downs Regional Council who is currently considering changes to the existing operations of The Warwick Municipal Saleyards.

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| | Name | Address | Signature |
|-----|----------------------|-----------------------------------|-------------|
| 1. | JULIE MAUCH | 119 MAUCH'S RD FREESTONE | [Signature] |
| 2. | CHRIS MAUCH | 119 MAUCH'S RD FREESTONE | [Signature] |
| 3. | J. Gibbons | LAW3 RD FREESTONE | [Signature] |
| 4. | Jay Vass | 9 Wallace Ct Abingdon | [Signature] |
| 5. | [Signature] | Strathpine Lyburn | [Signature] |
| 6. | Daisy Mauch | 69 Mapes Rd Junaluska | [Signature] |
| 7. | [Signature] | 69 Mapes Rd Junaluska | [Signature] |
| 8. | Tony Duncan | 219 COOPERS GULLY RD | [Signature] |
| 9. | Steve Williams | 377 Emma Cr Road Emu | [Signature] |
| 10. | Jac & Phil | 1660 Dalrymple R along | [Signature] |
| 11. | Lloyd Sympell | 765 B5403A | [Signature] |
| 12. | Linda Schmitzlerling | 16 CONRAD ST WARWICK | [Signature] |
| 13. | Rosalee Pirovano | 156 Piadella Rd Terzies | [Signature] |
| 14. | Chris Weckert | 707 Granite Belt Dr Cottanville | [Signature] |
| 15. | MARG DWAN | 101 ROBINSON RD WARWICK | [Signature] |
| 16. | [Signature] | 101 Robinson Rd Warwick | [Signature] |
| 17. | Belinda Mameg | 173 Warahgai Rd Karan | [Signature] |
| 18. | Neil Cwikle | 153 Ogilvie Rd Warwick | [Signature] |
| 19. | Neil James | 997 Freestone Rd | [Signature] |
| 20. | Rollo Somerset | GRANITE BELT DRIVE DALVOEN | [Signature] |
| 21. | Bill McVeigh | 265 Chartley's Gully Rd Freestone | [Signature] |
| 22. | Jan Walker | 178 Richards Rd Mangrove | [Signature] |
| 23. | Ken Walker | " | [Signature] |
| 24. | Kath Roche | 159 Andersons Cross Rd Tamworth | [Signature] |
| 25. | Pet Roche | " " " " | [Signature] |

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TO: The Mayor, Councillors and Chief Executive Officer, Southern Downs Regional Council

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| | Name | Address | Signature |
|-----|------------------|------------------------------------|-------------|
| 1. | Brendan Petron | 130 BROWNS LANE GARDENLANDS | [Signature] |
| 2. | Pat Brennan | 39 JOY STREET, KILLARNEY | [Signature] |
| 3. | MAY PETERSON | 130X 84 KILLARNEY | [Signature] |
| 4. | Joe Rucuzka | 134 Homestead Rd | [Signature] |
| 5. | Mark Vaughan | 104 Campbell Rd Tennyson | [Signature] |
| 6. | NATHAN PORTER | 1630 Cullendore RD | [Signature] |
| 7. | Joel Lawlor | 120 KELLS RD GARDENLANDS | [Signature] |
| 8. | MARIE MCKELSEN | 7 WILLOW ST KILLARNEY Q | [Signature] |
| 9. | KEITH SAUNDERS | 20285 NEW KIRKLANDS HWY, THE BLUES | [Signature] |
| 10. | Julie McFetridge | 121 Richards Rd Maryvale | [Signature] |
| 11. | David McFetridge | 121 Richards Rd Maryvale | [Signature] |
| 12. | Andrew Gault | 179 Palmerin St Warwick | [Signature] |
| 13. | Paul DRINAN | 64 WARREN ST WARWICK | [Signature] |
| 14. | BRIAN CLIFFORD | 20 Miller St, Warwick | [Signature] |
| 15. | WILLIAM STUART | 103 CANNINGVALE RD WARWICK | [Signature] |
| 16. | RON GILLESPIE | 257 MYRTLE HILL RD | [Signature] |
| 17. | CHRISTINE MAY | 87 ROCKS RD FREESTONE | [Signature] |
| 18. | RICHARD MAY | 87 ROCKS RD FREESTONE | [Signature] |
| 19. | Colin Gillespie | JACK SMITH GULLY RD FREESTONE | [Signature] |
| 20. | M. Gillespie | JACK SMITH GULLY RD FREESTONE | [Signature] |
| 21. | Roy Gillespie | JACK SMITH GULLY ROAD FREESTONE | [Signature] |
| 22. | JENNY HOFFMAN | 133 CEDAR CROSSING ROAD WARWICK | [Signature] |
| 23. | Roy Doss | Chattervale | [Signature] |
| 24. | Bob McCalli | Warwick | [Signature] |
| 25. | Phil McConville | Swanfels | [Signature] |

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| | Name | Address | Signature |
|-----|----------------------|--|-------------|
| 1. | Croham March | 174 March's RD Upper Freestone | |
| 2. | John + Jackie Grant | 124 Olive Road, Wick | J. Grant |
| 3. | Ross + SHARON KING | 4 MUTTONVALE SCHOOL Rd MUTTONVALE | |
| 4. | C. A. D. E. JOHNSON | "BULL DURHAM" 951 NORTH BRANCH RD N.B. | |
| 5. | LYNDELL O'MARA | 475 STANNYMOREK - MT. COLLIERY RD | L. O'Mara |
| 6. | JOHN O'MARA | MT. COLLIERY | J. O'Mara |
| 7. | RON RETTKE | 277 EMV CK ROAD, EMV VALE | RJ Rettke |
| 8. | CHRIS RETTKE | 277 EMV CK. ROAD EMV VALE | CD Rettke |
| 9. | BATCHELOR | 1323 YANGLAN ROAD | |
| 10. | Jim Blackfield | 2019 Killarney | |
| 11. | P Ryan | 787 Jumbuck Rd | |
| 12. | SAVIN KEAR | 196 JINGARRI RD WARWICK | |
| 13. | BERNADETTE PETERSON | 356 Barlows Gate Rd, Kullavney | B. Peterson |
| 14. | NOEL T'YONKIE | 111 McYONVILLE RD SUEB | |
| 15. | MARION CARRICE | 280 MT TULLY RD, STANTHORPE | |
| 16. | AMANDA HARVELO | 144 SETHMAN LANE THLINGSAL | |
| 17. | ANNA DYER | 9 MARIA CRT STANTHORPE | |
| 18. | Nathan Colyer | 14 Sanglicoli Courts, Stanthorpe | |
| 19. | AILSA + HOEN WICKHAM | 155 CANNINGVALE RD WARWICK | |
| 20. | MONICA DEWINE | 156 FREES RD WAR | |
| 21. | Andrew Fazio | 638 JUMBUCK RD | |
| 22. | S.R. HANIGAN | DANIEL DRIVE W/WICK | |
| 23. | A.D HANIGAN | DANIEL OVE " | |
| 24. | TIM DOMTAHR | JINGARRY M STREET R | |
| 25. | N AARACE | S CRAWFORD ST WICK | |

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| | Name | Address | Signature |
|-----|---------------------|---|---------------|
| 1. | JANEI A. NOWAN | 1451 GOOMBURRA RD, WARWICK | J.A. Nowan |
| 2. | Helen M Reilke | 163 EMU CREEK Rd EMU VALE | H M Reilke |
| 3. | GERAARD NOWAN | 1451 GOOMBURRA ROAD WARWICK | G. Nowan |
| 4. | TOM BRYANT | 415 Great Gate Rd. | T Bryant |
| 5. | Henry NORMAN | 1903 Frances Esplanade DALVEEN | H Norman |
| 6. | Arnold TOROZ | SUNNYSIDE ROAD | A. Toroz |
| 7. | ADOLE CARBERT | 34 BLACK HAVEN BROADWAY | A. Carbert |
| 8. | Kerry Stewart | 565 Willowdale Rd Willowdale | K.A Stewart |
| 9. | JOE D EVEREV | 17 DEVEREV LANE COTTONGRASS | J. D. Everev |
| 10. | AMBY MARRAS | VESTMENT LA COTTONGRASS | A. Marras |
| 11. | JOHN ASPINALL | 51 CORE ST WARWICK | J. Aspinall |
| 12. | HEN BRADFORD | 45 STEPHENS RA. YANGAN | H.A. Bradford |
| 13. | Michael Wallace | 192 Swanfels YANGAN | M. Wallace |
| 14. | MAT LELAY | 29 RYANS RD JURABEE 250470 | M. Lelay |
| 15. | VERN + LYNN KELAY | 29 RYANS RD JURABEE | V. Lelay |
| 16. | MICHAEL + KAYE BOND | 94 LONG SWAMP AD. | M. Bond |
| 17. | Brian + Lesley Hill | 71 Longway Rd | B. Hill |
| 18. | Dick + Gary Howard | 112 Howard Rd Sunnyside | D. Howard |
| 19. | Moel Jedd | 749 Sunnyside Rd Goomburra | M. Jedd |
| 20. | Ron Benz | 35 Benz Rd Warwick | R.R. Benz |
| 21. | Jae Benz | 35 Benz Rd Warwick | J. Benz |
| 22. | Donna Cecil | 831 Jubilee Rd NCK | D. Cecil |
| 23. | Harriet Sletten | 7 Elizabeth St Warwick | H. Sletten |
| 24. | SIM WATTS | 45 SMITH RD THE HALL ^{A PLUMAGE} | S. Watts |
| 25. | Desley Bryant | Granite Belt Dr, Dalveen | D. Bryant |

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| | Name | Address | Signature |
|-----|-------------------|--|-------------------|
| 1. | Peter Curran | 69 Clare Hill Rd | P Curran |
| 2. | Susan Gullypin | 296 Mcmasters Rd | Susan Gullypin |
| 3. | Somnatha Janting | 871 Pyramids Rd Edy | S Janting |
| 4. | A.W. SCHWITZERUNG | 16 CONRAD ST WARWICK | A.W. Schwitzerung |
| 5. | JEFFREY COY | 102 ROUTES RD FREESTONE | J Coy |
| 6. | PAUL REID | 10 CHARISMA COURT WARWICK | P Reid |
| 7. | IAN ANDERSON | 4095 TUNNEL RD DALWEN | I Anderson |
| 8. | 6 STEVENS | 724 WASHPOOL RD LESLIE DAM | Stevens |
| 9. | S STEVENS | 724 WASHPOOL RD LESLIE DAM | S Stevens |
| 10. | BAEWIN | MARK VALE | Baewin |
| 11. | M R & E J PAYNE | 494 PAYNE'S RD | M R & E J Payne |
| 12. | RAY WILKIE | 109 ANDERSON'S CROSSING RD LOCH LOMOND | R Wilkie |
| 13. | NERIDA WILKIE | 109 ANDERSON'S CROSSING RD LOCH LOMOND | N Wilkie |
| 14. | BRIAN BOURKE | 373 SWANKELS RD YANGAN | B Bourke |
| 15. | TERAN YAM ROCHIE | TANLY MORIE | T Yam Rochie |
| 16. | ALAN PEACH | 26 HOWARD LANE THE SUMMIT | A Peach |
| 17. | JOAN BRADY | YANGAN | J Brady |
| 18. | GARRY MAUGH | 59 Carmody's Rd Freestone | G Maugh |
| 19. | Ray Maugh | 10 Carmody Rd Freestone | R Maugh |
| 20. | KEITH MAUGH | 484 FREESTONE | K Maugh |
| 21. | ROBERT BRADY | 1261 YANGAN KILARNEY ROAD TANNAPRA | R Brady |
| 22. | CHRIS BRITTON | 176 OLD COACH RD DALWEN | C Britton |
| 23. | | | |
| 24. | | | |
| 25. | | | |

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| | Name | Address | Signature |
|-----|------------------|------------------------------|------------------|
| 1. | JOHN LEWIS | PO BOX 650 WARWICK | J Lewis |
| 2. | STEVE MOULDEN | 72 CURTAIN AV MURRAYS BRIDGE | Steve Moulden |
| *3. | ROSEMARY MOULDEN | 72 CURTAIN AV MURRAYS BRIDGE | Rosemary Moulden |
| 4. | HELEN LEWIS | PO BOX 650 WARWICK | H Lewis |
| 5. | Rosemary Moulden | P.O BOX 682 WARWICK | R Moulden |
| 6. | KAYE MIKKELSEN | 33 MIKKELSENS RD YANGAN | Kay Mikkelsen |
| 7. | PETER MIKKELSEN | 33 MIKKELSENS RD YANGAN | P Mikkelsen |
| 8. | LAURIE EASTWELL | 39 SCOPERS GULL RD YANGAN | L R Eastwell |
| 9. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
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| | Name | Address | Signature |
|-----|----------------------|---|----------------------|
| 1. | ELAINE WIEDMAN | 18 STURT ST WARWICK | Elaine F. Wiedman |
| 2. | JUER WIEDMAN | 18 STURT ST WARWICK | J. Wiedman |
| 3. | DELORES SHARSON | 'AMAROO' 17321 Cunningham Hwy. | DeLores Sharson |
| 4. | AMANDA HOFFMANN | 73 Kearney's Rd. ^{WARWICK} _{MURKIN ST BRIDGE} | A. Hoffmann |
| 5. | Mark Callaghan | 103 Wilsons Rd Warwick | Mark Callaghan |
| 6. | Jenn Greene-Callaway | 13 Vanneck St, Yangan 4371 | Jenn Greene-Callaway |
| 7. | Cassandra Manting | 14 Palmer Ave Warwick | Cassandra Manting |
| 8. | Allan Lord | 61 Monkey's Ln Emu Vale | Allan Lord |
| 9. | CHRISTOPHER TROTT | 271 BEAUFORT FOREST GIPPSLAND RD ALBION | Chris Trott |
| 10. | Lyle Grayson | 63 Mt Colley Rd. Tomymartell | Lyle Grayson |
| 11. | Ron Kelly | 621 Road Freston | Ron Kelly |
| 12. | Cliff Hills | Freston Road | Cliff Hills |
| 13. | ALVIN COLFS | 381 MAHERS LANE WILDASH | Alvin Colfs |
| 14. | KATE COLFS | 381 Maher's Ln Wildash | Kate Colfs |
| 15. | PAUL MAHER | "ASHWOOD" 200 BLAKES RD WARWICK | Paul Maher |
| 16. | ROSS GRAYSON | SUNSET VILL KILLMAREN Q. | Ross Grayson |
| 17. | Wendy Grayson | " | Wendy Grayson |
| 18. | | | |
| 19. | | | |
| 20. | | | |
| 21. | | | |
| 22. | | | |
| 23. | | | |
| 24. | | | |
| 25. | | | |

PETITION - THE WARWICK SALEYARDS

TO: The Mayor, Councillors and Chief Executive Officer, Southern Downs Regional Council

This petition draws to the attention of the Southern Downs Regional Council who is currently considering changes to the existing operations of The Warwick Municipal Saleyards.

We, the undersigned petitioners, request the Council table this petition at a statutory meeting and resolve that SDRC retains and operates with the current 100% full ownership and management, without lease in regards to The Warwick Municipal Saleyards for now and in subsequent years.

| | Name | Address | Signature |
|-----|-------------------|-------------------------------|--------------------|
| 1. | Sheryl O'Donoghue | 581 Manapouri Nobby | <i>[Signature]</i> |
| 2. | Aden McConville | Swan Creek | <i>[Signature]</i> |
| 3. | LYNN FLETCHER | TANNY MOREH | <i>[Signature]</i> |
| 4. | GRAHAM FLETCHER | TANNY MOREH | <i>[Signature]</i> |
| 5. | Merle RETTKE | EMU VALE | <i>[Signature]</i> |
| 6. | TOM O'DONOGHUE | 581 Manapouri Rd Nobby | <i>[Signature]</i> |
| 7. | ANNE DRIESSEN | 1918 Junabce Rd, Danderoo | <i>[Signature]</i> |
| 8. | MARIANNE IRVINE | 35 HOPE ST, PRATTEN | <i>[Signature]</i> |
| 9. | MELANIE IRVINE | 29 KIPPA RD AUBURN | <i>[Signature]</i> |
| 10. | DENIS RYAN | 49 Kital Rd Allora | <i>[Signature]</i> |
| 11. | CAROL BRADFORD | TANNY MORAL | <i>[Signature]</i> |
| 12. | GARY MCGRODGE | EMU VALE | <i>[Signature]</i> |
| 13. | NATHAN PARKES | DALVEEN | <i>[Signature]</i> |
| 14. | ANNETTE WHITE | 1028 TOP SWANFELS RD SWANFELS | <i>[Signature]</i> |
| 15. | RICK WHITE | " " | <i>[Signature]</i> |
| 16. | VINCE FOSTWELL | 1251 " " | <i>[Signature]</i> |
| 17. | NOEL FOSTWELL | 1121 " " | <i>[Signature]</i> |
| 18. | MICHAEL KAVANAGH | 73 MCMATHONS ROAD | <i>[Signature]</i> |
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| | Name | Address | Signature |
|-----|-----------------|---------------------------------------|---------------|
| 1. | COLIN CLEGG | 2442 Jeylun Road | CRC Clegg |
| 2. | Jessie Boyce | 1342 Tenak Road | Jessie Boyce |
| 3. | LEO J RYAN | 1631 FREESTONE RD WICK. | [Signature] |
| 4. | Paul Bugg | Freestone | Paul Bugg |
| *5. | Eric Bugg | er | [Signature] |
| 6. | Dave Walker | 330 Charleys Gully Rd Freestone | [Signature] |
| 7. | Katrina Walker | 330 Charleys Gully Rd Freestone | [Signature] |
| 8. | PAUL MAHER | ASHWOOD 200 BLAKES RD WARWICK | P. J. Maher |
| 9. | Lance Clarkson | 230 Swan Pde Rd Yarrigon 4371 | P.E. Clarkson |
| 10. | Bev Mauch | 476 MT STURT Rd Yangan 4371 | B & Mauch |
| 11. | KEN ARMSTRONG | 527 WYARRA - CEDAR CROSSING RD WYARRA | [Signature] |
| 12. | RON MAUCH | 476 MT STURT RD YANGAN | R & Mauch |
| 13. | DICK BATE | EAST ST WARWICK | [Signature] |
| 14. | JONATHAN KIBBLE | 156 MIVORA Em Vale | J Kibble |
| 15. | LES KIBBLE | 156 MIVORA Em Vale | L. W. Kibble |
| 16. | [Signature] | Slacks bridge Rd | [Signature] |
| 17. | VIVIAN BOND | 319 CANNING VALLE RD | Vivian Bond |
| 18. | JOHN ASPINALL | 51 GORE ST WARWICK | J.W. Aspinall |
| 19. | IAN ROGERS | 125 MATHEWS LA ^{THE} Summit | I. Rogers |
| 20. | KEITH RIX | 31 PRAYTON ST ALLORA | [Signature] |
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| | Name | Address | Signature |
|-----|---------------|-------------------------------------|---------------|
| 1. | R Mc Gill | 46 Wattle Rd | R Mc Gill |
| 2. | S Mc Gill | 46 Wattle Rd | S Mc Gill |
| 3. | MARK JOHNSON | 23 ROONA RD JUNABEE | Mark Johnson |
| 4. | Joyce Johnson | 23 Roona Rd Junabee | Joyce Johnson |
| 5. | BARB MORRISH | 5 SOUTH ST. Allaua. | Barb Morrish |
| 6. | R Hudson | 81 TRAFEE Rd | R Hudson |
| 7. | G DENNISON | 2316 Leighburn Cunningham Rd Patten | G Dennison |
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| | Name | Address | Signature |
|-----|---------------|-------------------------------|-------------|
| 1. | Kevin Free | 391 Albionia - Delloussale Rd | [Signature] |
| 2. | Des Cartmell | 789 UPPER WHEATVALE RD. | [Signature] |
| 3. | GORDON MILLET | 18 SAND RID 4370 | [Signature] |
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| | Name | Address | Signature |
|-----|-------------|---|---|
| 1. | PHILIP KING | 556 Annandale Rd Collingray ND Collingray |  |
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| | Name | Address | Signature |
|-----|-------------------|---------------------------------|--------------------|
| 1. | Beth Schottelius | 344 Sorrento Rd, Dalveen | B. Schottelius |
| 2. | G. WREN | 40 RANGVIEW RD DALVEEN | G. Wren |
| 3. | K. Skillington | 'Stathorne' Dalveen QLD 4374 | K. Skillington |
| 4. | J. Horner | 3475 Old Stathorne Rd | J. Horner |
| 5. | M. DeLeon | 11 OLD COACH RD DALVEEN | M. DeLeon |
| 6. | NIEL PERICOLI | 8 TUNNEL ROAD DALVEEN | N. Pericoli |
| 7. | A C SOMERSET | 843 Granite Belt Dr, DALVEEN | A. Somerset |
| 8. | G.N. BUTLER | 12 BUTLER LA. DALVEEN | G.N. Butler |
| 9. | E.A VOLPATO. | 240 NETHERLANDS ROAD COTTINGALE | E.A. Volpato |
| 10. | M Rutz | 93 Old Coach Rd Dalveen | M. Rutz |
| 11. | G. WIDDERICK. | OLD STANTHORPE RD DALVEEN | G. Widderick |
| 12. | J WALKER | 72 SORRENTO RD DALVEEN | J. Walker |
| 13. | D Bryant | 1047 Granite Belt Dr Dalveen | D. Bryant |
| 14. | G. BRYANT | 1047 Granite Belt Dr. Dalveen | G. Bryant |
| 15. | PREYNOLDS | 508 GLENTANNAR DALVEEN | P. Reynolds |
| 16. | JOHN C. URSER | 62 PIGEON RD DALVEEN | J. Urser |
| 17. | M. W. GIBSON | MANN SPRINGS DALVEEN | M. W. Gibson |
| 18. | Jack Deheim | 97 Lochiel Road Dalveen | J. Deheim |
| 19. | DAVID WILLS | 81 OLD COACH RD DALVEEN | D. Wills |
| 20. | Patsy Lee | 46 PINE CRES DALVEEN | P. Lee |
| 21. | Glen Lamb | Claydons Rd Killarney | G. Lamb |
| 22. | Melissa Filmer | PO Box 31 Dalveen | M. Filmer |
| 23. | Sharon Barker | Old Stathorne Rd Dalveen | S. Barker |
| 24. | V. R McCORQUODALE | 983 CRYSTAL MOUNT Rd Dalveen | V. R. McCorquodale |
| 25. | Tim MITCHELL | 148 TURNERS CREEK RD DALVEEN | T. Mitchell |

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| | Name | Address | Signature |
|-----|------------------------------------|-----------------------------------|-------------------|
| 1. | S.T. CHAPMAN M.M. | 16 HAMILTON RD DALVEEN | S.T. Chapman |
| 2. | R. TOWNSEND | 45 Seaton Rd Dalveen | R. Townsend |
| 3. | Cecil Mitchell | 80 Turners Cr Rd Dalveen | Cecil Mitchell |
| 4. | DEL MITCHELL | 148 TURNERS CREEK ROAD | Del Mitchell |
| 5. | ROB FITNESS | 80 TURNERS CREEK ROAD | Rob Fitness |
| 6. | POT PERPOINT | " " | Pot Perpoint |
| 7. | PAM MITCHELL | SYLVANDALE DALVEEN | P. Mitchell |
| 8. | TRUDY HILL ^{NEE} MITCHELL | SYLVANDALE DALVEEN | T. Hill |
| 9. | IRZKAN | 709 GRANITE BELT DR COTTONVALE | Irzkan |
| 10. | George Miles | SHELFORD RD DALVEEN QLD | George Miles |
| 11. | J. Ruiz | 43 Old Coach Rd Dalveen | J. Ruiz |
| 12. | BRIAN BLACK | 98 GLENTANNA RD DALVEEN | B. Black |
| 13. | JUDITH WILLS | 81 OLD COACH RD DALVEEN | J. Wills |
| 14. | Vicki Thompson | 221 MISTURING RD GLEN ARNOLD 4381 | V. Thompson |
| 15. | Brian Green | 725 GRANITE BELT DR. COTTONVALE | B. Green |
| 16. | BEV URSEM | 62 PIDGEON RD DALVEEN | Bev Ursem |
| 17. | Sharon Cameron | 67 Tunnel Rd Dalveen | Sharon Cameron |
| 18. | Theresa Vanderpal | 95 Seaton Rd, Dalveen | Theresa Vanderpal |
| 19. | GLORIA BRYANT | 49 HAMILTON DALVEEN Q. | G. Bryant |
| 20. | KAREN STEINHART | 2 TUNNEL RD DALVEEN | K. Steinhart |
| 21. | Virginia Ann Laing | 508 Glentanna Rd Dalveen | V. Ann Laing |
| 22. | PK Reynolds | 508 Glentanna Rd Dalveen | P.K. Reynolds |
| 23. | Anna Appana | 30 Woodland Dr Dalveen | Anna Appana |
| 24. | B. Fredler | Misty Ridge Dalveen | B. Fredler |
| 25. | G. BONFANTI | 22408 N.H Dalveen | G. Bonfanti |

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| | Name | Address | Signature |
|-----|-------------------|----------------------------------|--------------------------|
| 1. | LLOYD WEIR | 154 WHITE ST PRATHEE. | <i>Lloyd Weir</i> |
| 2. | STEPHAN BOND | 319 CANNING VALLEY RD. | <i>Stephan Bond</i> |
| 3. | Graham Shelley | Shelley Rd Freestone | <i>Graham Shelley</i> |
| 4. | Jim MITCHELL | 148 TURNERS CREEK DALVEEN | <i>Jim Mitchell</i> |
| 5. | ELAINE PAYNE | 494 PAYNE RD FREESTONE | <i>Elaine Payne</i> |
| 6. | LORRAINE WELSH | Alora | <i>Lorraine Welsh</i> |
| 7. | DAWN SCRYMGEUR | 411 ROSENTHAL ROAD | <i>Dawn Scrymgeour</i> |
| 8. | OLWYN MAUCHI | 199 MCMASTERS RD FREESTONE | <i>Olwyn Mauchi</i> |
| 9. | Melwyn Mauch | 199 MCMASTERS FREESTONE | <i>Melwyn Mauch</i> |
| 10. | ANDREW MAUCHI | 199 McMasters Rd Freestone | <i>A.D. Mauch</i> |
| 11. | ALAN PAYNE | 9 PEPPER LANE FREESTONE | <i>Alan Payne</i> |
| 12. | LAURANIE BUCHANAN | 60 CURRANS RD DEBUCHAR. | <i>Lauranie Buchanan</i> |
| 13. | Michael Chittace | | <i>Michael Chittace</i> |
| 14. | Jenny Lawson | 3 PINECREST RD MT MARSHALL | <i>Jenny Lawson</i> |
| 15. | Jemma McKenzie | Alora | <i>Jemma McKenzie</i> |
| 16. | ERIC WAITS | THE FALLS | <i>Eric Waits</i> |
| 17. | Robyn Gimm | 1035 Spring Ck Rd The Falls | <i>Robyn Gimm</i> |
| 18. | MARY NOLAN | 1635 GOOMBURRA RD CHADFIELD | <i>Mary Nolan</i> |
| 19. | NICK NOLAN | 1635 GOOMBURRA RD CHADFIELD | <i>Nick Nolan</i> |
| 20. | JOHN PAYNE | 411 PATRICK RD FREESTONE | <i>John Payne</i> |
| 21. | George McConville | 55 KENNEDY ST YARRAGON 4371 | <i>George McConville</i> |
| 22. | Helen Cameron | 54 Freestone School Rd Freestone | <i>Helen Cameron</i> |
| 23. | Evan Cameron | 54 " " " " | <i>Evan Cameron</i> |
| 24. | VINCE MCCONVILLE | 1156 GANSON RD WARRICK | <i>Vince McConville</i> |
| 25. | DAVEY ROCKETT | 148 BROOKLANDS RD DALVEEN | <i>Davey Rockett</i> |

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| | Name | Address | Signature |
|-----|---------------|--------------------------|--------------|
| 1. | B. Thompson | MT JULY Rd Stanthorpe | B Thompson |
| 2. | E. VANDERHOEF | Supperloof Rd Stanthorpe | E Vanderhoef |
| 3. | Ann Barry. | MT JULY Stanthorpe | Ann Barry |
| 4. | Sue Lane | The Summit | S Lane |
| 5. | Ray Morris | The Summit | R Morris |
| 6. | Aime Kennedy | Glen Aplin | A Kennedy |
| 7. | M. Burton | Roston | M Burton |
| 8. | L JENSEN | STANTHORPE | L Jensen |
| 9. | Stacy | Stanthorpe | Stacy |
| 10. | Gail Paulsen | Hillcrest St Stan | G Paulsen |
| 11. | Katie Cadman | Phillpott | K Cadman |
| 12. | David Deke | Greenlands | D Deke |
| 13. | NUNZIO RICCI | 152 AMIENS | N Ricci |
| 14. | Rydon | 49 Hawks Lane Eureka | Rydon |
| 15. | C Rydon | 49 Hawks Lane Eureka | C Rydon |
| 16. | John Rydon | 176 WHISKY Gully Rd | J Rydon |
| 17. | MARK FLINT | 19 FRY LANE THE Summit | Mark Flint |
| 18. | Brenda Sum | Stapie | B Sum |
| 19. | GRAHAM PARKER | 51 CURTIN RD BALLANDERN | G Parker |
| 20. | Donna Parker | 51 Curtin rd Ballandern | D Parker |
| 21. | BILL HUMBLE | No. 1. TYREL St, SITE | B Humble |
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| | Name | Address | Signature |
|-----|----------------------|-------------------------------|-----------|
| 1. | G Bud a | 26 QUEKES RD ANNIERS | |
| 2. | ESKIE SALZKE | 21 GLENMAYON ST WALLANBORO | |
| 3. | Russell Worthing | 871 Pyramids Rd | |
| 4. | Lindsay Adams | LOT 15 WILMOT WANE STANTHORPE | |
| 5. | Kay Smail | 188 Bapaume Rd Stanthorpe | |
| 6. | Rob Smail | 188 Bapaume Rd Stanthorpe | |
| 7. | Roslyn & Paul Creavy | 2460 Pyramids Rd Wyberba | |
| 8. | DAVID HANCOCK | 54 HANCOCK DR TULLIMBAH | |
| 9. | Kegan McKay | 494 Thundale Rd. Stanthorpe | |
| 10. | John McFar | 494 Thundale Rd Stanthorpe | |
| 11. | Alan Ballaloch | 30 Sperrings Lane Stanthorpe | |
| 12. | TERRY BIRNIE | 6 BARTON ST STANTHORPE | |
| 13. | Kirsty Smith | Alan Aplin | |
| 14. | Brenda Smith | 285 Norrdale Rd Borchota | |
| 15. | Carmel Butley | 12 Butler Lane Dalveen | |
| 16. | Bridget Ryan | 20 Nelson Cres | |
| 17. | R + I Hannah | 'Investments' Annem | |
| 18. | ANGIE EZZY | 235 EUKEY RD STPE | |
| 19. | Damian Malcolm | 3 Casey St, Stanthorpe | |
| 20. | WARWICK ARMSTRONG | 92 BERARMA ST STANTHORPE | |
| 21. | Leslie King | 20 Fletcher Rd Glen Aplin | |
| 22. | Karen Tulloch | Nandubhermere Stanthorpe | |
| 23. | Kate Butler | 27 Walters Rd, Glen Aplin | |
| 24. | DAN BURTON | 27 WALTERS RD, GLENAPLIN | |
| 25. | SANDRA DYKES | 182 BREENS RD EUKEY | |

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| | Name | Address | Signature |
|-----|-----------------|--------------------------------|------------------------|
| 1. | Cath Wheeler | 26 Sugarloaf Rd | <i>Cath Wheeler</i> |
| 2. | DCALDWELL | BOX 139 STANTHORPE | <i>DCaldwell</i> |
| 3. | K. Butler | 27 WATERS Rd, Greenaplin A. | <i>K. Butler</i> |
| 4. | Sarah Balkwill | 54 Wallangrang Rd Stanthorpe | <i>Sarah Balkwill</i> |
| 5. | Ryan Harricks | 64 Rees Rd, Ballandean | <i>Ryan Harricks</i> |
| 6. | Shawn Cox | 1 High St Stanthorpe | <i>Shawn Cox</i> |
| 7. | CHAI GOODY | 183 BROWNS LANE GREENLANDS | <i>Chai Goody</i> |
| 8. | Laura Fletcher | 183 Browns lane Greenlands | <i>Laura Fletcher</i> |
| 9. | Don Mussen | 188 HALLOORN DRIVE CATH | <i>Don Mussen</i> |
| 10. | Tony Corino | 27145 New England Hwy | <i>Tony Corino</i> |
| 11. | Amsky McEvale | 273 Nidrens Road Stanthorpe | <i>Amsky McEvale</i> |
| 12. | Brendan Roberts | 26806 New England Hwy Severnia | <i>Brendan Roberts</i> |
| 13. | Marie Honey | 20 Bessel Rd Stanthorpe | <i>Marie Honey</i> |
| 14. | Lauren Staley | 22 Farway Cr Stanthorpe | <i>Lauren Staley</i> |
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| | Name | Address | Signature |
|-----|----------------|--------------------------------|-----------------------|
| 1. | Phillip Curtis | 602 Spring Creek Rd, The Falls | <i>Phillip Curtis</i> |
| 2. | Belinda Curtis | 102 Spring Creek Rd, The Falls | <i>Belinda Curtis</i> |
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| | Name | Address | Signature |
|-----|-------------------|---------------------------------|-------------|
| 1. | LEANA BRESMEIER | 21 Sherwin St Cunningham | [Signature] |
| 2. | DAVID NEWMAN | 69 ALLDRIDGE RD DENHAM | [Signature] |
| 3. | B. SPRINGATE | 114 MILK CREEK LANE PRATTEN | [Signature] |
| 4. | J. Benz | 608 Mountain Maid RD | [Signature] |
| 5. | MARK TWOMEY | 244 KYRGORD-PRATTEN RD CLIFTON | [Signature] |
| 6. | Steph Haberman | 429 Monrose Lane Graymire | [Signature] |
| 7. | Rowan Harland | 604 Monrose Lane Warwick | [Signature] |
| 8. | DAVID LOX | 309 MOUNTAIN MAID RD GREYMAIRE | [Signature] |
| 9. | MARILYN LOX | 309 MOUNTAIN MAID RD GREYMAIRE | [Signature] |
| 10. | LORRAINE THORNTON | 1092 MOUNTAIN MAID RD GREYMAIRE | [Signature] |
| 11. | GEOFF THORNTON | 1092 MOUNTAIN MAID RD GREYMAIRE | [Signature] |
| 12. | V Wilson | 17 Albert St Warwick | [Signature] |
| 13. | Scott Burtley | 83 Burtleys Road Warwick | [Signature] |
| 14. | Lyle Burtley | 181 Emu Vale Road Warwick | [Signature] |
| 15. | | | |
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PETITION – THE WARWICK SALEYARDS

TO: The Mayor, Councillors and Chief Executive Officer, Southern Downs Regional Council

This petition draws to the attention of the Southern Downs Regional Council who is currently considering changes to the existing operations of The Warwick Municipal Saleyards.

We, the undersigned petitioners, request the Council table this petition at a statutory meeting and resolve that SDRC retains and operates with the current 100% full ownership and management, without lease in regards to The Warwick Municipal Saleyards for now and in subsequent years.

| | Name | Address | Signature |
|-----|-----------------|------------------------------------|-----------|
| 1. | Adam Colrain | 134 Horsman Road | |
| 2. | NEIL BOWER | 1 HERBERT ST PALORA. | |
| 3. | BILL JACKSON | 11 STONEWOOD CRESC WARWICK | |
| 4. | STEPHAN JACKSON | 11 STONEWOOD CRESC WARWICK | |
| 5. | JOREEN McCAHILL | "NEEBEGANAH" 77 McCAHILL RD ENVALE | |
| 6. | VINCE GUY | 27 KING ST YRMORN 4371 | |
| 7. | DAVINA MORRISON | 9 GORDON COURT WARWICK | |
| 8. | PENNY FAULKNER | 9 GORDON COURT WARWICK | |
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| | Name | Address | Signature |
|-----|------------------|------------------------------------|--------------------|
| 1. | Karen Mauch | 146 Mauch's Rd Upperfreestone | <i>K Mauch</i> |
| 2. | Chris Iseppi | 951 North Branch RD MARYVALE | <i>CB Iseppi</i> |
| 3. | Joanni Buchanell | 269 Nolans Road Phintonvale | <i>J Buchanell</i> |
| 4. | HEATH HOFFMAN | "WIVARRA" 580 CEDAR CROSSING RD | <i>H Hoffman</i> |
| 5. | Tom Hennin | 45 Wagneys Tammonal | <i>T Hennin</i> |
| 6. | Rob Davine | 97 Kennedy St Warwick | <i>R Davine</i> |
| 7. | Sharon Iseppi | 158 Gross Rd Maryvale | <i>S Iseppi</i> |
| 8. | STEVE LOCKE | 182 TUCKERS RD DANDEROO 4370 | <i>S Locke</i> |
| 9. | Billy Dwan | 13123 CUNNINGHAM HWY WARWICK | <i>B Dwan</i> |
| 10. | Colette Locke | 182 TUCKERS RD. DANDEROO 4370 | <i>C Locke</i> |
| 11. | Lorraine Dwan | 13,123 CUNNINGHAM HWY WARWICK | <i>L Dwan</i> |
| 12. | Martha Hately | 120 TOOTH ST WICK | <i>M Hately</i> |
| 13. | Leanne Manwaring | 27 Rose St Wick | <i>L Manwaring</i> |
| 14. | Rita Seed | 13 GILBERT CRES WARWICK | <i>R Seed</i> |
| 15. | Nicole Kerslake | 13 Gilbert Cres Warwick | <i>N Kerslake</i> |
| 16. | Brenda Price | 27 Upper Park St GARRIGA | <i>B Price</i> |
| 17. | Trevor Hately | 120 Tooth St Wick | <i>T Hately</i> |
| 18. | Bec Anderson | 14 Rebecca Ct | <i>B Anderson</i> |
| 19. | PAUL HALLMAN | 237 UPPER WHEATVALE RD DEERHALL | <i>P Hallman</i> |
| 20. | Elaine Hallman | 237 Upper Wheatvale Rd Massie 4370 | <i>E Hallman</i> |
| 21. | Paul Mauch | 146 Mauch's Rd Freestone | <i>P Mauch</i> |
| 22. | David Hallman | 9 Moncrieffe St Wick. | <i>D Hallman</i> |
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PETITION – INVASIVE PEST CONTROL SCHEME

TO: The Mayor, Councillors and Chief Executive Officer, Southern Downs Regional Council

This petition draws to the attention of the Southern Downs Regional Council, with regards that;

We the undersigned; do not accept the current 'Invasive Pest Control Scheme' implemented by the Southern Downs Regional Council. The outcomes, sort by this Council are unreasonable, and will place unnecessary economic burdens on land holders.

| | Name | Address | Signature |
|-----|------------------|-----------------------------------|-------------|
| 1. | Chris Iseppi | 951 North Branch Rd Maryvale | C Iseppi |
| 2. | Joann Bruchmull | 267 Adams Road Clintonvale | J Bruchmull |
| 3. | Karen Mauch | 116 Mauch's Rd Freestone | K Mauch |
| 4. | HEATHI HOFFMAN | "WIYARRA" 380 CEDAR CROSSING RD | H Hoffmann |
| 5. | Tom Hennin | 45 WARDMAN'S RD Tennyson | T Hennin |
| 6. | Bob Devine | 97 Kenilworth St Warwick | B Devine |
| 7. | Chris Iseppi | 158 Goss Rd Maryvale | C Iseppi |
| 8. | STEVE LOCKE | 182 TUCKERS RD DANDEROO 4370 | S Locke |
| 9. | BILLY DWAN | 13123 CUNNINGHAM HWY | B Dwan |
| 10. | Colette Locke | 182 TUCKERS ROAD .4370 | C Locke |
| 11. | Lorraine Dwan | 13,123 CUNNINGHAM HWY WARWICK | L Dwan |
| 12. | Martha Hutley | 120 TOOTH ST WCK | M Hutley |
| 13. | Rita Seed | 13 GILBERT CRES WARWICK | R Seed |
| 14. | Nicole KERSLAKE | 13 Gilbert Cres Warwick | N Kerslake |
| 15. | Leanne Mansfield | 27 Rose St Warwick | L Mansfield |
| 16. | Eileen Pines | 27 Rose Drive St Capella | E Pines |
| 17. | Trevor Hutley | 120 Tooth St Wcke | T Hutley |
| 18. | Jessica Mauch | 146 Mauch's Rd | J Mauch |
| 19. | Paul Hecman | 237 UPPER WHEATRAK RD DEERHILL | P Hecman |
| 20. | Bec Anderson | 14 Rebecca Crt | B Anderson |
| 21. | Elaine Hallman | 237 Upper Wheatrak Rd Massie 4370 | E Hallman |
| 22. | Paul Hallman | 237 Upper Wheatrak Rd Massie 4370 | P Hallman |
| 23. | Paul Mauch | 146 Mauch Rd Freestone 4370 | P Mauch |
| 24. | David Hallman | 9 Menzies St WCK 4370 | D Hallman |
| 25. | | | |

PETITION – THE WARWICK SALEYARDS

TO: The Mayor, Councillors and Chief Executive Officer, Southern Downs Regional Council

This petition draws to the attention of the Southern Downs Regional Council who is currently **considering changes to the existing operations of The Warwick Municipal Saleyards.**

We; the undersigned petitioners, request the Council table this petition at a statutory meeting and **resolve that SDRC retains and operates with the current 100% full ownership and management, without lease in regards to The Warwick Municipal Saleyards for now and in subsequent years.**

| | Name | Address | Signature |
|-----|------------------|--|-----------|
| 1. | IRENA FOSTER | 62 Wood ST. | |
| 2. | Sandra March | 29 Peace St | |
| 3. | GRANARY STARKSON | 13 LAKEVIEW AVE ROSENDALE HEIGHTS | |
| 4. | BOB DONOHUE | PO Box 411 WARWICK | |
| 5. | V. MENAND | PO Box 1024 WARWICK | |
| 6. | LILLIAN CROTHERS | 478 Willowvale Road Willowvale | |
| 7. | JAMES CROTHERS | " " " " | |
| 8. | HEATHER CULLEN | "STRATHDON" 717 WICKHAM ROAD TARAHA | |
| 9. | MENNY DUGG | Spring Creek Rd Killarney | |
| 10. | PATRICK LILLIAN | 133 CURTAIN AV | |
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| | Name | Address | Signature |
|-----|---------------|---------------------------------------|-----------|
| 1. | J. Gilligan | 300 Lyndhurst L, Rose Height | |
| 2. | R. Clarke | 5 Patten St Warwick | |
| 3. | Lisa Hobbs | 1630 Cullendore Rd Elbow Valley | |
| 4. | Vicki Dwan | 1415 Cunningham Hwy Rosenthal Heights | |
| 5. | CLARE BARKER | 3 Dragon St, Warwick | |
| 6. | M.R. TRANBERG | 150 Geomburda Rd Allora | |
| 7. | E. COUPE | 7 WALLACE ST | |
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| | Name | Address | Signature |
|-----|----------------|------------------------------------|------------|
| 1. | LUKE HEMMINGS | 1260 KILLARNEY RD WARWICK | L. Hemming |
| 2. | KAY KILLOAN | 188 CURTAIN AVENUE MURRAY'S BRIDGE | K. Killoan |
| 3. | CONNIE KILLOAN | 188 CURTAIN AVENUE MURRAY'S BRIDGE | K. Killoan |
| 4. | BRIAN SCOTT | 3683 BORDER RD KILLARNEY | B. Scott |
| 5. | MARGIE DURNAN | 206 CURTAIN AVENUE MURRAY'S BRIDGE | M. Durnan |
| 6. | DAVID BUTZ | 19 OAK ST TANNYMERE | D. Butz |
| 7. | AARON MCINDRY | 57 MORRIDGES RD TANNYMERE | A. McIndry |
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| | Name | Address | Signature |
|-----|-------------------|----------------------------------|--------------------|
| 1. | LINDSEY COATES | 1659 CULLENBROOK RD Elbow Valley | <i>[Signature]</i> |
| 2. | Jenny Hopgood | 376 Progress Rd | <i>[Signature]</i> |
| 3. | ANTHONY CLEFFORD | 45 CHALKS RD EMU VALE | <i>[Signature]</i> |
| 4. | JANICE HENNINGSON | 45 CHALKS RD EMU VALE | <i>[Signature]</i> |
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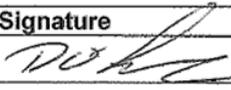
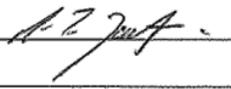
| | Name | Address | Signature |
|-----|------------|----------------------|------------|
| 1. | Gwen Leahy | 8 Callen St. Warwick | G.E. Leahy |
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| | Name | Address | Signature |
|-----|---------------|----------------------------|---|
| 1. | DENIS O'LEARY | 144 TOOTH ST WARWICK. |  |
| 2. | ROSS BARTLEY | 155 BARTLEY RD THE HUNTERS |  |
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IT IS MY WILL 000.

| | Name | Address | Signature |
|-----|--------------------|----------------------------|--------------------|
| 1. | <i>W Sedorens</i> | <i>6 DOWN ST MARYVALE</i> | <i>[Signature]</i> |
| 2. | <i>R. BADBLY</i> | <i>6 DUNNS Rd Maryvale</i> | <i>[Signature]</i> |
| 3. | <i>P. LOCKE</i> | <i>163 NTH BRANCH RD</i> | <i>[Signature]</i> |
| 4. | <i>J. Reynolds</i> | <i>PUB</i> | <i>[Signature]</i> |
| 5. | <i>F. TATTI</i> | <i>GLADFIELD</i> | <i>[Signature]</i> |
| 6. | <i>N. TATTI</i> | <i>GLADFIELD</i> | <i>[Signature]</i> |
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| | Name | Address | Signature |
|-----|------------------|------------------------------------|----------------------------|
| 1. | MATT HIBBERTS | 335 CAUTION RD THE SUMMIT | <i>Matt Hibberts</i> |
| 2. | J. DYKES | 182 BREWERS RD EUKRAY | <i>J Dykes</i> |
| 3. | J & G. BARKER | 41 BARKERS LN, STPE | <i>Gd Barker</i> |
| 4. | B Butler | 59 WALLACE COURT GLENAPLIN | <i>B Butler</i> |
| 5. | v Butler | 59 WALLACE COURT GLENAPLIN | <i>v Butler</i> |
| 6. | N Baronio | 244 ARADVANE RD APPLETHORPE Q 4378 | <i>N Baronio</i> |
| 7. | RILL McLennan | 280 Mt Tully Rd Stanthorpe | <i>R McLennan</i> |
| 8. | Cameron Furness | 10 Barton St Stanthorpe | <i>C.F.</i> |
| 9. | Sarah Balkwill | 54 Wallangarra Rd Stanthorpe | <i>S Balkwill</i> |
| 10. | PETER PUGNIO | 3 MILL ROAD STPE | <i>P Pugno</i> |
| 11. | Marion McLulloch | 144 Reddy Rd Stanthorpe | <i>Marion J. McLulloch</i> |
| 12. | Eric McLulloch | 144 Reddy Rd STPE | <i>E McLulloch</i> |
| 13. | D & D Nielson | 1377 Cedarloaf Rd Stpe | <i>D Nielson</i> |
| 14. | Shannon Ambrose | 321 Whiskey Gully St Severin | <i>S Ambrose</i> |
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9.2 Petition - Invasive Pest Control Scheme

Document Information

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|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Chief Executive Officer | ECM Function No/s: |

Recommendation

THAT Council receive and notice the Petition – Invasive Pest Control Scheme.

Report

At the August 2017 General Council Meeting, a Petition was tabled by Cr Pennisi in relation to the Invasive Pest Control Scheme. A copy of the Petition is attached.

The Petition states as follows:

We, the undersigned petitioners; do not accept the current 'Invasive Pest Control Scheme' implemented by the Southern Downs Regional Council. The outcomes, sort by this Council are unreasonable, and will place unnecessary economic burdens on land holders.

The Petition contains 472 signatures.

The issues raised in the Petition will be considered in the review process which is required as part of Council's Operational Plan.

It is noted that approximately 3800 forms have been returned to date, with letters of support received from the Queensland Murray Darling Committee and Darling Downs-Moreton Rabbit Board.

Budget Implication

It is noted that the Invasive Pest Control Scheme operates under the *Local Government Act 2009* and all funds raised through the Scheme must be reinvested into the objectives of the Operational Plan associated with the Scheme. No additional funds are raised for Council.

Attachments

1. Petition - Invasive Pest Control Scheme [View](#)

PETITION – INVASIVE PEST CONTROL SCHEME

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| | Name | Address | Signature |
|-----|-----------------------|------------------------------------|-----------|
| 1. | LAWRENCE-MARGIE BYRNE | 193 SHELLY'S ROAD HIRON | |
| 2. | SANDRA BARTLEY | 155 BARBOYS RD THE HORWITAGE | |
| 3. | Ron Nancy Gooding | 516 Mt Colliery | |
| 4. | PAUL REID | 10 CHARISHA CT WARWICK | |
| 5. | D. VAUGHAN | 91 Coburn Rd, ROCKY HORONDE | |
| 6. | LINDA McCONNILL | 1156 GALGAN | |
| 7. | Mark Vaughan | Tanny Morel | |
| 8. | Joe Purkay | 134 Homestead Rd | |
| 9. | NATHAN PORTER | 1630 CULLENDORE R | |
| 10. | JOE LAMAR | 13 MILES LN WARWICK | |
| 11. | John Smith | The Falls | |
| 12. | GEORGE SKINNER | SUNFELS | |
| 13. | Gary Cooper | 216 BONY MIN RD | |
| 14. | Miss Ina Colquhoun | Crystal Mt Doreen | |
| 15. | A. W. JUBB | ROCKLAND WARWICK | |
| 16. | Wendy Jubb | ROCKLAND WARWICK | |
| 17. | Maria Mikkelsen | Killarney QLD | |
| 18. | LENA STACY | 20283 New Anzania Hwy Mt Glorn | |
| 19. | DJ McFetridge | 121 Richards Rd Maryvale | |
| 20. | Jodie McFetridge | 121 Richards Rd Maryvale | |
| 21. | WILLIAM STUART | 103 CANNINGVALE RD WARWICK | |
| 22. | RON GILLESPIE | 257 MURLE HILL RD | |
| 23. | Brian Clifford | 20 MILLER ST, WARWICK | |
| 24. | Arthur Lake | 179 Parkview St, Warwick | |
| 25. | JEAN HOFFMAN | 133 CEDAR-CROSSING ROAD WARWICK | |

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| | Name | Address | Signature |
|-----|--------------------|------------------------------|---------------|
| 1. | GERARD NOLAN | "Rosari" 1451 GOOMBURRA ROAD | G. Nolan |
| 2. | JANET A. NOLAN | 1451 GOOMBURRA RD, WARWICK | J. A. Nolan |
| 3. | Helen M Reithke | 163 EMU CREEK Rd EMU VALE | H. M. Reithke |
| 4. | DAVID NORMAN | 1003 GRANITE BELT DR DALVEEN | D. Norman |
| 5. | CAROL TSOZ | SUNDRIES ROAD | C. Tsoz |
| 6. | GREG PATERSON | PYRAMIDS ROAD EUREY | G. Paterson |
| 7. | Kerry Stewart | Willowvale Rd Willowvale | K. Stewart |
| 8. | A CREBERT | 34 CLARK LANE BROADWATER | A. Crebert |
| 9. | A DIEMPSTEIN | 25650 NEW/E. HWY | A. Dimpstein |
| 10. | J. DEVEREUX | 17 DEVEREUX LANE CITRONVALE | J. Devereux |
| 11. | G MASHAM | VESTA FID LANE CITRONVALE | G. Masham |
| 12. | J BRADFORD | 45 STEPHEN Rd Jangara | J. Bradford |
| 13. | JOHN ASPINALL | 51 GORE ST WARWICK | J. Aspinall |
| 14. | Michael Wallace | 192 TOP SWANfels Yangan | M. Wallace |
| 15. | STEVE MOULDEN | 72 CURTIN AV MURRAYS BEIDGE | S. Moulden |
| 16. | ROSE MOULDEN | 72 CURTIN AV MURRAYS BEIDGE | R. Moulden |
| 17. | VERN + LYNNE WEHAY | 89 RYAN'S RD JONABEE | V. & L. Wehay |
| 18. | DIANE CAROL HOWARD | 112 HOWARD'S ? SWANfels | D. Howard |
| 19. | Kieren Deady | 356 SADDLEDAN RD, LUCKY DR | K. Deady |
| 20. | GREG BENZ | 106 HARLE RD. | G. Benz |
| 21. | MOE JEDD | 749 FINEWOODS RD GROOMBURRA | M. Jedd |
| 22. | JOHN PATINE | 411 PATINE RD FINESTONE | J. Patine |
| 23. | PETER SEED | 437 SHELLYS RD FREESTONE | P. Seed |
| 24. | GARY BRYANT | DALVEEN | G. Bryant |
| 25. | DANIEL McIVOR | EMU VALE | D. McIvor |

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We the undersigned; do not accept the current 'Invasive Pest Control Scheme' implemented by the Southern Downs Regional Council. The outcomes, sort by this Council are unreasonable, and will place unnecessary economic burdens on land holders.

| | Name | Address | Signature |
|-----|-------------------|----------------------------------|-------------|
| 1. | HOOD WEA | 154 WHITE ST PRATTED | [Signature] |
| 2. | VIVIAN BOND | 319 CANNING VALE RD. | [Signature] |
| 3. | JIM MITCHELL | 148 TURNERS CREEK DRIVEEN | [Signature] |
| 4. | Gratam Shelby | Shelley Rd Freestone | [Signature] |
| 5. | GAVIN REAR | 196 SIMONARD ROAD SWAN CREEK | [Signature] |
| 6. | OLWYN MAUCH | 199 MC MASTERS RD Freestone | [Signature] |
| 7. | M W MAUCH | 199 MC MASTERS R D FREESTON | [Signature] |
| 8. | ANDREW MAUCH | 199 Mc Masters Rd Freestone 4370 | [Signature] |
| 9. | ERROL MAHONY | 123 MAHONY'S RD WARWICK | [Signature] |
| 10. | KEAINE & NORMAN | DAVID PAYNE 494 PAYNES RD | [Signature] |
| 11. | ALAN PAYNE | 9 PIPER LANE FREESTONE | [Signature] |
| 12. | Michael Wallace | | [Signature] |
| 13. | Jennise McKenzie | Allora. | [Signature] |
| 14. | LAURANCE BUCHANAN | ALLORA | [Signature] |
| 15. | JERRY CARROON | MT MAREE HWY | [Signature] |
| 16. | ERIC WATTS | THE FALLS | [Signature] |
| 17. | Robyn Ginnon | 1035 Spring Crk Rd The Falls | [Signature] |
| 18. | A. Punder gebt | Swan Creek | [Signature] |
| 19. | MARY NOLAN | 1635 GOOMBURKA RD GLADSTONE | [Signature] |
| 20. | NICK NOLAN | 1635 GOOMBURKA RD GLADSTONE | [Signature] |
| 21. | George McNeill | 55 KENNEDY ST YONGAN 4371 | [Signature] |
| 22. | Evon Cameron | 54 Freestone School Rd. | [Signature] |
| 23. | Helen Cameron | 54 Freestone school Rd. | [Signature] |
| 24. | George Sherrin | Swanfels | [Signature] |
| 25. | PANNY HOCKETT | 148 BROOKWAYS RD DELVEEN | [Signature] |

PETITION – INVASIVE PEST CONTROL SCHEME

TO: The Mayor, Councillors and Chief Executive Officer, Southern Downs Regional Council

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| | Name | Address | Signature |
|-----|----------------|--|----------------|
| 1. | Jay Nauss | 9 Wallace Crt Glen Aplin | J Nauss |
| 2. | IRVING | 1 COXEN ST MARYVALE | Irving |
| 3. | A Louning | " " " | A Louning |
| 4. | R.M. Gill | 46 Walth Rd Warwick | R.M. Gill |
| 5. | J M C O | 126 Walth Rd Warwick | J M C O |
| 6. | Hevel Williams | 377 Long Crk Rd Eum Vale | Hevel Williams |
| 7. | Jan Tichle | 1660 Dalrymple Rd Allora | J Tichle |
| 8. | Lyn & Lyndell | 765 ALORA | L & Lyndell |
| 9. | Andrea Stevens | 724 Washpool Rd Nestledam | A Stevens |
| 10. | G STEVENS | 724 WASHPOOL RD NESTLEDAM | G Stevens |
| 11. | Melba Gude | 153 Ogilvie Rd Waverun | MRC |
| 12. | Niel James | 997 FREESTONE RD | N James |
| 13. | Jan Walker | 178 Richards Rd Maryvale | Jan Walker |
| 14. | Ken Walker | " " | Ken Walker |
| 15. | Bill McVeigh | 265 Charley's Gully Rd Freestone | Bill McVeigh |
| 16. | Kath Roche | 129 Anderson Crossing Rd Stonywood | K Roche |
| 17. | Pat Roche | " " " " | P Roche |
| 18. | RAY WILKIE | 109 ANDERSON'S CROSSING RD LOCH | R. Wilkie |
| 19. | NERIDA WILKIE | 109 ANDERSON'S CROSSING RD LOCH LOMOND | N Wilkie |
| 20. | GRIFFIN | 18 SANDY R. D | G Griffin |
| 21. | ALAN PEACH | 26 HOWARD LANE THE SUMMIT | Alan Peach |
| 22. | KEITH MAUCH | 484 FREESTONE | K Mauch |
| 23. | GARRY MAUCH | 59 Carmody's rd Freestone | G Mauch |
| 24. | Rug MAUCH | 10 Carmody's Rd Freestone | R Mauch |
| 25. | Chris Pittman | 17600 Coach Rd Delva | Chris Pittman |

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| | Name | Address | Signature |
|-----|------------------|-------------------------------|----------------|
| 1. | JULIE MAUCH. | 14 MAUCHS RD FRESBONO | [Signature] |
| 2. | J. Johnson | LAWES RD FRESBONO | [Signature] |
| 3. | LYNN FLETCHER | TANNY MOREH | [Signature] |
| 4. | GRAHAM FLETCHER | TANNY MOREH | GTF |
| 5. | JUDITH MARTIN | GLADFIELD | J Martin |
| 6. | KAREN DUNN | GLADFIELD | Dunn |
| 7. | ANNE DRIESSEN | 1918 Junabee Rd, Danderoo | Ann R. Driesen |
| 8. | Sheril O'Donohue | Manapouri Nobby | Sg O'Donohue |
| 9. | Helen RETTKE | FMV VALE | Helen Rettke |
| 10. | LORRAINE WELSH | KARARA | [Signature] |
| 11. | TAM O'DONOHUE | Nobby - Forrest Spring | Tam O'Donohue |
| 12. | DENIS RYAN | Kital Rd Allora | D Ryan |
| 13. | MARIANNE IRVINE | 35 HOPE ST, PRATTEN | [Signature] |
| 14. | MARGARET BIRD | 49 KIRRA RD ANSON | Margaret Ryan |
| 15. | Joyce Johnson | 23 Roona RD Junabee | [Signature] |
| 16. | MARH JOHNSON | 23 ROONA RD JUNABEE | [Signature] |
| 17. | BARB MORRISH | 5 SOUTH ST ALLORA | B.G. Morrish |
| 18. | R HUDSON | 86 TRALEE RD | [Signature] |
| 19. | G. Mc BREYER | FMV VALE | [Signature] |
| 20. | B Morrall | Swanfels | B.D. Morrall |
| 21. | D. Morrall | Swanfels | [Signature] |
| 22. | RIEK WHITE | 1028 TOP SWANFELS RD SWANFELS | [Signature] |
| 23. | DANNETTE WHITE | " " | [Signature] |
| 24. | VINCE EASTWELL | 1251 " " | [Signature] |
| 25. | NOEL EASTWELL | 1121 " " | [Signature] |
| 26. | Des. Cartwell | 789 UPPER WHEEDVALE RD | D. J. Cartwell |

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| | Name | Address | Signature |
|-----|-----------------------|---------------------------------|-------------|
| 1. | HERBERT SCATTER | 2 ELIZABETH ST WARWICK | H. Scatter |
| 2. | MARION CARRICK | 280 McTULLY RD, STANTHORPE | M Carrick |
| 3. | AMANDA HARROLD | 144 SEITMANN LANE, THUMBSAH | A Harrold |
| 4. | ALAN COLYER | 9 MARLBOROUGH STANTHORPE | A Colyer |
| 5. | Nathan Colyer | 14 Sangreoli Court, Stanthorpe | N Colyer |
| 6. | Andrew + Norman Frost | 638 SUMMIT RD | A Frost |
| 7. | ALBA + NOEL WICKHAM | 155 CANNINGVALE RD WARWICK | A Wickham |
| 8. | LONEL DELINE | 156 FREES RD WAR | L Deline |
| 9. | BRIGGS | 17 BRIGGS UPPER FREESTONE | Briggs |
| 10. | WALACE | 5 GRAN ROAD ST WICK | Wallace |
| 11. | JIM DOWTAIN | JINGARRY MT STURT RD | J Downtain |
| 12. | Rory Berg | 35 Berg Rd waves | R Berg |
| 13. | Berger | 83 - Hunter - Victoria Hill Rd | Berger |
| 14. | Matt Brown | 300 Morphy RD Swan Creek | M Brown |
| 15. | Colin PLEGG | 2442 Leyburne Curry R | C Plegg |
| 16. | Joe Boyce | 1342 Texas Rd Stanthorpe | J Boyce |
| 17. | Brian + Patricia | 130 BROWN HILLS STANTHORPE | Brian |
| 18. | LEO J RYAN | 1631 FREESTONE RD. | L Ryan |
| 19. | Cassandra Trautman | 14 Palmer Ave Warwick | C Trautman |
| 20. | Allan Lord | 61 Markey Lane Emu Vale | A Lord |
| 21. | Dean + Lesley | 71 Jussys Rd | D Lord |
| 22. | Bud Bugg | Buggs Rd Freestone | B Bugg |
| 23. | W Bugg | " " | W Bugg |
| 24. | DAWN SEITMGEOR | 411 ROSENTHAL RD WARWICK | D Seitmgeor |
| 25. | Dave Walker | 330 Charleys hully Rd Freestone | D Walker |

PETITION – INVASIVE PEST CONTROL SCHEME

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| | Name | Address | Signature |
|-----|-----------------------|---------------------------------------|-----------|
| 1. | MICHAEL + KAYE PIENNO | LINGA SWAMP RD F. Valley | |
| 2. | RICHARD + CHERI MAY | ROLES RD FREESTONE | |
| 3. | ROSS + SHIRLEY KING | 4 WINTONVALE SCHOOL RD WINTONVALE | |
| 4. | JOHN ALLEN | 290 KAYS RD. SHADEVALE | |
| 5. | Aidan M Conville | Yangon | |
| 6. | P.P.M. Conville | Swan Cuts | |
| 7. | D BARRALET | 136 Gargeni Rd Fleurbaey | |
| 8. | Graham Mauch | 174 MAUCH'S RD Upper Freestone | |
| 9. | John + Jackie Gross | 124 Ogilvie Road W. Ch | |
| 10. | Ron + Chaid Pettit | 277 EMU CK. ROAD EMU VALE | |
| 11. | C.A.H.R. JOHNSTON | "BUN DURHAM" 951 NORTH BRANCH RD N.B. | |
| 12. | J.C. Petersen | 177 Sanders Rd Masrie | |
| 13. | LYNDELL O'MARA | 475 TANNYMORAH - MT. COLLIERY RD. | |
| 14. | JOAN O'MARA | MT. COLLIERY. | |
| 15. | ERROL MAHONY | 123 MAHONY'S RD Wck | |
| 16. | Phil Sexton | 178 Rammans ST. WARVIC. | |
| 17. | P RYAN | 787 Junabce Rd | |
| 18. | B. F. Green | 1323 YALGARA ROAD | |
| 19. | J. Bloodfield | PO BOX 99 KILGARRY | |
| 20. | R SCOTTLEY | 15713 CUNNINGHAM HILL | |
| 21. | Gavin R. Taylor | 196 SIMPSON RD SWAN CREEK | |
| 22. | MAX PETERSON | BOX 84 KILCARRIE | |
| 23. | BERNADETTE PETERSON | 356 Barlows Gate Rd, Kilbarny | |
| 24. | Stephen Collins | 74 CRAIKES RD MURRAYS BRIDGE | |
| 25. | NOEL M'CONVILLE | 111 M'CONVILLE RD SWAN CREEK | |

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| | Name | Address | Signature |
|-----|------------------------|--|-------------------------|
| 1. | JEFF WIEDMAN | 18 STURT ST WARWICK | <i>J. Wiedman</i> |
| 2. | ELAINE WIEDMAN | 18 STURT ST. WARWICK. | <i>Elaine Wiedman</i> |
| 3. | TODD STAXSON | 17521 Cunningham HW WARWICK | <i>T. Staxson</i> |
| 4. | DELORE'S STAXSON | 'Amir' 17521 Cunningham HW WARWICK | <i>Delore's Staxson</i> |
| 5. | AMANDA HOFFMAN | 73 Kearney's Rd MURRAY'S BRIDGE | <i>A. Hoffman</i> |
| 6. | Mark Cullopie | 103 Wilsons Rd Warwick | <i>Mark Cullopie</i> |
| 7. | GRILLAN TOROZILIPANJAY | 271 BESAT FOLKST STRAITS RD SILORA | <i>G. Torozi</i> |
| 8. | CHARLES KIKESAAPO | 4 ROCKBRAE RD YANSAN | <i>C. Kikesaapo</i> |
| 9. | Cliff Stubbly | Freeport Road | <i>Cliff Stubbly</i> |
| 10. | Ron Stubbly | 621 Freeport | <i>Ron Stubbly</i> |
| 11. | Lyle Grayson | 63 Mt Colliery RD | <i>Lyle Grayson</i> |
| 12. | KATE COLFS | 381 Mahers Lane Wildash | <i>Kate Colfs</i> |
| 13. | KEN ARMSTRONG | 527 WYARRA - CEDAR CROSSING Rd, WYARRA | <i>K. Armstrong</i> |
| 14. | PAUL MAHER | ASHWOOD 200 BLAKES RD WARWICK | <i>P.J. Maher</i> |
| 15. | RON MAUCH | 476 MT STURT RD YANGAN | <i>R. Mauch</i> |
| 16. | Ross Grayson | FINCH VILLA MILLERAN NY. | <i>Ross Grayson</i> |
| 17. | Alinda Grayson | " " | <i>Alinda Grayson</i> |
| 18. | Bev Mauch | 476 Mt Sturt Rd Yangan | <i>Bev Mauch</i> |
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| | Name | Address | Signature |
|-----|----------------|--|--------------------|
| 1. | Katrina Walker | 330 Charllys belly Rd Freestone | <i>K Walker</i> |
| 2. | Alain Colfs | 381 MATHEWS LAKE WILDASH | <i>Alain Colfs</i> |
| 3. | Dorothy Kable | 156 MC IVOR RD KUNVALL | <i>D. Kable</i> |
| 4. | Wes Kable | 156 MC IVOR RD KUNVALL | <i>W. Kable</i> |
| 5. | A. Miller | 13 Longbridge Rd | <i>A. Miller</i> |
| 6. | DICK BATE | EAST ST WARWICK | <i>D. Bate</i> |
| 7. | Jim WATTS | 45 SMITH RD ^{THE PAULS} KILLARNEY | <i>J. Watts</i> |
| 8. | JOHN ASPINALL | 51 GORE ST. WARWICK | <i>J. Aspinall</i> |
| 9. | STEPHEN BOND | 519 CANNINGVALE RD | <i>S. Bond</i> |
| 10. | IAN ROGERS | 125 MATHEWS LA ^{THE} SUMMIT | <i>I. Rogers</i> |
| 11. | Mich Bezafer | 122 Moorilla Pt Yangon | <i>M. Bezafer</i> |
| 12. | Tom HIGGINS | 202 ANSTREYS RD YANGAN | <i>T. Higgins</i> |
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| | Name | Address | Signature |
|-----|---------------------|---------------------------------|-------------|
| 1. | CHRIS MASON | 119 MACKES RD FLEETON | [Signature] |
| 2. | J Barrett | Somersetville Lyburn | [Signature] |
| 3. | MARK MASCIA | 1398 YANMAN - KILMURRAY | [Signature] |
| 4. | Patricia Amin | 67 Clive Hills Rd | [Signature] |
| 5. | Dorley Maud | 69 Maple Rd Jundee | [Signature] |
| 6. | Allyd Maud | 69 Maple Rd Jundee | [Signature] |
| 7. | Tony Duncan | 849 COPPERS Gully Rd Yungah | [Signature] |
| 8. | Greg Dennison | 2316 Leyburn Cunningham Rd | [Signature] |
| 9. | Samantha Waring | 871 Pyramids Rd Eureka | [Signature] |
| 10. | Rosalie Provasan | 156 Pradella Rd Tozeres | [Signature] |
| 11. | LINDA Schnitzlering | 16 CONRAD ST WARWICK | [Signature] |
| 12. | Yvette Cassidy | "KARANGI" GOLDFIELDS RD DANBURN | [Signature] |
| 13. | Deanna Cassel | KARANGI VIA DALVEEN | [Signature] |
| 14. | JEFFREY COY | 102 RALES RD FRIELSTONE | [Signature] |
| 15. | GRAHAM REIMORE | 44 STIKERS GAP ROAD TRESOBY | [Signature] |
| 16. | IAN ANDERSON | 95 TUNNEL RD PARKEN | [Signature] |
| 17. | BABUIN | MARY VALE | [Signature] |
| 18. | CAROL BRADFORD | TANNYMORIEL | [Signature] |
| 19. | Bill Morrall | 158 Anstey | [Signature] |
| 20. | Di Morrall | Sueanfels | [Signature] |
| 21. | Rollo SOMERSET | DALVEEN | [Signature] |
| 22. | TEREY ANN ROCHE | TANNYMORIEL | [Signature] |
| 23. | GRAHAM BOOL | GOOMBURRR | [Signature] |
| 24. | | | |
| 25. | | | |

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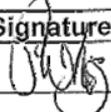
| | Name | Address | Signature |
|-----|--------------------|---|--------------------|
| 1. | Dean Lullpae | 296 m'insalis Rd Free Stone | [Signature] |
| 2. | Andrew Schützky | 16 CONRAD ST WARWICK | C.W. Schützky |
| 3. | Rosalie Pivvessant | 156 Prudellu Pozieres | Rosalie Pivvessant |
| 4. | Sonya GRANT | 117 Charley's Gully Rd. Freestone | [Signature] |
| 5. | Chris Weckert | 707 Granite Belt Dr. Cottonvale | C Weckert |
| 6. | MARG DUAN | 101 ROBINSONS RD WARWICK | [Signature] |
| 7. | FRANC DUAN | 101 ROBINSONS RD WARWICK | [Signature] |
| 8. | Belinda Mamag | 173 Warahaga' Rd Karara | [Signature] |
| 9. | Cameron Schoenfeld | 10 Leonore Court Warwick | [Signature] |
| 10. | NATHAN PARKES | DALVEEN | [Signature] |
| 11. | McNICOL RAY | 21 CHERMSIDE DRIVE W ¹⁰ 4370 | Ray E Mcnicol |
| 12. | GRAHAM BOOL | GOOMBURRA | [Signature] |
| 13. | BASIL NOLAN | 1585 GOOMBURRA RD GLADFIELD | [Signature] |
| 14. | MICHAEL KAVITAGH | 73 McMATTHEWS ROAD | [Signature] |
| 15. | ROBERT BRADFORD | 1261 ymson-kill-rd (Rt) Trunyan | [Signature] |
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| | Name | Address | Signature |
|-----|--------------|--------------------------------------|---|
| 1. | PHILLIP KING | 556 ANNAMOREL MCDONNELL RD MCDONNELL |  |
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| | Name | Address | Signature |
|-----|------------------|-------------------------------|--------------------|
| 1. | JOHN LEWIS | PO BOX 650 WARWICK | <i>[Signature]</i> |
| 2. | HELEN LEWIS | PO BOX 650 WARWICK | <i>[Signature]</i> |
| 3. | STEVE MOULDON | 72 CURTAIN AVE MURRAYS BRIDGE | <i>[Signature]</i> |
| 4. | ROSEMARY MOULDON | 72 CURTAIN AVE MURRAYS BRIDGE | <i>[Signature]</i> |
| 5. | STUART HOFFMAN | 85 McIvor Rd Emu Vale | <i>[Signature]</i> |
| 6. | KAYE MIKKELSEN | 33 MIKKELSENS RD YANGAN | <i>[Signature]</i> |
| 7. | PETER MIKKELSEN | 33 MIKKELSEN'S RD YANGAN | <i>[Signature]</i> |
| 8. | LARRIE EASTWELL | 395 COOPERS GULLY RD YANGAN | <i>[Signature]</i> |
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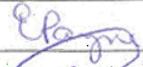
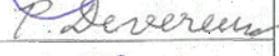
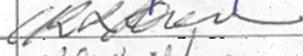
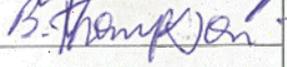
| | Name | Address | Signature |
|-----|----------------------|-------------------------------------|-----------------------------|
| 1. | PIERRE SPARKS | 27 M ^c COSKER DR DALVEEN | <i>P. Sparks</i> |
| 2. | K. Skillington | 'Strathgave' Dalveen QLD 4376 | <i>K. Skillington</i> |
| 3. | J. Harmer | 3475 Old Stanthorpe Rd | <i>J. Harmer</i> |
| 4. | M. DeRooy | 11 OLD COACH RD DALVEEN | <i>M. DeRooy</i> |
| 5. | N. PIERPOINT | 8 TUNNEL ROAD DALVEEN | <i>N. Pierpoint</i> |
| 6. | A C SOMERSET | 843 Granite Belt Drive, Dalveen. | <i>A. Somerset</i> |
| 7. | G.N. BUTLER | 12. BUTLER LA. DALVEEN | <i>G.N. Butler</i> |
| 8. | E.A. VOLPATO | 210 MIDDLELANDS ROAD COTTONVALE | <i>E. Volpato</i> |
| 9. | M. RUIZ | 93 Old Coach Rd Dalveen | <i>M. Ruiz</i> |
| 10. | G. WOODRICK | OLD STANTHORPE RD DALVEEN | <i>G. Woodrick</i> |
| 11. | J. WALSH | 72 SORRENTO RD DALVEEN | <i>J. Walsh</i> |
| 12. | D. Bryant | 1047 Granite Belt Dr. Dalveen | <i>D. Bryant</i> |
| 13. | G. BRYANT | 1047 Granite Belt Dr. Dalveen | <i>G. Bryant</i> |
| 14. | PHIL REYNOLDS | 508 GLENTANNA RD DALVEEN | <i>Phil Reynolds</i> |
| 15. | JOHN URSEM | 62 PIGEON RD DALVEEN | <i>John Ursem</i> |
| 16. | MARY O'KEEFE | MARY SPRINGS DALVEEN | <i>Mary O'Keefe</i> |
| 17. | DAVID WILLS | 81 OLD COACH RD DALVEEN | <i>D. Wills</i> |
| 18. | Jack Dahlem | 97 Lochiel Road Dalveen | <i>Jack Dahlem</i> |
| 19. | Patsy Lee | 46 PINE CREEK DALVEEN | <i>Patsy Lee</i> |
| 20. | Alan Lamb | claydons rd Killarney | <i>Alan Lamb</i> |
| 21. | Melissa Filmer | PO Box 31, Dalveen | <i>Melissa Filmer</i> |
| 22. | ANNIE WILLIAMS | 52 TUNNEL ROAD DALVEEN | <i>Annie Williams</i> |
| 23. | Jharan Barker | Old Stanthorpe Rd Dalveen | <i>J. Barker</i> |
| 24. | PHILIP BARKER | " " " " | <i>P. Barker</i> |
| 25. | JIM MITCHELL | 148 TURNERS CREEK RD DALVEEN | <i>J. Mitchell</i> |

PETITION – INVASIVE PEST CONTROL SCHEME

TO: The Mayor, Councillors and Chief Executive Officer, Southern Downs Regional Council

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| | Name | Address | Signature |
|-----|----------------|--------------------------|---|
| 1. | EUNICE PAYNE | 6 ROSS ST, PRATTEN. |  |
| 2. | BILL PAYNE | 6 ROSS ST PRATTEN |  |
| 3. | P. DEVEREUX | 393 Hazeldene Rd |  |
| 4. | J. MALTMAN | 15 THANES CREEK RD THANE |  |
| 5. | E.B. SPRINGATE | 40 CLEGG LANE PRATTEN |  |
| 6. | RVA P COGILL | PRATTEN |  |
| 7. | K. CORRETT | PRATTEN |  |
| 8. | J. SHAW | PRATTEN |  |
| 9. | TOMAS A. SHAW | PRATTEN |  |
| 10. | E. VANDEWOLF | STANTHORPE |  |
| 11. | B. THOMPSON | STANTHORPE |  |
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| | Name | Address | Signature |
|-----|-------------------|------------------------------|------------------|
| 1. | JOHN VICKIE | 29 THOMPSON ST STANTHORPE | |
| 2. | B. THOMPSON | MT TULLY RD STANTHORPE | B Thompson |
| 3. | E. VANDERWOEF | SUGARLOAF RD STANTHORPE | E F Vanderwoef |
| 4. | K. VANDERWOLF | STANTHORPE | K. G. Vanderwolf |
| 5. | ANN BARRY | MT. TULLY. | Ann Barry. |
| 6. | ADRIAN HOBBA | GREENLANDS | Adrian Hobbs |
| 7. | Kylee Mockie | 26 Brunckhart Ave Stanthorpe | |
| 8. | Darren Doughty | " " " | |
| 9. | GREG MCGRAW | SUGARLOAF | |
| 10. | Donna McEwan | Sugarloaf. | |
| 11. | Anne Kennedy | Green Applein | |
| 12. | M. Burke | hask | M. Burke |
| 13. | WYNNIE JONSON | SA BRIDGE ST STPE | |
| 14. | Gj Paulsen | Hillcrest ST Stan | Gj Paulsen |
| 15. | PAUL CARSEN | 106 Ashly A STANTHORPE | |
| 16. | SIMMONS | 4 Bentinck Ln Stpe | |
| 17. | David DeRe | 48 phillpott lane GRE | |
| 18. | John DeRe | 225 Quirks Rd Amiens | |
| 19. | JOHN RICCA | 1560 AMIENS RD AMIENS | |
| 20. | NUNZIO RICCA | 1591 " " " | |
| 21. | Katie Cadman | 48 phillpott lane GRE | |
| 22. | Debbie-Ann Wilmut | 13 Wilmut lane The Summit Q | |
| 23. | JOHN BYLICH | 128 Whiskey Gully Rd. | |
| 24. | Peng Gordon | 49 Houshas Lane Eureka | |
| 25. | C Gordon | " " " | |

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| | Name | Address | Signature |
|-----|-----------------|--------------------------|--------------------|
| 1. | MARK-FLENT | 19 FRY LANE THE SUMMIT | <i>Mark Flint</i> |
| 2. | Bethvale Sured | 461 Amosfield rd Stenkar | <i>Bmsk</i> |
| 3. | Michael Jensen | 8a Bridge St stenthorpe | <i>[Signature]</i> |
| 4. | Donna Parker | 51 Curtin rd Ballandean | <i>[Signature]</i> |
| 5. | GRAHAM PARKER | 51 CURTIN RD BALLANDEAN | <i>[Signature]</i> |
| 6. | BILL HUMBLE | no. 1. TYREL ST. STPE | <i>[Signature]</i> |
| 7. | Sandro Stefanen | 18 Kingston Rd. STPE | <i>S. Stefanen</i> |
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| | Name | Address | Signature |
|-----|------------------|--------------------------------|--------------------|
| 1. | Dave Neumann | 69 AUDUBON RD DUNDY | <i>[Signature]</i> |
| 2. | BILL SPRINGER | 110 NICHOLLS LANE PRATER | <i>[Signature]</i> |
| 3. | John Borz | 608 Mountain Maid RD | <i>[Signature]</i> |
| 4. | Stephen Haberman | 429 Mon Wood Lane Greymane | <i>[Signature]</i> |
| 5. | Rowan Harland | 604 Montrose Lane Warwick | <i>[Signature]</i> |
| 6. | DAVID COX | 309 MOUNTAIN MAID RD GREYMANE | <i>[Signature]</i> |
| 7. | MARILYN COX | 309 MOUNTAIN MAID RD GREYMANE | <i>[Signature]</i> |
| 8. | LORRAINE THORSON | 1092 MOUNTAIN MAID RD GREYMANE | <i>[Signature]</i> |
| 9. | GEOFF THORNTON | 1092 MOUNTAIN MAID RD GREYMANE | <i>[Signature]</i> |
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| | Name | Address | Signature |
|-----|------------------------|----------------------------|-----------|
| 1. | JUNE HORN | 1084 SUGARLOAF RD. STPE. | |
| 2. | ROD DUCK | 8 Dylas Court STPE | |
| 3. | G Budge | 26 QUIKERS ANCIENS | |
| 4. | Jackie Szalke | 34 GUNNYEN ST. WYBERBA | |
| 5. | Russell Wantling | 871 Pyramids Rd | |
| 6. | Ian Henderson | Ballandean 4382 | |
| 7. | PAM + DAREY SMITH | 560 NUNDUBBERMERE RD. | |
| 8. | ROB SMAIL | 188 Bapaune Rd Stanthorpe | |
| 9. | Kay Smail | 188 Bapaune Rd Stanthorpe | |
| 10. | Roslyn Paul Creevy | 2460 Pyramids Rd Wyberba | |
| 11. | DAVID HANCOCK | 54 HANCOCK DR. THULINGARI. | |
| 12. | John McRay | 4942 Handale Pl | |
| 13. | ALAN + CAROL BATTERAY | 30 SPERANZA ST STANTHORPE | |
| 14. | Kirsty Smith | Glen Aplin | |
| 15. | TERRY BYRNES | 6 BORTON ST STANTHORPE | |
| 16. | Frank Taylor | 285 Handale Rd Stanthorpe | |
| 17. | Lee Collins | Collins Rd G.A | |
| 18. | Bridget Ryan | 20 Nelson Cres | |
| 19. | Robert + Peggy Channon | 'Sweetwater' Anciens | |
| 20. | Carmel Butler | 12 Butler Lane Dalveen | |
| 21. | John Avlidge | 25 Turner Rd Severnlea | |
| 22. | DRU WILLET. | 130 BOWMAN RD KULKA | |
| 23. | Max Jermey | 1434 Eureka Rd | |
| 24. | ANDREW ZY | 235 EUREKA RD STPE | |
| 25. | Shirley Anderson | 92. Britanni St Stanthorpe | |

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| | Name | Address | Signature |
|-----|-----------------|----------------------------------|-----------|
| 1. | Damia Makalan | 3 Casey St Stanthorpe | |
| 2. | WARWICK ALSTON | 92 BRITANNIA ST STANTHORPE | |
| 3. | | 20 Fletcher Rd Glen Gophy | |
| 4. | PAUL HARRIS | 13 CURTIN RD KYRA | |
| 5. | MATT HARRISON | 355 CHURCH RD THE SUMMIT | |
| 6. | C. Binet | 1760 Amiens Rd Amiens | |
| 7. | J. DYKES | 182 BREENS RD EUKEY | |
| 8. | S DYKES | 182 BREENS RE EUKEY | |
| 9. | M. DEROWA | 15 FRIEDLAND RD GLENVIEW | |
| 10. | G & J BARKER | 41 BARKERS LN, STANTHORPE | |
| 11. | D & D Nielson | 1377 Sugarloaf Rd Stanthorpe | |
| 12. | B & B Bath | 59 Wallace court Glen Gophy | |
| 13. | N Bavonio | 244 Anodrome Rd Applethorpe 4378 | |
| 14. | R M McLennan | 280 Mt Tully Rd Stanthorpe | |
| 15. | Mouon Mclullat | 144 Deedly Rd Stanthorpe | |
| 16. | Cameron Fumess | 10 Barton St Stanthorpe | |
| 17. | Sarah Balkwill | 54 Wallanganga Rd Stanthorpe | |
| 18. | KATHERINE TRENT | 47 amiens Rd, Stanthorpe | |
| 19. | Eric Mclullat | 146 Rully Road STN | |
| 20. | Sharon Ambrose | 31 Whiskey Bully Rd Seemles | |
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| | Name | Address | Signature |
|-----|------------------|-------------------------------|-----------------------|
| 1. | DCALDWELL | Box 136 STANTHORPE | <i>DC Caldwell</i> |
| 2. | Cath Wheeler | 86 Sugarloaf Rd | <i>CW</i> |
| 3. | Sarah Balkwill | 54 Wellgarrua Rd Stanthorpe | XXXXXXXXXX |
| 4. | K. BUTLER | 27 WALTERS RD, Glen Aplin Q | <i>KB</i> |
| 5. | R. HARRICKS | 64 Rees Rd. Ballandean | <i>R Harricks</i> |
| 6. | Shawn Cox | 1 High St, Stanthorpe | <i>SC</i> |
| 7. | CRAIG GOODY | 183 BROWNS LANE GREENLANDS | <i>Craig Goody</i> |
| 8. | Laura Fletcher | 183 BROWNS LANE GREENLANDS | <i>Laura Fletcher</i> |
| 9. | Don Massock | 188 HALLORAN DRIVE Co HUNTER | <i>DM</i> |
| 10. | Ainsley McKillop | 273 Nielsens Road Stanthorpe | <i>AM</i> |
| 11. | Brendan Roberts | 25006 New England Hwy sevenia | <i>BR</i> |
| 12. | Morie Henry | 20 Bessel Rd Stanthorpe | <i>Morie Henry</i> |
| 13. | Lavien Staley | 22 Farinway C1 Stanthorpe | <i>L Staley</i> |
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| 1. | Name | Address | Signature |
|-----|----------------|--------------------------------|-----------------------|
| 1. | Phillip Curtis | 602 Spring Creek Rd, The Falls | <i>Phillip Curtis</i> |
| 2. | Brenda Curtis | 602 Spring Creek Rd, The Falls | <i>Brenda Curtis</i> |
| 3. | V Wilson | 17 Albert St Warwick | <i>V Wilson</i> |
| 4. | Scott Barton | 83 Barton Ln Warwick | <i>Scott Barton</i> |
| 5. | Lyle Barton | 181 Barton Ln Warwick | <i>Lyle Barton</i> |
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| | Name | Address | Signature |
|-----|------------------|---------------------------------------|-----------|
| 1. | ADAM COLRAW | 134 HORSMAN ROAD | |
| 2. | NEIL BOWER | 1 HERBERT ST ALORA | |
| 3. | BILL JACKSON | 11 SPURWOOD CRIP WARWICK | |
| 4. | STENNA JACKSON | 11 SPURWOOD CRIP WARWICK | |
| 5. | DORREEN McCAHMAN | "NEERREEDAH" 77 McCAHMAN'S RD EDUVALE | |
| 6. | VINCE GUY | 27 KING ST YARRONG 4371 | |
| 7. | DAVINA MORRISON | 9 GORDON COURT WARWICK | |
| 8. | PENNY FAULKNER | 9 GORDON COURT WARWICK | |
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| | Name | Address | Signature |
|-----|------------------|---------------------------------------|-----------|
| 1. | IRENA FOSTER | 62 WOOD ST. | |
| 2. | Sandra Mauch | 29 Peace St | |
| 3. | GRAHAM JACKSON | 13 LAKEVIEW AVE ROSENTHAL HTS | |
| 4. | MARGARET JACKSON | 13 LAKEVIEW AVE ROSENTHAL HTS | |
| 5. | VERONIQUE MENARD | PO Box 1024 WARWICK | |
| 6. | LILLIAN CROTHERS | 478 Willowvale Rd. Willowvale 4370 | |
| 7. | JAMES CROTHERS | " " " " " " | |
| 8. | HEATHER CULLEN | "STRATHDON" 717 WICKHAM RD KARARA. | |
| 9. | PATRICIA ROBERTS | P.O. Box 447 WARWICK. | |
| 10. | MERYN DAGG | SPRINGCK RD KILLARNEY | |
| 11. | K. A. JOHNSON | 1950 JUNBEER ROAD | |
| 12. | M J WILSON | 43 WOOD ST | |
| 13. | PATRICK KILLIAN | 188 CUNDAW AV | |
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| | Name | Address | Signature |
|-----|--------------------|----------------------|----------------|
| 1. | Reta McConnell | Yangan. | |
| 2. | ELAINE GRAYSON | KILLARNEY | Elaine Grayson |
| 3. | Tim Kitchell Kenny | Igcune | |
| 4. | Alan Doust | Yangan | A Doust |
| 5. | Jack Brown | ELBOW VALLEY | Jack Brown |
| 6. | DUNCAN WILKINSON | SWANFORDS | Duncan Wilkin |
| 7. | NEIL CAREY | EMUVALE | Neil Carey |
| 8. | Brendan Lahiff | MT COLIERY | B Lahiff |
| 9. | J. WATTS | KILLARNEY | J. Watts |
| 10. | Green Leahy | 8 Cullen ST Warwick. | G. E. Leahy |
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| | Name | Address | Signature |
|-----|-------------------------|------------------------------------|-----------------------|
| 1. | LUKE HEMMINGES | 1240 KILLARNEY RD WARWICK | <i>L Hemminges</i> |
| 2. | BRIAN SCOTT | 3683 BORDER RD KILLARNEY | <i>Brian Scott</i> |
| 3. | <i>Max Hillman</i> | 198 CURTAIN AVE MURRAY BRIDGE | <i>M Hillman</i> |
| 4. | <i>William Killoran</i> | 188 CURTAIN AVENUE MURRAY'S BRIDGE | <i>W Killoran</i> |
| 5. | MARGIE DURRAN | 206 CURTAIN AVE MURRAY'S BRIDGE | <i>M. Durran</i> |
| 6. | MARON MCLINNEY | 54 MCGRIDGES RD TANNYMOREL | <i>Maron McLinney</i> |
| 7. | DAVID BUTZ | 19 OAK ST TANNYMOREL | <i>David Butz</i> |
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| | Name | Address | Signature |
|-----|---------------|---------------------------------------|-----------|
| 1. | J Culligan | 360 Lyndhurst L, Rosent Heights | |
| 2. | K Clarke | 5 Patten St Lervick | |
| 3. | Liso Hobbs | 1630 Cullendere Rd Elbow Valley | |
| 4. | Vicky Dwan | 1415 Cunningham Hwy Rosenthal Heights | |
| 5. | CLARE BARKER | 3 Dragon St, Warwick QLD | |
| 6. | M.R. TRAMBERG | 650 Goomburra Rd Allora | |
| 7. | E. COUPE | 7 WALLACE ST | |
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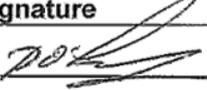
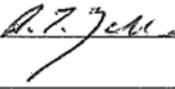
| | Name | Address | Signature |
|-----|-----------------|-------------------------------|-------------|
| 1. | LINDSAY COATES | 165A CULLENDORE RD Elbow Vale | [Signature] |
| 2. | JANICE HINGSTON | 45 CHALKS RD Elm Vale | [Signature] |
| 3. | ANTHONY COFFORD | 45C Chalks Rd Elm Vale | [Signature] |
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TO: The Mayor, Councillors and Chief Executive Officer, Southern Downs Regional Council

This petition draws to the attention of the Southern Downs Regional Council, with regards that;

We the undersigned; **do not accept the current 'Invasive Pest Control Scheme'** implemented by the Southern Downs Regional Council. The outcomes, sort by this Council are unreasonable, and will place unnecessary economic burdens on land holders.

| | Name | Address | Signature |
|-----|---------------|-------------------------------|---|
| 1. | DEVIS O'LEARY | 144 TOOTH ST WAKWICK |  |
| 2. | ROSS BARTLEY | 155 BORTONYS RD THE HERMITAGE |  |
| 3. | | | |
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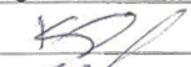
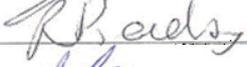
PETITION – INVASIVE PEST CONTROL SCHEME

TO: The Mayor, Councillors and Chief Executive Officer, Southern Downs Regional Council

This petition draws to the attention of the Southern Downs Regional Council, with regards that;

We the undersigned; **do not accept the current 'Invasive Pest Control Scheme'** implemented by the Southern Downs Regional Council. The outcomes, sort by this Council are unreasonable, and will place unnecessary economic burdens on land holders.

IT IS MY WILL...000

| | Name | Address | Signature |
|-----|-----------|---------------------|---|
| 1. | Keegan | 77 Watts St |  |
| 2. | SEDURENKO | 6 DUNNS RD MARYVALE |  |
| 3. | R BABBY | 6 DUNNS Rd Maryvale |  |
| 4. | P. LOCKE | 103 NTH BRANCH RD |  |
| 5. | F. TATI | GLADFIELD |  |
| 6. | N. TATI | GLADFIELD |  |
| 7. | | | |
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10. EXECUTIVE

10.1 Finance Report as at 31 August 2017

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Manager Finance & Information Technology | ECM Function No/s: 12.13 |

Recommendation

THAT Council receive and note the Financial Report as at 31 August 2017.

Report

Council's operating performance against forecast shows that the net operating position (before capital items) of \$26.2m.

The general rates, fire levy and waste utility charges have been raised for all of the financial year. The water and wastewater utility charges will be raised later in the year at six monthly intervals.

Income Statement

Total operating revenue of \$35.8m has been received for the months of July and August and capital revenue of \$1m has been received for the year.

Overall operating expenditure of \$9.5m has been expended to date.

Capital Works in Progress

Capital works expenditure to 31 August 2017 is \$8.7m which is 37.2% of the capital works budget of \$23.3m. Due to the end of financial year processing the carryover budget for capital works has not yet been finalised.

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 | - | - | - | 2,269 | - | 5,103 | 7,372 | - |
| Buildings | 436,000 | - | 436,000 | 59,460 | 13.6% | 69,581 | 129,041 | 29.6% |
| Plant & Equipment | 3,679,000 | - | 3,679,000 | 211,193 | 5.7% | 836,496 | 1,047,689 | 28.5% |
| Roads, Drains & Bridges | 7,848,846 | 522,400 | 8,371,246 | 1,360,700 | 16.3% | 891,718 | 2,252,418 | 26.9% |
| Water | 4,962,450 | - | 4,962,450 | 626,502 | 12.6% | 3,391,956 | 4,018,458 | 81.0% |
| Wastewater | 3,165,000 | - | 3,165,000 | 449,224 | 14.2% | 631,880 | 1,081,104 | 34.2% |
| Other Assets | 2,649,000 | - | 2,649,000 | 61,526 | 2.3% | 52,860 | 114,386 | 4.3% |
| Total | 22,740,296 | 522,400 | 23,262,696 | 2,770,873 | 11.9% | 5,879,594 | 8,650,467 | 37.2% |

Budget Implications

As this is the second month in the financial year the figures have been distorted due to the timing of budgets in comparison to actuals. The First Quarter Budget review will occur in September 2017 when any remaining distortions will be addressed.

Policy Consideration

Operational Plan 2017/18

Review and update of 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

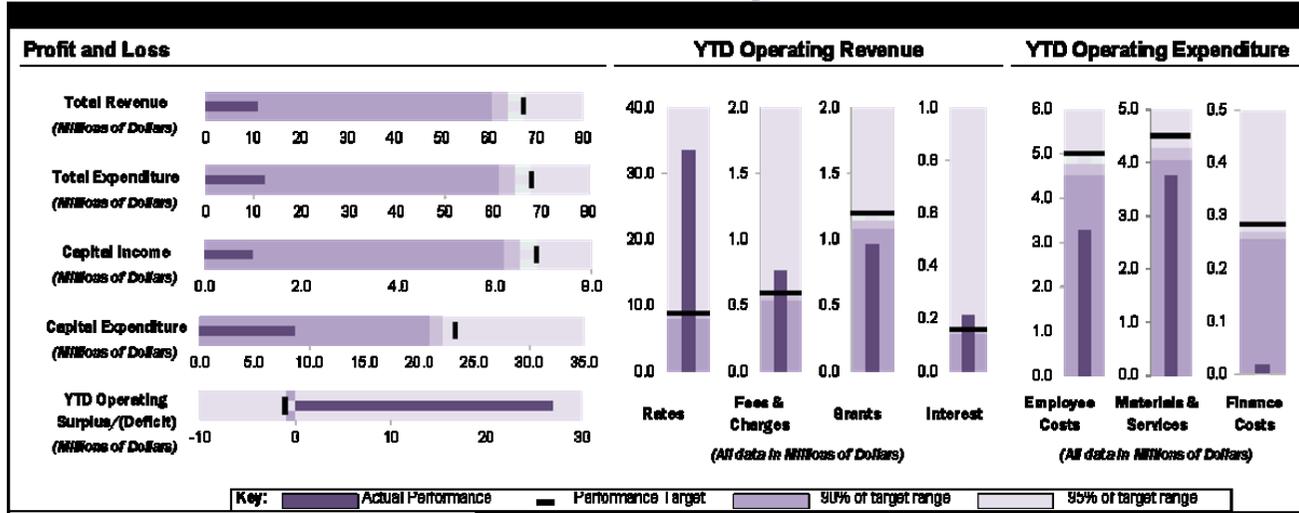
Options

1. Receive the note the Financial Report as at 31 August 2017
2. Not receive and note the Financial Report as at 31 August 2017

Attachments

1. Finance Report as at 31 August 2017 [View](#)
2. Investments Register as at 31 August 2017 [View](#)

Southern Downs Regional Council Summary of Performance August 2017



Operating Performance Summary

Operating Revenue
 Total operating revenue of \$35.8m is over the year to date estimate of \$11.3m. Council has received 29.2% more fees and charges revenue, 34.8% more in interest income and 86.5% less than budget for contract and sales revenue. As it is the second month of the financial year the figures will be distorted due to timing of budgets in comparison to actuals. This will be reviewed as part of the first quarter budget review.

Capital grants of \$1.0m has been received for the 2017/18 financial year.

Operating Expenditure
 Year to date operating expenditure of \$9.5m is \$2.9m under the year to date budget estimate of \$12.4m. Employee costs are around \$1.7m under the year to date estimate and materials and services are \$0.8m under the year to date estimate.

Capital Works

At 31 August 2017, \$2.8m of the \$23.3m budget has been spent on capital works and capital purchases which is 11.9% of the full year budget.

Due to the end of financial year processing the carryover budget for capital works has not yet been finalised.

A further \$5.9m in purchase orders has been raised against capital work jobs, bringing the total amount spent and committed to \$8.7m.

Major capital works to undertaken this financial year include \$8.4m for roads and bridges and \$8.1m for water and waste water. Council has a budget of \$3.7m for plant replacement.

Balance Sheet

At 31 August 2017 Cash at bank and investments total \$58.2m.

Council has maintained its ability to meet all its current commitments with a working capital ratio of 5.15:1.

Total loans (current and non current) that are outstanding amount to \$23.8m.

Southern Downs Regional Council Income Statement August 2017

| Unaudited 2017 Actual \$ | | Annual 2018 Budget \$ | Phased 2018 YTD Budget \$ | Phased 2018 YTD Actual \$ |
|-----------------------------------|---|--------------------------------|------------------------------------|------------------------------------|
| | Revenue from ordinary activities | | | |
| 29,960,772 | General Rates | 30,631,070 | 3,108,312 | 30,806,382 |
| 282,464 | Rural fire brigade levy | 282,569 | 47,095 | 283,705 |
| 24,173,601 | Utility Rates and Charges | 24,677,600 | 4,112,933 | 4,310,308 |
| (1,618,631) | Less Discounts | (1,869,160) | (311,527) | (1,788,122) |
| (591,198) | Rates on Council properties | (563,013) | (93,835) | (63,273) |
| 52,207,008 | | 53,179,066 | 8,863,178 | 33,549,001 |
| 4,421,431 | Fees and Charges | 3,381,174 | 596,862 | 771,082 |
| 1,476,960 | Interest | 957,500 | 159,583 | 215,131 |
| 5,261,559 | Contract & Sales Revenue | 2,312,750 | 385,458 | 51,896 |
| 933,923 | Rent and Other Income | 683,199 | 114,200 | 221,361 |
| 11,003,454 | Government Grants and Subsidies | 7,264,231 | 1,201,539 | 966,100 |
| 75,324,354 | Total Operating Revenue | 67,979,920 | 11,320,820 | 35,774,571 |
| | Expenses from ordinary activities | | | |
| 20,942,178 | Employee Costs | 26,024,606 | 5,002,757 | 3,281,837 |
| 23,030,530 | Materials and Services | 24,958,791 | 4,506,183 | 3,755,918 |
| 15,224,665 | Depreciation and Amortisation | 15,308,662 | 2,635,203 | 2,471,769 |
| 2,354,172 | Finance Costs | 1,701,870 | 283,645 | 18,204 |
| 61,551,545 | Total Operating Expenses | 67,993,928 | 12,427,788 | 9,527,749 |
| 13,772,809 | Operating Surplus/(Deficit) before capital items | (14,008) | (1,106,968) | 26,246,823 |
| | Other Capital Amounts | | | |
| 9,431,591 | Capital Grants, Contributions and Donations | 7,103,148 | 25,000 | 1,038,574 |
| (4,874,693) | Other capital income and (expenses) | (240,000) | (20,000) | (32,597) |
| 18,329,707 | Net Result Surplus/(Deficit) | 6,849,140 | (1,101,968) | 27,252,800 |

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 August 2017

| Unaudited 2017 Actual \$ | | Annual 2018 Budget \$ | Phased 2018 YTD Actual \$ |
|-----------------------------------|---|--------------------------------|------------------------------------|
| Current Assets | | | |
| 25,448,369 | Cash assets & Investments | 21,633,000 | 58,240,097 |
| 3,205,373 | Receivables (includes Rates & Utilities receivable) | 5,563,000 | 14,423,243 |
| 697,650 | Assets held for sale | 1,000,000 | 135,000 |
| 263,798 | Inventories | 536,000 | 388,789 |
| <u>31,617,192</u> | | <u>28,732,000</u> | <u>73,189,131</u> |
| Non-Current Assets | | | |
| 946,000 | Investment Property | 794,000 | 794,000 |
| 721,743,783 | Property, plant and equipment | 754,941,000 | 712,142,613 |
| 275,395 | Other Financial Assets | 275,000 | 188,196 |
| 19,058,954 | Capital works in progress | - | 32,877,266 |
| 1,403,290 | Intangible Assets | 1,400,000 | 1,071,367 |
| <u>743,427,422</u> | | <u>757,410,000</u> | <u>747,073,442</u> |
| <u>775,044,614</u> | TOTAL ASSETS | <u>786,142,000</u> | <u>820,262,572</u> |
| Current Liabilities | | | |
| 3,843,545 | Creditors and other payables | 6,386,000 | 5,553,529 |
| 7,120,132 | Provisions | 4,215,000 | 6,774,864 |
| 2,005,578 | Interest bearing liabilities | 1,635,000 | 1,879,995 |
| <u>12,969,255</u> | | <u>12,236,000</u> | <u>14,208,388</u> |
| Non-Current Liabilities | | | |
| 25,878,224 | Interest bearing liabilities | 20,030,000 | 21,873,265 |
| 3,858,167 | Provisions | 5,303,000 | 5,071,685 |
| <u>29,736,391</u> | | <u>25,333,000</u> | <u>26,944,950</u> |
| <u>42,705,646</u> | TOTAL LIABILITIES | <u>37,569,000</u> | <u>41,153,338</u> |
| <u>732,338,968</u> | NET COMMUNITY ASSETS | <u>748,573,000</u> | <u>779,109,234</u> |
| Community Equity | | | |
| 182,723,268 | Asset Revaluation Reserve | 178,847,000 | 183,167,056 |
| 549,615,700 | Retained surplus | 569,726,000 | 593,942,178 |
| <u>732,338,968</u> | TOTAL COMMUNITY EQUITY | <u>748,573,000</u> | <u>779,109,234</u> |

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) | 2.35 : 1 | 5.15 : 1 | ✓ | Interest Coverage Ratio (Net Interest Expense / Total Operating Revenue) (%) | 1.09% | 0.35% | ✓ |
| 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) (%) | 10.1% | 76.2% | ✓ | Asset Sustainability Ratio (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense) | 152.0% | 350.0% | ✓ |
| 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 | 24.7% | -89.5% | ✓ | 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 31 August 2017

CASH MANAGEMENT

10.30am CALL ACCOUNT

LAST MONTH
(31 July 2017)

PRINCIPAL **INTEREST RATE**

| | |
|--------------|---------------|
| GENERAL | QTC SDRC Acct |
| TOTAL | QTC |

| | |
|------------------------|-------|
| \$ 8,881,154.32 | 2.27% |
| \$ 8,881,154.32 | |

\$ 9,562,870.01

BANK BILLS AND IBD

| <u>DATE</u> | <u>DESCRIPTION</u> | <u>PRINCIPAL</u> | <u>INTEREST RATE</u> | <u>MATURITY DATE</u> | <u>DAYS</u> |
|-------------------------|--------------------|-------------------------|-------------------------|----------------------|-------------|
| 1-Jun-17 | SUNCORP | \$ 3,000,000.00 | 2.60% | 22-Nov-17 | 174 |
| 20-Jun-17 | BANK OF QLD | \$ 3,000,000.00 | 2.60% | 29-Nov-17 | 162 |
| 28-Jun-17 | QCCU | \$ 2,000,000.00 | 2.65% | 27-Sep-17 | 91 |
| 28-Jun-17 | QCCU | \$ 3,000,000.00 | 2.65% | 25-Oct-17 | 119 |
| 28-Jun-17 | BANK OF QLD | \$ 2,000,000.00 | 2.65% | 20-Dec-17 | 175 |
| 18-Jul-17 | BANK OF QLD | \$ 3,000,000.00 | 2.50% | 16-Nov-17 | 121 |
| 10-Aug-17 | WESTPAC | \$ 3,000,000.00 | 2.50% | 10-Nov-17 | 92 |
| 11-Aug-17 | BENDIGO | \$ 3,000,000.00 | 2.45% | 15-Nov-17 | 96 |
| 11-Aug-17 | QCCU | \$ 3,000,000.00 | 2.60% | 10-Jan-18 | 152 |
| 15-Aug-17 | WESTPAC | \$ 3,000,000.00 | 2.50% | 15-Nov-17 | 92 |
| 17-Aug-17 | WESTPAC | \$ 3,000,000.00 | 2.48% | 14-Dec-17 | 119 |
| 17-Aug-17 | QCCU | \$ 3,000,000.00 | 2.60% | 17-Jan-18 | 153 |
| 17-Aug-17 | BANK OF QLD | \$ 3,000,000.00 | 2.55% | 14-Feb-18 | 181 |
| 22-Aug-17 | NAB | \$ 3,000,000.00 | 2.48% | 24-Jan-18 | 155 |
| 22-Aug-17 | WESTPAC | \$ 3,000,000.00 | 2.55% | 21-Feb-18 | 183 |
| 22-Aug-17 | BANK OF QLD | \$ 3,000,000.00 | 2.55% | 28-Feb-18 | 190 |
| 24-Aug-17 | NAB | \$ 3,000,000.00 | 2.50% | 21-Feb-17 | 181 |
| \$ 26,000,000.00 | TOTAL | \$ 49,000,000.00 | | | |
| \$ 37,562,870.01 | GRAND TOTAL | | \$ 67,881,154.32 | | |

Weighted Average 2.54%
 BBSW 90 day rate 1.72%

FUNDS BREAKDOWN

| <u>FUND</u> | <u>PRINCIPAL</u> |
|-------------------------|-------------------------|
| \$ 37,562,870.01 | \$ 57,881,154.32 |
| \$ - | \$ - |
| \$ - | \$ - |
| \$ 37,562,870.01 | \$ 67,881,154.32 |

INSTITUTION BREAKDOWN

(30% MAXIMUM AT ANY ONE INSTITUTION EXCLUDING QTC)

| <u>INSTITUTION</u> | <u>PRINCIPAL</u> | | <u>PRINCIPAL</u> |
|-------------------------|--------------------|------|-------------------------|
| \$ - | CBA | 0% | \$ - |
| \$ - | BENDIGO | 5% | \$ 3,000,000.00 |
| \$ 6,000,000.00 | WESTPAC | 21% | \$ 12,000,000.00 |
| \$ 3,000,000.00 | SUNCORP | 5% | \$ 3,000,000.00 |
| \$ 5,000,000.00 | QCCU | 20% | \$ 11,000,000.00 |
| \$ - | HERITAGE | 0% | \$ - |
| \$ 11,000,000.00 | BANK OF QLD | 24% | \$ 14,000,000.00 |
| \$ 9,562,870.01 | QTC | 15% | \$ 8,881,154.32 |
| \$ 3,000,000.00 | NAB | 10% | \$ 6,000,000.00 |
| \$ - | CITIBANK | 0% | \$ - |
| \$ - | BANK WEST | 0% | \$ - |
| | | 100% | \$ 57,881,154.32 |
| \$ 37,562,870.01 | GRAND TOTAL | | \$ 67,881,154.32 |

10.2 Strategic Financial Review

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Manager Finance & Information Technology | ECM Function No/s: |

Recommendation

THAT Council receive and note the Strategic Financial Review as prepared by the Queensland Treasury Office.

Report

The Queensland Audit Office presented to Parliament a report on Forecasting long-term sustainability of local government in October 2016. This report highlighted a number of short comings that exist within the local government sector in relation to long-term sustainability.

From this report a number of recommendations were made by the Queensland Audit Office that local governments should investigate to improve the quality of their long-term forecasts and financial planning.

After this report was tabled in parliament, Council was approached by the Queensland Treasury Corporation (QTC) in March 2017 to undertake a Strategic Financial review of Council. The engagement letter was signed in April 2017 engaging QTC to undertake this review. During the process QTC undertake a number of sessions with Council officers and presented their findings to the Audit and Risk Management Committee in August 2017. The attached report outlines the findings and recommendations of the review.

Budget Implications

Nil

Policy Consideration

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

Community Engagement

The Audit and Risk Management Committee was invited to participate in a workshop with Council and the Queensland Treasury Corporation.

Legislation/Local Law

Nil

Options

1. Receive and note the Strategic Financial Review as attached.
2. Not receive and note the Strategic Financial Review as attached.

Attachments

1. Queensland Treasury Corporation - Strategic Financial Review [View](#)

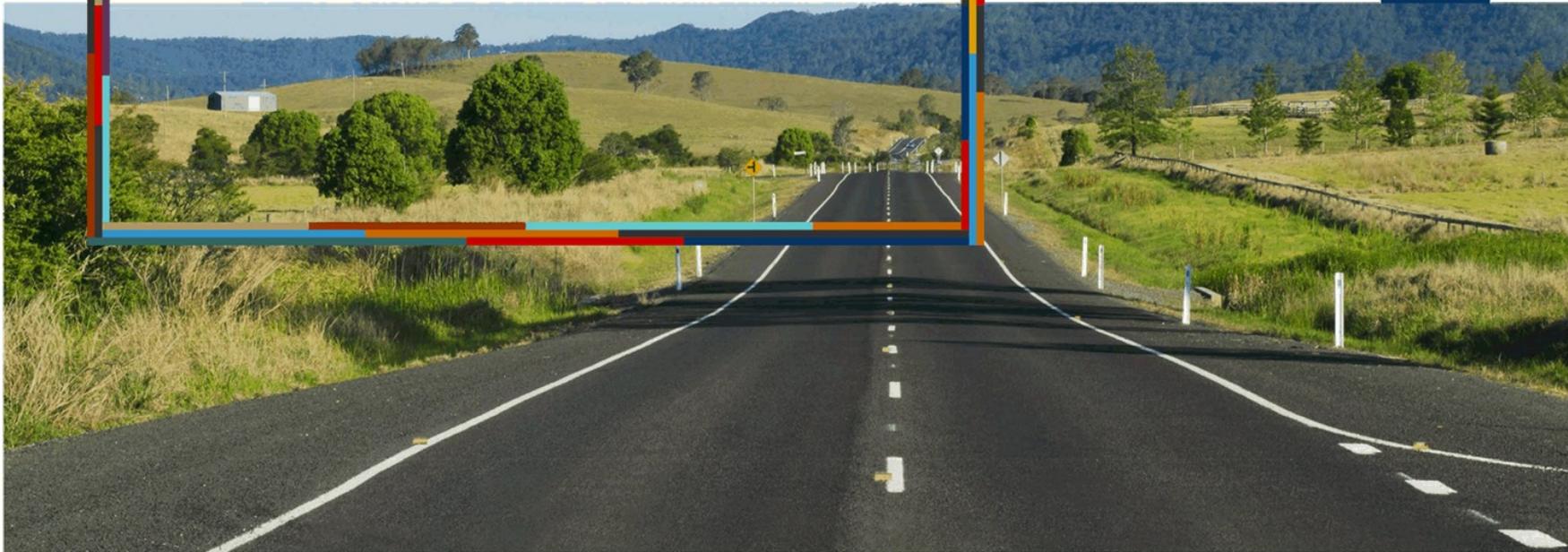


Strategic Financial Review

SOUTHERN DOWNS REGIONAL COUNCIL

August 2017

PREPARED BY QUEENSLAND TREASURY CORPORATION



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| 2.2 Observations and analysis | 9 | 5.2 Observations and analysis | 19 |
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| 2.2.3 Workforce and staffing issues | 11 | 5.2.3 Forecast capital expenditure | 20 |
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| 3.2 Observations and analysis | 13 | Disclaimer | 22 |
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Executive summary

1.1 Purpose

Southern Downs Regional Council (Council) engaged Queensland Treasury Corporation (QTC) to complete a Strategic Financial Review (Review). The purpose of the Review is to provide recommendations to improve Council's approach to managing key risks and its financial sustainability.

1.2 Approach

The Review focused on financial sustainability outcomes in four key areas:

- strategic, economic and regional issues
- governance and planning practices
- financial management practices, and
- infrastructure management practices.

Further details on the approach undertaken for the Review is set out in Appendix A.

1.3 Assessment Summary

QTC has used a traffic light system based on colour ranking to assess Council's approach to mitigating key risks and issues.

| Assessment | Description and required action |
|---|---|
|  | Appropriate approach. Minimal or no action required. Current approach likely to achieve required outcomes. |
|  | Approach may require some review to enhance outcomes. Some action recommended to ensure optimal outcomes are achieved. |
|  | Approach requires considerable review to achieve outcomes. Further effort is required to mitigate risks of sub-optimal outcomes. |
|  | Approach requires substantial review to achieve outcomes. Immediate action required. Sub-optimal outcomes are likely if the status quo is maintained. |

1.4 Priority of recommendations

The Review includes 26 recommendations to improve Council's approach to managing key risks and its financial sustainability. Recognising that these cannot all be actioned at once, QTC considers the following recommendations should be prioritised by Council and actioned in the next 12 months:

- Council should review the various options for water security using a robust project assessment framework (recommendation GP2).
- Implement a formal project assessment framework which will provide a policy methodology, governance arrangements and relevant tools for effective project assessment and selection (recommendation GP3).
- Enhance the assumptions in the forecast for at least the first 3 to 5 years. This should include assessing the service level requirements and expected demand (recommendation FM3).
- Develop AMPs for individual asset classes (roads, stormwater, bridges, water, waste water, waste, buildings and environmental) and align with the long-term financial forecast (recommendation IM1).
- Establish the Asset Management Steering Committee. The formal structure should enhance communication and collaboration across the organisation (recommendation IM3).
- Consider alternative options for asset management that may alleviate existing resourcing constraints. This could include regional asset management approaches for specific asset classes (recommendation IM5).

1.5 Limitations of the Review

The assessment and recommendations included in this Review should be considered in the context of QTC's disclaimer. QTC has relied on discussions with and responses from Council staff on its assets, people, systems and long-term strategies. QTC's work does not include validating the appropriateness of the feedback.

1.6 Findings and recommendations

| Area | Key findings | Assessment | Recommendation |
|---|--|---|--|
| Strategic, economic and regional issues (SER) Economic and regional aspects | <p>The regional economy has grown over the past five years, with no one industry contributing more than 14 per cent to total employment⁴. Council seeks to enable the regional growth by incentivising private sector investment.</p> <p>The median age of residents is 20 per cent higher than the State. Over the past 20 years the number of young people (aged 20 to 30 years) in the region has declined substantially. Growth in the number of employed residents has been slower than jobs growth suggesting a shortage in employable persons to meet job demand. Should this trend continue, the regional economy could be adversely affected. Appropriately marketing the job opportunities of the region could support population growth.</p> |  | <p>SER1: Council should monitor the regional socio-economic conditions as part of its budget and forecast preparation. This should involve considering the affordability of rate increases by residents and changes to service levels that may be required.</p> <p>SER2: Consider formerly partnering with the local Chamber of Commerce and other industry groups to develop a broader strategy to market the region.</p> |
| Strategic issues | <p>Net rates, levies and charges have increased by 7 per cent per annum since FY2013 and are forecast to increase by 4 per cent per annum to FY2022. The forecast increases are in excess of forecast inflation growth. Given the demographic profile of the region, sustained rates increases may limit residents' ability to pay.</p> <p>Council plans to diversify revenue it controls by potentially introducing a tourism levy on commercial tourism operators from FY2019.</p> <p>Council is considering ways to reduce long-term capital expenditure and improve water security. Decisions in respect to these projects should be carefully considered and managed.</p> |  | |
| Workforce and staffing issues | <p>The median age of council's workforce is 57 years. The older workforce has led to increased health and safety costs and other employee management challenges such as increased sick leave.</p> <p>Council has difficulty attracting appropriately skilled staff, particularly finance professionals and engineers. Council is</p> |  | <p>SER3: Finalise the labour force strategy. Once complete, consider if the existing employee structure is suitable to achieve Council's long-term strategy.</p> <p>SER4: Consider different incentives that could be offered to attract appropriately skilled staff. This could include employment of staff not physically located in the region,</p> |

⁴ Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for Southern Downs (R) Local Government Area*

| Area | Key findings | Assessment | Recommendation |
|-------------------------------------|---|---|---|
| | engaging a consultant to consider workforce issues in more detail with a report due to be completed in November 2017. | | above industry standard annual leave entitlements and/or flexible working arrangements. |
| Management of business units | Council provide core local government services across the region including water, sewage and waste. Council's current pricing for waste does not reflect full cost pricing outcomes. |  | SER5: Develop comprehensive business plans for Council's water, sewage and waste functions and, where practical, consider strategies to progress towards full cost pricing. SER6: Develop full cost pricing models for waste to identify the trajectory towards full cost pricing. SER7: As water asset management plans (AMPs) are refined, update the water pricing model to ensure future capital expenditure requirements are recovered. |
| Governance and planning (GP) | Corporate planning | Council's corporate planning documents are current and informed by community consultation. |  |
| | Council reporting | Councillors have advised they receive information in a timely manner from senior Council staff assisting strategic decision making. |  GP1: Enhance the content of monthly management reports to include key risks, potential financial impact, and how the risk is being mitigated or managed. |
| | Capital project decision making | Council has advised its capital project selection and prioritisation is largely driven by staff judgement, available budget and grant funding. Although project management plans are prepared for significant projects, Council does not have a consistent framework or methodology to assess project proposals. |  GP2: Council should review the various options for water security using a robust project assessment framework. GP3: Implement a formal project assessment framework which will provide a policy methodology, governance arrangements and relevant tools for effective project assessment and selection. GP4: Ensure whole-of-life costs are considered as an integral part of any new capital project evaluation. The appropriate level of analysis required may vary depending on the scale and nature of the project. |
| Financial management (FM) | Forecasting process and accuracy | Council appears to have an established process in place for developing its Budget which involves consultation with the community. The robustness of financial forecasts could be improved. |  FM1: Undertake sensitivity analysis of forecast assumptions to better understand the key drivers and risks associated with achieving forecasts. FM2: Consider how the cost of the services Council provides could be broken down to enhance the outcomes from the budget community consultation. |

| Area | Key findings | Assessment | Recommendation |
|---------------------------------------|--|---|---|
| | Council does not conduct sensitivity analysis to determine the reasonableness of assumptions to identify key risks to achieving outcomes. | | <p>FM3: Enhance the assumptions in the forecast for at least the first 3 to 5 years. This should include assessing the service level requirements and expected demand.</p> <p>FM4: Assess the impact of budget variances against the assumptions in the long-term financial forecast and update the forecast to reflect the impact of the change or develop strategies to mitigate the impact in the future.</p> <p>FM5: Ensure the capital forecast reflects AMPs and the whole-of-life costs associated with new capital projects.</p> |
| Operating performance | Following deficits in FY2014 and FY2015, Council's achieved an operating surplus in FY2016. An operating surplus is expected in FY2017. Council expects to continue to generate operating surpluses throughout the forecast period. These forecasts are subject to risks in relation to community affordability considerations and ongoing expenditure control. |  | FM6: Where unusual or one off revenue and expenditure is expected to be received, consider normalising the results so that the underlying forecast can be assessed. |
| Cash flow and liquidity | Council has adequate cash cover and liquidity, indicating sufficient capacity to meet short-term financial commitments. Liquidity ratios have improved through reduced renewal capital expenditure and assumed increases in capital grants. If this approach is used to manage liquidity for sustained periods there is a risk that replacement costs may increase in the long-term. |  | FM7: Consider adopting either QTC's Local Government Forecasting Model or Cash Flow Monitoring tool to enhance existing liquidity management practices. |
| Fiscal flexibility | Key metrics indicate an ability to manage unforeseen financial shocks and service existing borrowings. This is supported by a high-level of Council controlled revenue. |  | |
| Infrastructure management (IM) | Asset management planning Council lacks a whole-of-organisation approach to asset management. Council has acknowledged that its asset management practices still lack maturity. It is focused on implementing strategies to improve these practices including the establishment of an Asset Management Steering |  | <p>IM1: Develop AMPs for individual asset classes (roads, stormwater, bridges, water, waste water, waste, buildings and environmental²) and align with the long-term financial forecast.</p> <p>IM2: Define roles and responsibilities for the implementation of Council's Asset Management Strategy adopted in March</p> |

² Includes the pound and wild animal fencing

| Area | Key findings | Assessment | Recommendation |
|--|--|---|---|
| | Committee and appointment of consultants to develop new or update existing AMPs. | | <p>2017. Continue to monitor compliance across the organisation.</p> <p>IM3: Establish the Asset Management Steering Committee. The formal structure should enhance communication and collaboration across the organisation.</p> <p>IM4: Once the AMPs have been developed/updated ensure asset owners embed them in the business so that they are utilised to inform asset management strategies.</p> <p>IM5: Consider alternative options for asset management that may alleviate existing resourcing constraints. This could include regional asset management approaches for specific asset classes.</p> |
| Capital expenditure delivery and forecasts | Council has historically under-delivered against budgeted capital expenditure. This under-delivery is attributed to grant funding not being received and a lack of robustness in capital expenditure forecasting and asset management practises. |  | IM6: Refine capital expenditure forecasts and ensure they are based on reliable asset management data and integrated with the long-term financial forecast. |
| Depreciation | Relevant asset information including depreciation and useful lives is captured in one consolidated asset register. |  | IM7: Ensure forecast and reported depreciation expense is informed by robust engineering data. Considerations include valuation approaches, testing for economic obsolescence regarding under-utilised community assets and reporting short-lived assets at historical cost (subject to audit requirements). |
| Asset sustainability metrics | Council's forecast asset sustainability ratio is expected to fall below the Department of Infrastructure, Local Government and Planning (DILGP) benchmark from FY2020 onwards. However, the accuracy of the capital expenditure forecasting and quality of asset management data may compromise the robustness of these metrics. |  | IM8: Once AMPs have been progressed and better align technical and financial data, reconsider the existing long-term financial forecast and capital expenditure and ensure metrics are accurate. |

2 Strategic, economic and regional issues

2.1 Assessment

| Area | Key findings | Assessment | Recommendations |
|-------------------------------|--|---|--|
| Economic and regional aspects | <p>The regional economy has grown over the past five years, with no one industry contributing more than 14 per cent to total employment⁹. Council seeks to enable the regional growth by incentivising private sector investment.</p> <p>The median age of residents is 20 per cent higher than the State. Over the past 20 years the number of young people (aged 20 to 30 years) in the region has declined substantially.</p> <p>Growth in the number of employed residents has been slower than jobs growth suggesting a shortage in employable persons to meet job demand. Should this trend continue, the regional economy could be adversely affected.</p> <p>Appropriately marketing the job opportunities of the region could support population growth.</p> |  | <p>SER1: Council should monitor the regional socio-economic conditions as part of its budget and forecast preparation. This should involve considering the affordability of rate increases by residents and changes to service levels that may be required.</p> <p>SER2: Consider formerly partnering with the local Chamber of Commerce and other industry groups to develop a broader strategy to market the region.</p> |
| Strategic issues | <p>Net rates, levies and charges have increased by 7 per cent per annum since FY2013 and are forecast to increase by 4 per cent per annum to FY2022. The forecast increases are in excess of forecast inflation growth. Given the demographic profile of the region, sustained rates increases may limit residents' ability to pay.</p> <p>Council plans to diversify revenue it controls by potentially introducing a tourism levy on commercial tourism operators from FY2019.</p> <p>Council is considering ways to reduce long-term capital expenditure and improve water security. Decisions in respect to these projects should be carefully considered and managed.</p> |  | |
| Workforce and staffing issues | <p>The median age of council's workforce is 57 years. The older workforce has led to increased health and safety costs and other employee management challenges such as increased sick leave.</p> <p>Council has difficulty attracting appropriately skilled staff, particularly finance professionals and engineers. Council is engaging a consultant to consider workforce issues in more detail with a report due to be completed in July 2017.</p> |  | <p>SER3: Finalise the labour force strategy. Once complete, consider if the existing employee structure is suitable to achieve Council's long-term strategy.</p> <p>SER4: Consider different incentives that could be offered to attract appropriately skilled staff. This could include employment of staff not physically located in the region, above industry standard annual leave entitlements and/or flexible working arrangements.</p> |

⁹ Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for Southern Downs (R) Local Government Area*

| Area | Key findings | Assessment | Recommendations |
|------------------------------|---|------------|---|
| Management of business units | Council provide core local government services across the region including water, sewage and waste. Council's current pricing for waste does not reflect full cost pricing outcomes. | ● | <p>SER5: Develop comprehensive business plans for Council's water, sewage and waste functions and, where practical, consider strategies to progress towards full cost pricing.</p> <p>SER6: Develop full cost pricing models for waste to identify the trajectory towards full cost pricing.</p> <p>SER7: As water asset management plans (AMPs) are refined, update the water pricing model to ensure future capital expenditure requirements are recovered.</p> |

2.2 Observations and analysis

2.2.1 Economic and regional aspects

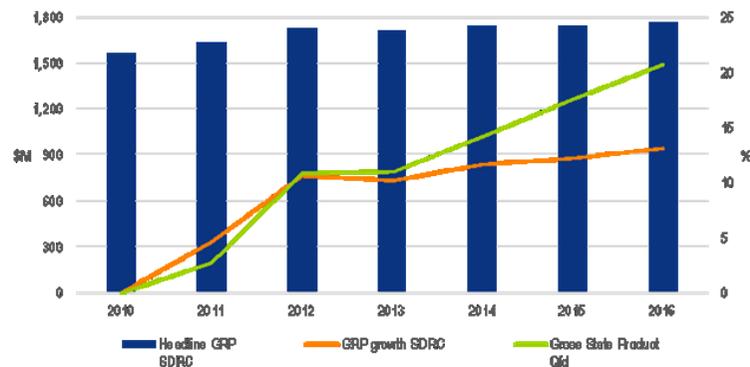
The Southern Downs local government area is located in the Darling Downs region approximately 190 km south-west of Brisbane. It covers an area of 7,122 square kilometres extending from the New South Wales state border to Allora in the north. The region has an estimated population of 36,000 which represents approximately 0.7 per cent of the State's population⁴. The largest economic centres for the region are Warwick and Stanthorpe.

The economy in the region is diverse, with no one industry contributing more than 14 per cent to employment. Key industries driving employment are⁵:

- agriculture, forestry and fishing (13.7 per cent)
- retail trade (13 per cent)
- healthcare and social assistance (10.7 per cent), and
- manufacturing (9.2 per cent).

As shown in Figure 1, the diverse economy enabled gross regional product (GRP) to grow by 13 per cent from FY2010 to FY2016.

FIGURE 1: GROSS REGIONAL PRODUCT⁶



⁴ Queensland Government Statistician's Office, Queensland Treasury, *Queensland Regional Profiles: Resident Profile for Southern Downs (R) Local Government Area*

The growth in GRP is not reflective across the whole region with Warwick's economy continuing to grow while Stanthorpe's has declined.

Socio economic factors

The Southern Downs region and Queensland's key socio-economic information is summarised in Table 1.

TABLE 1: KEY ECONOMIC DATA⁹

| | Southern Downs | Queensland |
|--|----------------|------------|
| Forecast average annual population growth rate from 2011 to 2036 | 0.7% | 1.7% |
| Unemployment rate as at March 2017 | 4.4% | 6.2% |
| Median age as at June 2015 | 44.3 years | 36.9 years |
| Median personal income as at June 2016 | \$26,312 | \$34,320 |
| Percentage of population in most socially disadvantaged quintile as at June 2011 | 42.5% | 20% |
| Percentage of residents aged over 65 years in FY2015 | 21.9% | 14.4% |
| Change in population of young people (aged 10 years to 30 years) in FY2015 | (34%) | 11% |

Key observations:

- Over the past 20 years, the change in the population of young people (aged 10 years to 30 years) is negative 34 per cent indicating this cohort are leaving the region. This impacts the median age of residents in the region which is 20 per cent higher than the State. The older demographic of residents is reflected in Council's workforce where the median employee age is 57 years.
- Unemployment in the region is lower than the State. However, this could be due to the larger proportion of the population being over 65 years (22 per cent for the region, compared to 14 per cent for the State).

Challenges for the local economy

As discussed earlier, overall the region's economy has grown over the past five years. This has led to a strong growth in available jobs (6 per cent)⁵. However, growth in employed residents (5 per cent) has been slower suggesting a shortage of employable persons to fill positions. Not having enough persons to fill the available positions in the region could result in businesses moving away and have a negative effect on the long-term growth of GRP.

Consistent with challenges identified in the local economy, Council has also identified challenges in both the age demographic of its staff and ability to attract appropriately skilled staff. Appropriately marketing the job opportunities of the region could support population growth. Council may want to consider formerly partnering with the local Chamber of Commerce and other industry groups to develop a broader strategy to encourage people to the region.

Opportunities for growth

Council does not directly invest in non-core commercial enterprises, rather it considers itself an enabler that supports private enterprises. Incentives offered by Council to support new and growing businesses includes reduced developer contribution charges and discounted rates for a fixed period. These strategies appear to have been successful with interest from the private sector in the areas of food processing, transport and logistics, retail, manufacturing and agribusiness. Should these developments go ahead, Council estimates an additional 500 jobs will be created and over \$200 million will be invested into the regional economy. The challenge will be attracting persons to the region to fill these positions.

2.2.2 Strategic issues

Public image of Council

Council has advised it has a negative public image with sections of the community, which may deter new residents to and investment in the region. Council is trying to address this through more targeted and focused community engagement.

Strategies currently implemented include:

- a monthly newsletter to residents updating on activities in the region, commencing July 2017

⁵ National Institute of Economics and Industry Research 2016.

⁶ Assumed general rates increase 4 per cent, growth in rateable properties 0.7 per cent.

- 'Cuppa with the Councillors' forums on a monthly basis where members of the community are invited to consult with Councillors
- rapid responses to community feedback received from social media, and
- public consultation on Council's annual budget.

Council controlled revenue

From FY2013 to FY2017, net rates, levies and charges increased on average by 7 per cent per annum. Net rates, levies and charges are forecast to increase on average by 4 per cent to FY2022⁶. The growth in net rates, levies and charges exceeds the average historical quarterly inflation for the State⁷. Consensus forecasts suggest inflation will increase gradually to 2.2 per cent by the end of 2019⁸.

Given the historical rate increases and forecast growth assumptions, the capacity of residents to continue to afford sustained rate increases above inflation may become constrained. Council should monitor the regional socio-economic conditions as part of their budget and forecast preparation. This should consider the affordability of rate increases by residents and changes to service levels that may be required.

Tourist interest in the region has been increasing. Council is considering introducing a tourism levy on commercial tourism operators from FY2019. This will help diversify the council controlled revenue and recover the costs incurred from visitors using Council infrastructure, rather than rate payers bearing the full cost.

Other options to diversify revenue are also being considered.

Warwick saleyards

The Warwick saleyards currently generate a small profit, however Council's Saleyards Master Plan indicates approximately \$6 million of capital expenditure to upgrade the facility is required. Given the forecast revenue is not sufficient to cover this forecast capital expenditure Council is currently seeking expressions of interest from a private operator to manage on their behalf.

Other benefits identified from outsourcing the operations include reduced health and safety risks and costs and savings on employee expenses.

⁷ Queensland Government Statistician's Office, Queensland Treasury 2017 (average historical quarterly inflation for the State was 1.9 per cent from FY2014 to Q1 FY2017)

⁸ Bloomberg 2017

Water security

In order to improve water security to agricultural and urban users, Council is considering the construction of a new dam on the Severn River near Stanthorpe. However, previous studies have found only limited economic benefit of a new dam when compared to the cost imposed on rate payers. The preliminary construction cost for the dam is estimated at \$168 million. At this time the ongoing operational costs have not been considered. Constructing a new dam was not identified as the best option in the business case recently completed by consultants.

Alternative options include implementing more demand management strategies and/or raising the walls of the existing dam. The estimated cost to raise the walls will be analysed should the construction of the new dam not proceed.

Council should use a robust project assessment framework to assess the merit of all options. The options should be considered on a consistent basis and take into account the whole-of-life cost for each option. Risks and contractual requirements should also be considered.

2.2.3 Workforce and staffing issues

Organisational structure

Council's Executive Management Team (EMT) includes the Chief Executive Officer (CEO), Director Engineering Services, Director Planning, Environment and Corporate Services, Manager Finance and Information Technology and Manager of Human Resources. The elected Council comprises the Mayor and eight Councillors. As at 30 June 2017, Council employed 326 full time equivalent (FTE) staff including 17 vacant FTE positions.

Enterprise Bargaining Agreement

Council's Enterprise Bargaining Agreement expired in 2014. Negotiations for a new agreement were stalled pending finalisation of the Local Government Employees' Award which was finalised on 1 March 2017.

Negotiations for a new EBA have now been recommenced.

Staff recruitment and retention

Council's average staff turnover for the last four years has been 5 per cent per annum. This turnover is not reflective of the changes in the CEO with four different persons holding this position since FY2013. This high turnover may cause disruptions to the implementation of key strategies and initiatives.

Council advised it has difficulty attracting appropriately skilled staff, particularly finance professionals and engineers. Council could mitigate the skill shortages by engaging consultants, particularly for asset management. The difficulties attracting staff is compounded by an ageing workforce (median age is 57 years) which can impact productivity.

To support Council to address workforce issues a consultant has been engaged to complete a labour force strategy which focuses on current and future staff requirements. Council expect the final report to be received by the end of November 2017. Once complete, Council should consider if the structure of the organisation will achieve Council's long-term strategy set out in the Corporate Plan, '2030 Community Plan' and, as it develops, the 'Shaping Southern Downs 2027' strategy.

Council should consider different incentives that could be implemented to attract appropriate staff. This could include employment of staff who are not physically located in the region (for specialist skills), above industry standard annual leave entitlements or flexible working arrangements.

2.2.4 Management of business units

Under Council's corporate structure, water, sewage and waste business units are managed within Engineering Services and do not operate as commercial businesses. Council has advised that there are no business plans for these functions to guide the long-term strategic risks and opportunities. Business plans for these functions would also mitigate against the loss of corporate knowledge as the workforce changes.

A high-level pricing review has been completed for the water and sewage services, however full cost pricing has not been implemented. The full cost price of providing waste services has not been analysed. Not fully recovering these costs over time could limit the business unit's ability to self-fund future capital expenditure. In order to achieve optimal outcomes, pricing should reflect a return on assets that justifies the community's investment in these businesses.

Council should develop comprehensive business plans for water, sewage and waste business units to guide the longer term strategy and direction of the business. As part of the business plan development, strategies to progress to full cost pricing should be considered, where practical.

Council also operate a number of ancillary businesses. Council should review these businesses to ensure they are appropriate for the current economic conditions and demographics.

3 Governance and planning

3.1 Assessment

QTC's findings against key assessment areas in relation to governance and planning practises are outlined below.

| Area | Key findings | Assessment | Recommendation |
|---------------------------------|---|---|--|
| Corporate planning | Council's corporate planning documents are current and informed by community consultation. |  | |
| Council reporting | Councillors have advised they receive information in a timely manner from senior Council staff assisting strategic decision making. |  | GP1: Enhance the content of monthly management reports to include key risks, potential financial impact, and how the risk is being mitigated or managed. |
| Capital project decision making | Council has advised its capital project selection and prioritisation is largely driven by staff judgement, available budget and grant funding. Although project management plans are prepared for significant projects, Council does not have a consistent framework or methodology to assess project proposals. |  | GP2: Council should review the various options for water security using a robust project assessment framework. GP3: Implement a formal project assessment framework which will provide a policy methodology, governance arrangements and relevant tools for effective project assessment and selection. GP4: Ensure whole-of-life costs are considered as an integral part of any new capital project evaluation. The appropriate level of analysis required may vary depending on the scale and nature of the project. |

3.2 Observations and analysis

3.2.1 Corporate planning

Council's corporate planning framework comprises a number of key documents which include:

- A Five-Year Corporate Plan (2014-2019) which provides high level strategic direction for the organisation. The Corporate Plan is aligned to Council's 2030 Community Plan which was developed following community consultation.
- An Annual Operational Plan which specifies the key actions required to achieve the objectives identified in the Corporate Plan. The CEO provides a quarterly report to Councillors on progress against the operational plan.
- An annual budget and long-term financial forecast (refer to section 4).
- Long-term AMPs (refer to section 5)

Council's corporate and operational plan appears to be integrated with its budget and long-term financial forecast.

The CEO is currently developing the 'Shaping Southern Downs 2027' strategy. The purpose of this strategy is to describe the Council and community vision and priorities for the next ten years. At this time, there is no deadline for the finalisation of this strategy. It is important to ensure that this strategy aligns with Council's other corporate planning documents and workforce structure.

While Council's corporate planning documents provide strategic direction for the organisation, individual business units would benefit from more specific planning documents or performance plans to guide their operations.

3.2.2 Council reporting

The ability of Councillors to make sound strategic financial decisions is influenced by the quality of information provided to them. Monthly reports to Councillors include the following information:

- financial statements
- comparison of actual and budget operating revenue and expenditure
- updates on capital project expenditure, and
- key measures of financial sustainability.

The monthly report could be enhanced to include key risks, potential financial impact and how these are being managed and/or monitored.

3.2.3 Decision making process

Council does not have a formal project assessment framework to guide capital project decisions.

Council advised that asset renewal projects are prioritised over new projects. Capital project proposals are based on the judgement and experience of asset owners. Projects proposed are then prioritised by the CEO and Council within the confines of available budget. Council acknowledges that a more robust process is required to ensure a consistent approach to project assessment across the organisation.

Council would benefit from adopting a project assessment framework, such as QTC's Project Decision Framework (PDF), to assist the decision making process. The PDF is an integrated framework which assists local governments to ensure decision making for new and/or high risk projects is disciplined, robust and in the best interests of the community. It is scalable and provides guidance in relation to the level of governance and process required when assessing project proposals. While every local government is unique, relevant considerations include complexity, risk and estimated value of a project proposal.

The PDF comprises:

- a holistic policy position to be adopted by a local government
- agreed processes, governance arrangements and decision points, and
- practical tools and templates to assist officers to better inform decision makers.

As Council is yet to implement a new process, adopting and adapting an existing framework could assist Council achieve its desired outcome in a less resource intensive manner.

Testing the options for water security using the PDF would ensure the decision making for this significant project is assessed robustly.

4 Financial management

4.1 Assessment

QTC's findings against key assessment areas in relation to financial management practises are outlined below.

| Area | Key findings | Assessment | Recommendation |
|----------------------------------|--|---|--|
| Forecasting process and accuracy | <p>Council appears to have an established process in place for developing its Budget which involves consultation with the community. The robustness of financial forecasts could be improved.</p> <p>Council does not conduct sensitivity analysis to determine the reasonableness of assumptions to identify key risks to achieving outcomes.</p> |  | <p>FM1: Undertake sensitivity analysis of forecast assumptions to better understand the key drivers and risks associated with achieving forecasts.</p> <p>FM2: Consider how the cost of the services Council provides could be broken down to enhance the outcomes from the budget community consultation.</p> <p>FM3: Enhance the assumptions in the forecast for at least the first 3 to 5 years. This should include assessing the service level requirements and expected demand.</p> <p>FM4: Assess the impact of budget variances against the assumptions in the long-term financial forecast and update the forecast to reflect the impact of the change or develop strategies to mitigate the impact in the future.</p> <p>FM5: Ensure the capital forecast reflects AMPs and the whole-of-life costs associated with new capital projects.</p> |
| Operating performance | <p>Following deficits in FY2014 and FY2015, Council's achieved an operating surplus in FY2016. An operating surplus is expected in FY2017. Council expects to continue to generate operating surpluses throughout the forecast period.</p> <p>These forecasts are subject to risks in relation to community affordability considerations and ongoing expenditure control.</p> |  | <p>FM6: Where unusual or one off revenue and expenditure is expected to be received, consider normalising the results so that the underlying forecast can be assessed.</p> |
| Cash flow and liquidity | <p>Council has adequate cash cover and liquidity, indicating sufficient capacity to meet short-term financial commitments.</p> <p>Liquidity ratios have improved through reduced renewal capital expenditure and assumed increases in capital grants. If this approach is used to manage liquidity for sustained periods there is a risk that replacement costs may increase in the long-term.</p> |  | <p>FM7: Consider adopting either QTC's Local Government Forecasting Model or Cash Flow Monitoring tool to enhance existing liquidity management practices.</p> |
| Fiscal flexibility | <p>Key metrics indicate an ability to manage unforeseen financial shocks and service existing borrowings. This is supported by a high-level of Council controlled revenue.</p> |  | |

4.2 Observations and analysis

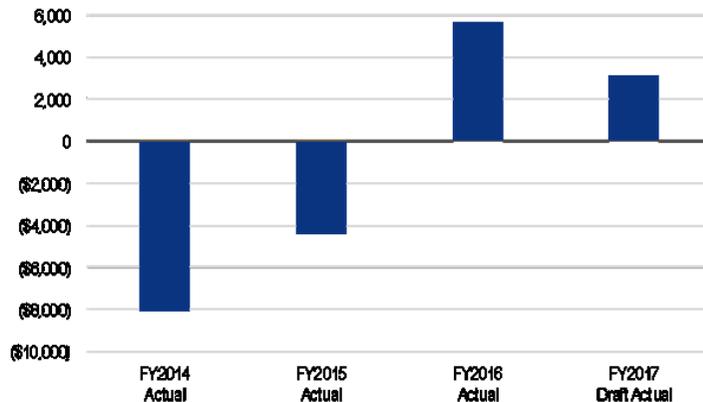
4.2.1 Financial forecasting

Ensuring that financial forecasts are reliable will improve long-term planning, resourcing and funding decisions.

Council has undertaken community consultation as part of the budget development over the past two years. Council advised that the community showed a greater understanding and better response to the FY2018 budget consultation process than to FY2017. To further enhance and develop the budget consultation, Council should consider how it could breakdown the cost of the various services it provides. This would enable the community to have a greater understanding of the cost of providing council services. This information would facilitate more informed consultations with the community on the services and service levels that the council provides.

Analysis of Council's initial budgeted operating result against actual result for FY2014 to FY2017 shows budgeting accuracy has varied. Figure 2 and Table 2 shows the variance between Council's operating result and original budget.

FIGURE 2: VARIANCE OPERATING RESULT COMPARED TO OPERATING BUDGET



^a The FY2017 Draft actual represents 9 months of actual results and 3 months of budget.

TABLE 2 : VARIANCE BETWEEN OPERATING RESULT AND OPERATING BUDGET (\$'000)

| Financial year | Operating budget | Operating result | Variance |
|-------------------------------|------------------|------------------|-----------|
| Draft FY2017 Act ^a | \$150 | \$3,216 | \$3,066 |
| FY2016 Act | \$9 | \$5,690 | \$5,681 |
| FY2015 Act | \$13 | (\$4,389) | (\$4,376) |
| FY2014 Act | (\$2,300) | (\$10,369) | (\$8,069) |

The primary reasons Council exceeded budget in the last two years are:

- Road maintenance and performance contract works from the Department of Transport and Main Roads (DTMR) exceeded Council's annual allocation (62 per cent in FY2017 and 22 per cent in FY2016).
- Depreciation was less than budget, which also contributed to the positive budget variance. Council has advised that asset revaluations in the last three financial years impacted their reported depreciation expense.

Typically an unbudgeted increase in DTMR contract works should result in a corresponding increase in materials and services and employee costs. This did not occur, indicating the cost drivers between revenue and expenditure require more scrutiny. The budget and forecast should also reflect any increased costs or revenue as a result of the delivery of new projects. Stronger linkages between asset management planning and financial forecasting would improve the accuracy of the forecast capital expenditure.

Council has advised that forecast assumptions are not stress tested. Undertaking sensitivity analysis allows for impact of key risks and assumptions to be tested. QTC's LGFM has the built in functionality to assist Council to complete this analysis.

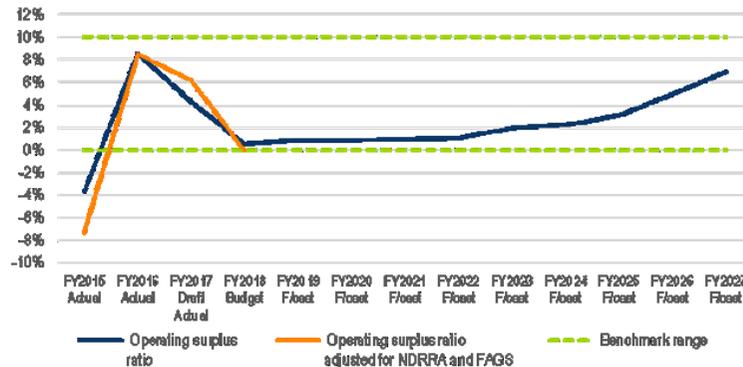
To improve the reliability of the forecast Council should:

- enhance the assumptions in the forecast for at least the first 3 – 5 years, including an assessment of service level requirements and expected demand
- assess the impact of budget variances on the forecast and update the forecast to reflect the impact of the change
- align the capital expenditure forecast with AMPs, and
- undertake sensitivity and/or scenario analysis of forecast assumptions.

4.2.2 Financial analysis

Operating performance

FIGURE 3: OPERATING SURPLUS RATIO⁴⁰



Key observations:

- Council's underlying operating result has improved in recent years after normalising for the impact of NDRRA and the early receipt of the Financial Assistance Grant in FY2017. Key drivers for the improved performance include:
 - Council employee expenses have reduced by 7 per cent per annum since FY2014. This has been achieved through natural attrition, resulting in a 10 per cent reduction of FTEs from 364 in FY2014 to 326 in FY2017, which includes 17 FTE vacancies. Council has advised that while current staffing levels are appropriate, FTEs are expected to reduce to 314 in FY2018. Given the existing FTE vacancies, this assumed FTE reduction is unlikely to be difficult to achieve. Council should align the reduction of FTEs with recommendations in the workforce strategy to ensure that productivity is not impacted.
 - Net rates, levies and charges have increased 7 per cent per annum on average from FY2013 to FY2017. From FY2018 to FY2022, net rates, levies and charges are forecast to increase by approximately 4 per cent per annum. As discussed previously, the ability of residents to continue to meet the sustained rate

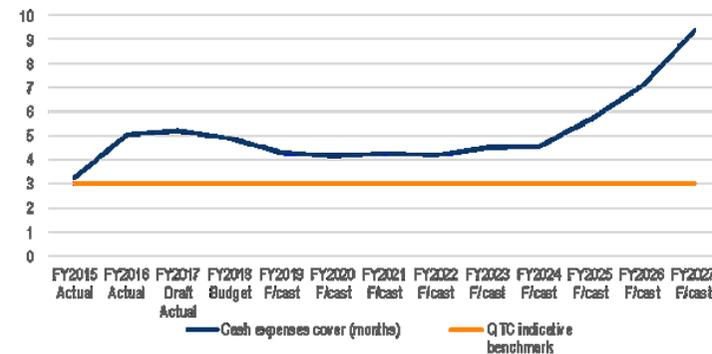
⁴⁰ The FY2017 Draft actual represents 9 months of actual results and 3 months of budget.

increases may reduce in the future which would have a negative impact on the forecast.

- After adjusting for the early receipt of FAGs and NDRRA, a \$4 million operating surplus is expected in FY2017. Council should monitor NDRRA, FAGs and any other one-off significant revenue and expenditure so the impact on cash and operating result can be clearly identified. Taking into account these unusual items ensures a like-for-like comparison of future budgets and forecasts.
- Council's forecast operating revenue and expenditure from FY2017 is based on assumed index increases. As the index for revenue growth is greater than expenditure the operating position is forecast to improve. As discussed in section 4.2.1, greater analysis and scrutiny of the cost and revenue drivers should be undertaken (at least in the short to medium-term of the forecast). This will increase the reliability of the forecast.
- Council has subsequently advised after adjusting for the early receipt of FAGs and NDRRA, its FY2017 operating surplus is expected to be approximately \$9 million.

Cash flow and liquidity

FIGURE 4: CASH EXPENSE COVER



Key observations:

- As a result of a reduced capital expenditure program and increased grants and subsidies, the cash balance has increased from 1.2 months in FY2014 to 4.9 months in FY2017. Although an appropriate strategy to manage cash flow in the short-term, sustained constraints on replacement capital expenditure could result in increased replacement costs in the future.
- From FY2018 rates and water charges will be levied three times a year. This is expected to have a marginal impact on interest revenue in FY2018. It is anticipated that this change will enhance the ability of residents to meet these changes.
- The strong increase in cash expense cover from FY20205 is due to assumed increases in capital grant funding. This grant funding has not been approved.
- Council monitors cash balances and forecasts liquidity requirements on a monthly basis as part of its liquidity management. To complement the existing process, Council may consider utilising QTC's Local Government Forecasting Model or Cash Flow Monitoring tool which has the capacity to forecast cash flows on a weekly, fortnightly or monthly basis to suit Council's preference.

- Council's debt is forecast to decline as no new borrowings are expected. This has led to a decline in forecast interest expense.
- Council plans to fund its forecast capital expenditure from operating cash flows and capital grants. If capital grants are not received as forecast, Council will need to reconsider its financing approach and/or capital expenditure program.

Fiscal flexibility

TABLE 9: FISCAL FLEXIBILITY METRICS

| | FY2015 Actual | FY2016 Actual | FY2017 Draft Actual | FY2018 Budget | FY2019 F/cast | FY2020 F/cast | FY2021 F/cast | FY2022 F/cast |
|-----------------------------------|------------------|------------------|---------------------------|------------------|------------------|------------------|------------------|------------------|
| Total debt (\$M) | 29.9 | 27.9 | 23.8 | 21.7 | 20.0 | 18.4 | 16.7 | 14.8 |
| Total debt services cover (times) | 4.1x | 6.0x | 5.2x | 5.5x | 6.4x | 7.0x | 7.3x | 7.7x |
| Net Financial liabilities ratio | 40% | 19% | 16% | 14% | 14% | 11% | 7% | 3% |
| Council controlled revenue ratio | 79% | 81% | 80% | 84% | 84% | 84% | 84% | 85% |

Key observations:

- Metrics suggest an improved ability to manage unforeseen financial shocks.

5 Infrastructure management

5.1 Assessment

QTC's findings against key assessment areas in relation to infrastructure management practises are outlined below.

| Area | Key findings | Assessment | Recommendation |
|--|--|---|---|
| Asset management planning | Council lacks a whole-of-organisation approach to asset management. Council has acknowledged that its asset management practices still lack maturity. It is focused on implementing strategies to improve these practices including the establishment of an Asset Management Steering Committee and appointment of consultants to develop new or update existing AMPs. |  | <p>IM1: Develop AMPs for individual asset classes (roads, stormwater, bridges, water, waste water, waste, buildings and environmental) and align with the long-term financial forecast.</p> <p>IM2: Define roles and responsibilities for the implementation of Council's Asset Management Strategy adopted in March 2017. Continue to monitor compliance across the organisation.</p> <p>IM3: Establish the Asset Management Steering Committee. The formal structure should enhance communication and collaboration across the organisation.</p> <p>IM4: Once the AMPs have been developed/updated ensure asset owners embed them in the business so that they are utilised to inform asset management strategies.</p> <p>IM5: Consider alternative options for asset management that may alleviate existing resourcing constraints. This could include regional asset management approaches for specific asset classes.</p> |
| Capital expenditure delivery and forecasts | Council has historically under-delivered against budgeted capital expenditure. This under-delivery is attributed to grant funding not being received and a lack of robustness in capital expenditure forecasting and asset management practises. |  | IM6: Refine capital expenditure forecasts and ensure they are based on reliable asset management data and integrated with the long-term financial forecast. |
| Depreciation | Relevant asset information including depreciation and useful lives is captured in one consolidated asset register. |  | IM7: Ensure forecast and reported depreciation expense is informed by robust engineering data. Considerations include valuation approaches, testing for economic obsolescence regarding under-utilised community assets and reporting short-lived assets at historical cost (subject to audit requirements). |
| Asset sustainability metrics | Council's forecast asset sustainability ratio is expected to fall below the Department of Infrastructure, Local Government and Planning (DILGP) benchmark from FY2020 onwards. However, the accuracy of the capital expenditure forecasting and quality of asset management data may compromise the robustness of these metrics. |  | IM8: Once AMPs have been progressed and better align technical and financial data, reconsider the existing long-term financial forecast and capital expenditure and ensure metrics are accurate. |

5.2 Observations and analysis

5.2.1 Asset management planning

Council recognises the importance of robust asset management practices but acknowledges that the current asset management practises still lack maturity.

In August 2016, QTC was engaged to complete an Asset Management Maturity Assessment on an organisation-wide basis. The review found that some progress had been made in asset management processes, however further action was required to embed and sustain whole-of-council asset management practices.

Council advised that the following initiatives have been implemented since the review:

- adoption of an Asset Management Strategy in March 2017
- increased focus of ownership of asset data by asset owners
- consolidation of asset registers into a single register for the whole of council, and
- appointment of consultants to complete AMPs for individual asset classes.

Despite these initiatives, further action is required to improve asset management practices.

A draft paper on the Asset Management Steering Committee has been prepared and is currently being considered by the EMT. The timing for the implementation of the steering committee is not clear. The steering committee will include the CEO, Director Engineering Services, Manager Works Construction and Manager Finance and Information Technology. The establishment of this committee should help drive a whole-of-council approach to asset management and improve capital expenditure forecast requirements.

AMPs have been prepared for the following asset groups:

- environmental assets, such as the pound and fences for pest control (2010)
- information technology (2010)
- roads (2011)
- parks (2011)
- water (2014)
- buildings (2014), and
- sewage (2016).

Council advised that a challenge to developing and implementing robust AMPs is the limited resource capacity and capability. To address this gap, consultants have been

engaged to update existing AMPs for building and environment assets. Although consultants have been engaged to undertake this work, Council needs to ensure that the AMPs are fit for purpose and embedded within the organisation. AMPs have not been developed for stormwater and bridges. Using consultants, Council plans to update or develop AMPs for all individual asset classes in FY2018.

Council should continue to focus on improving its asset management maturity and focus on:

- ensuring the asset management function is resourced appropriately
- embedding robust asset management practices throughout the organisation such as implementing the Asset Management Steering Committee and encouraging ownership of asset data by asset owners, and
- developing robust AMPs for individual asset classes (roads, water, sewage, buildings, stormwater and environment) and utilising the AMPs to inform forecast capital expenditure requirements.

Given the resource capacity and capability constraints, Council could consider alternative approaches to the management of assets. This could include regional asset management approaches for specific asset classes.

5.2.2 Historical capital expenditure delivery

Table 4 summarises historical capital expenditure delivery.

TABLE 4: HISTORICAL CAPITAL EXPENDITURE DELIVERY

| | FY2014 | FY2015 | FY2016 | FY2017 |
|----------------------------------|--------|--------|--------|--------|
| Budget capital expenditure(\$M) | 26.2 | 17.3 | 21.9 | 33.7 |
| Actual capital expenditure (\$M) | 17.2 | 15.5 | 17.3 | 20.2 |
| Delivery percentage | 66% | 90% | 79% | 60% |

Council has advised the under-delivery has been due to capital grant funding not being received as anticipated and a lack of robustness in capital expenditure forecasting. Capital expenditure forecasts without linkages to robust engineering data and AMPs is likely to result in inaccurate forecasts. Inaccurate capital expenditure forecasts not only affect the timely renewal of assets but also impact Council's financing decisions.

Continued focus on the development and implementation of AMPs will improve capital expenditure forecasting accuracy.

5.2.3 Forecast capital expenditure

Council's forecast average capital expenditure is \$20 million per annum to FY2027 which is broadly in line with the historical average annual capital expenditure. Based on the historical under-delivery of capital expenditure Council may have difficulty achieving these forecasts.

The robustness of asset data and AMPs varies between individual asset classes. Therefore, the utilisation of AMPs to inform capital expenditure requirements in the long-term financial forecast varies. Council advised that only its water and sewage asset management information is linked to the forecast capital expenditure requirements. Capital expenditure forecasts for other asset types are currently prepared based on historical forecasts and the asset managers' knowledge of the asset. The approach to preparing these forecasts varies across the different business units.

Although Council advised all future capital expenditure requirements are reflected in the long-term financial forecast, there is a risk that this information is not reliable due to the quality of data and linkages between AMPs, budgets and forecasts. Finalising the AMPs for individual asset classes would improve the accuracy of forecast capital expenditure requirements.

The capital expenditure program is forecast to be predominantly funded from operating cash flows (average 74 per cent per annum to FY2027) with external grants contributing an average 26 per cent per annum to FY2027. Should forecast operating results not be achieved or assumed capital grants not received, the forecast capital expenditure program may need to be revised or alternative financing sources considered.

5.2.4 Depreciation

Depreciation is forecast to account for approximately 20 per cent of Council's operating expenses. Variances in actual and budgeted depreciation has varied historically (from 3 per cent over budget to 9 per cent under budget).

As part of the development of the AMPs Council should consider the valuation approach for different assets. Using an appropriate approach to value assets would result in better informed estimates of depreciation expense. Approaches that could be considered include applying economic obsolescence to under-utilised community assets and reporting short-lived assets at historical cost. Council should consult with its auditors and the Queensland Audit Office prior to any modifications to its current approach to reporting depreciation.

5.2.5 Asset sustainability metrics

Council's asset sustainability ratio is forecast to average 71 per cent per annum to FY2027. This is below the benchmark set by DILGP and indicates a local government may not be sufficiently maintaining, replacing or renewing existing infrastructure assets as they reach the end of their useful lives. Alternatively, this could be as a result of the forecast not accurately categorising renewal and new capital expenditure and/or inaccuracy in depreciation forecasting.

As discussed earlier, given Council's current maturity with asset management, the capital expenditure forecast is not based on robust AMPs. Once AMPs have been progressed further Council should review and update the long-term capital expenditure forecast.

Appendix A: Approach

The key stages in the preparation of the Review and supplementary report to Council included:

- A strategic presentation from and discussions with Council's senior management, Mayor and Councillors
- Analysis of Council's approved long-term financial forecast - version 3.0.2 provided by Council
- Analysis of information received from Council and available in the public domain including:
 - current regional and economic data
 - management of business units and services
 - capital project decision making processes
 - budgeting, forecasting and reporting processes
 - historical results and forecasts, and
 - asset management practices.

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10.3 Investigation into Establishing a Local Government Independent Election Monitor

Document Information

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|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Chief Executive Officer | ECM Function No/s: |

Recommendation

THAT Council receive and note the report on Investigation into Establishing a Local Government Independent Election Monitor dated August 2017.

Report

In February 2017 the Local Government Association of Queensland (LGAQ) commissioned Grassroots Connections Australia Pty Ltd, through its Managing Director, Greg Hoffman PSM, to undertake an investigation into the establishment of a Local Government Independent Election Monitor.

The brief for the investigation called for an investigation into the establishment of a Local Government Independent Electoral Monitor (LGIEM) for the purpose of refuting the baseless claims and misinformation to bring about a truthful and informed debate on the vision, values and policy proposals of the candidates at the next Council elections due in 2020. The brief sought the development of a Working Model, including the LGIEM's Charter, structure, operational model, leadership, staffing and funding arrangements and identified the constraints to be incorporated into the development of the model.

An extensive program of research and stakeholder engagement has identified the opportunities and issues involved in the establishment of the LGIEM and these have been addressed in the development of the model detailed in the attached report.

Based on the project's investigations and analysis a recommend framework for the LGIEM's Charter has been developed, a copy of the Charter is contained within the attached report. The Charter represents the LGIEM's terms of reference and ultimately would form the basis of the Constitution of the preferred legal model for LGIEM Pty Ltd.

Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

The project undertook an extensive program of research and stakeholder engagement involving 21 separate meetings and interviews.

Legislation/Local Law

Nil

Options

1. Receive and note the report on Investigation into Establishing a Local Government Independent Election Monitor dated August 2017.
2. Not receive and note the report on Investigation into Establishing a Local Government Independent Election Monitor dated August 2017.

Attachments

1. Report on Investigation into Establishing a Local Government Independent Election Monitor [View](#)

**GRASSROOTS CONNECTIONS
AUSTRALIA**

REPORT ON

**INVESTIGATION INTO ESTABLISHING A LOCAL GOVERNMENT
INDEPENDENT ELECTION MONITOR**

AUGUST 2017

“And if the facts say otherwise, then the facts must be altered”

George Orwell, 1984

Greg Hoffman PSM

Report: Investigation Into Establishing a Local Government Independent Election Monitor

FOREWORD

Winston Smith is a member of the Outer Party. He works in the Records Department of the Ministry of Truth which is responsible for propaganda and historical revisionism. His job is to re-write past newspaper articles so that historical records always support the party line. The "corrections" made are portrayed as fixing misquotations and never as they really are: forgeries and falsifications. Unedited documents are destroyed so no proof exists of the manipulation of the truth by the government.

Winston is the main character in George Orwell's seminal novel *1984*. He attempts to resist the repression imposed by the elite leadership of the totalitarian superstate of Oceania arguing that the human mind must be free, and to remain free, must be allowed to believe in an objective truth.

Written in 1949 Orwell creates a dystopian world borne out of his wartime experiences of fascism, nazism and communism. He warns of the extremes of totalitarian and authoritarian regimes and their control of society through surveillance, fear, torture and the manipulation of public thought, language and information.

Whatever their ideology, governments of all persuasions exercise control over their citizens. Democratically elected governments are empowered by their voters to do so. There are winners and losers but achieving the common good is the goal. Achieving that goal now appears to be more difficult than ever before.

Reflecting on the outcome of the US Presidential Election and the Brexit decision in the UK in 2016 and pondering what next for the rise of micro parties and independents in Australia, what does it mean for local government? Indeed, what can the participants at the local level do to maintain faith and confidence in the system of democratic government?

Elections should be about candidates presenting their visions and values aimed at providing a positive future for their communities so that voters can make informed choices about who to elect. Increasingly though modern campaigning is tending to focus on the negatives of baseless claims and misinformation about opposing candidates attacking their credibility, integrity and suitability for the job.



George Orwell

Creating the Local Government Independent Election Monitor is an attempt to put a brake on this trend, to turn the debate to vision and values and the future and to counter the worst extremes of misinformation and false claims. A truthful and informed debate about what really matters to the electors shows respect for them and democracy.

And perhaps Winston Smith will find the objective truth he yearns for and happily come live in our towns and cities.

Report: Investigation into Establishing a Local Government Independent Election Monitor

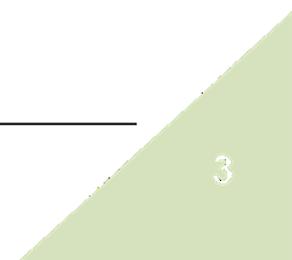
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GRASSROOTS CONNECTIONS
 AUSTRALIA

Report: Investigation Into Establishing a Local Government Independent Election Monitor

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Report: Investigation Into Establishing a Local Government Independent Election Monitor

EXECUTIVE SUMMARY

1. Introduction

In February 2017 The Local Government Association of Queensland Ltd (LGAQ) commissioned Greg Hoffman PSM, Managing Director, Grassroots Connections Australia Pty Ltd to undertake an investigation into the establishment of a Local Government Independent Election Monitor.

2. The Brief

The project brief described the local government quadrennial elections in March 2016 as the worst in living memory for the nature and extent of attacks on councils, councillors and staff alleging individual and systemic corruption and misconduct within Queensland local government. These attacks came from within State Parliament under parliamentary privilege and across social media platforms which, for the first time, played a major role in election campaigns across the State.

The brief called for an investigation into the establishment of a Local Government Independent Electoral Monitor (LGIEM) for the purpose of refuting the baseless claims and misinformation to bring about a truthful and informed debate on the vision, values and policy proposals of the candidates at the next council elections due in 2020.

The brief sought the development of a Working Model including the LGIEM's Charter, structure, operational model, leadership, staffing and funding arrangements and identified the constraints to be incorporated into the development of the model.

3. Works Program

An extensive program of research and stakeholder engagement involving 21 separate meetings and interviews involving 58 people has identified the opportunities and issues involved in the establishment of the LGIEM and these have been addressed in the development of the model detailed in the report.

4. Background

Changes in Electoneering – Fake News

The trigger for the investigation was the changing nature of campaigning at the 2016 council elections driven largely by the escalating use by candidates of social media platforms giving them new found campaigning opportunities and public engagement.

International research confirms the universal change in the nature, form and means of election campaigning. Fake News – an expression popularised by US President Donald Trump during and subsequent to his election on November 2016, is now a feature in all elections. It presents itself in many forms and is summarised as the deliberate publication of hoaxes, propaganda and misinformation purporting to be real news for political purposes or financial gain. There are several variants - Truthiness, Post Truth politics, Issues framing, Unsubstantiated claims and Deliberate lies.

Within the political context the deliberate spread of misinformation in its various forms whether via traditional news outlets or the increasing use of social media channels combined with anonymously hosted websites presents the biggest challenge to honest and open election campaigning. It draws attention away from what should be the primary focus - the vision and values of the candidates and their plans for the future.

Report: Investigation Into Establishing a Local Government Independent Election Monitor

The objective of the LGIEM is to challenge and correct the former, and support and promote the latter enabling voters to make more informed choices as to whom they will elect as their mayor and councillors. How then can the LGIEM achieve this objective?

Election Monitoring – Fact Checking

There are an estimated 126 non-partisan fact checking organisations worldwide. Most notable in the US are - PolitiFact, FactCheck.org, Washington Post's FactChecker, Snopes and Open Secrets. In Australia most prominent are – RMIT ABC Fact Check, ABC Media Watch and The Conversation Fact Check.

A common thread through the fact checkers is their origins in media organisations and academic institutions and being headed and staffed by high profile and experienced journalists and researchers. Most use a rating system in their assessment of the accuracy of the claims made. Importantly they check "facts" and not "opinions".

They vehemently assert their independence citing no engagement with partisan political activity on the part of their staff or acceptance of donations made anonymously or from political organisations, officials or candidates. Whilst some carry advertising on their sites they do not endorse products or services. They are also transparent about all their funding sources.

The proliferation of fact checking organisations and, indeed, their growing importance in monitoring and informing the public policy debate has given rise to the establishment of the International Fact-Checking Network (IFCN) and a code of principles fact checkers can adopt as a commitment to the highest standards and professionalism in fact checking. These principles are: (1) non-partisanship and fairness, 2) transparency of sources, (3) transparency of funding and organization, (4) transparency of methodology and (5) open and honest corrections.

These features are instructive when considering the structure and operational model of the LGIEM. Indeed, adoption of the IFCN code of principles would be a demonstration of its commitment to high standards essential to establishing its credibility and building trust in the LGIEM as a bono fide fact checker.

Other Initiatives to counter Fake News

In addition to the fact checkers some nation states and social media platforms have moved to rein in the excesses of fake news.

Germany and the Czech Republic have both established centres to monitor terrorism and other hybrid threats including counting disinformation and social media driven attempts to influence elections.

Finland has taken the lead in bringing together EU and NATO members including the United States, the United Kingdom, France, Germany, Sweden, Poland, Latvia and Lithuania to establish a similar centre.

Most encouraging though are the actions of the technology and communication giants Facebook and Apple to rein in the fake news abuse of their platforms recognising that their credibility is at stake.

In particular, the action of Facebook and its collaboration with fact checkers to identify and brand fake news on its feeds provides a major step towards countering the extremes of fake news. It also provides a ready-made opportunity for the LGIEM.

Report: Investigation Into Establishing a Local Government Independent Election Monitor

Firstly, LGIEM would be in a position, as a user, to call upon Facebook to have what it has assessed as “fake” referred to a fact checker in line with its new approach. Secondly, LGIEM could seek to be recognised as a fact checker to which Facebook would refer stories identified by readers as fake.

Central to this outcome would be the establishment of the LGIEM – its structure, leadership, staffing, funding and operational methodology having regard to the characteristics of the established and successful fact checkers and the IFCN code of principles. How this might be achieved will be considered in later sections of the report.

5. What the Stakeholders Think

Fundamental to the success of the LGIEM will be the added value it brings to local democracy through the local government election process. In so doing it must support the needs of the key stakeholders – candidates and voters. In addition, it must not overlap or conflict with the statutory roles of the government bodies responsible for the conduct and oversight of the election process. The LGIEM would also be entering the public domain and the space occupied by the main stream media in commenting on elections. A productive working relationship with the media would further support the objectives of the LGIEM.

To investigate the impact of the LGIEM on these key stakeholders wide ranging consultation was undertaken with candidates, voters, government agencies and the media. This group involved over eighty percent of all meetings and interviews undertaken during the investigation.

Whilst representing different perspectives about local government elections there was an encouraging similarity of views and opinions about the potential for and challenges faced in establishing the LGIEM.

Candidates

The views of the 18 candidates who participated in meetings and interviews are summarised as follows:

- They all saw merit in establishing the LGIEM to “call out” misleading and baseless claims to which a number had been subjected.
- They saw a need for assessment and commentary on the legality and financial implications of campaign promises including service level reduction, loss of revenue and impact on financial sustainability.
- They believed it could moderate the worst aspects of uninformed and mischievous campaigning.
- They acknowledged that current councillors and new candidates should both be included in the LGIEM’s assessments and commentary.
- They stated the Chair or head needed to be a person who was trusted, respected and recognised for fairness and balance with knowledge and understanding of policy, finance and legislation with no political affiliation or previous elected local government role.

Voters

The voters’ views arising from two Focus Group meetings conducted in Gatton (Lockyer Valley Regional Council) and Kingston (Logan City Council) attended by 20 enrolled voters are summarised as follows:

- There is a concern about baseless claims made by candidates and through other sources during elections.

Report: Investigation into Establishing a Local Government Independent Election Monitor

- Most voters generally filter out this misinformation and it does not overly influence their voting patterns.
- Voters want access to factual information about candidates to be hosted by an independent source and/or organisation.
- Voters want access to factual, independent and non-biased information prior to an election.
- An election monitor would need to be an independent organisation with finance, auditing, legal and accounting skills headed by an eminent person – retired judge, academic or military officer.

Government Agencies

Interviews were conducted with representatives of the three government bodies with statutory responsibilities for the conduct and oversight of the local government election process - the Electoral Commission of Queensland (ECQ), the Department of Infrastructure, Local Government and Planning (DILGP), and the Crime and Corruption Commission (CCC). These interviews were designed to not only clarify the prospective role of the LGIEM but also to seek input into development of the working model, to discuss the parameters within which it would operate to ensure no overlap or conflict, and potential for collaboration with each of the agencies.

In summary, the government agencies:

- Recognise the opportunity for and positive role the LGIEM could play.
- Rightfully insist the LGIEM not intrude into their legislated areas of responsibility.
- Caution the LGIEM not to get drawn into matters under their investigation.
- Advise the LGIEM against being seen or used as a de facto complaints body with one suggesting an alternative name be adopted to avoid confusion.
- Encouraged the LGIEM to be even-handed by including both current councillors and new candidates in its assessments and commentary.
- See value in Protocols with LGIEM to establish clear territorial boundaries and rules of engagement.

The Media

Interviews were conducted with the editor of the News Corporation's Brisbane Sunday Mail on behalf of both the Sunday Mail and Courier Mail, and the ABC's Queensland News Editor.

The Sunday Mail strongly endorsed the creation of the LGIEM as being good for democracy and overdue. It saw a need for claims and counter claims to be called out when they are misleading, misinformed, mischievous and malevolent.

The ABC was heavily qualified in its support for the LGIEM emphasising the difficulty for an industry body (LGAQ) to establish an independent body of the type proposed. "Distance" was needed from LGAQ for the LGIEM not to be seen as self-interested and self-serving on behalf of LGAQ's members.

Both agreed the head of the LGIEM needed to be a person of integrity and independence.

6. Challenges

The stakeholders interviewed identified overall strong support for the establishment of an LGIEM ranging from very strong to limited. This support is subject to a number of key factors being incorporated in the LGIEM's design and a number of challenge and risks being addressed. This section identifies these factors, challenges, risks and mitigation measures.

Report: Investigation Into Establishing a Local Government Independent Election Monitor

Independence

Independence was identified by all stakeholders as a pre-requisite to establishing the LGIEM. Essentially, it needs to be at arm's length from LGAQ to counter claims of bias and self-interest. It also needs to be given a secure funding source to ensure its operations cannot be unilaterally shut down.

The project brief sees the creation of a Charter for the LGIEM as the vehicle through which its terms of reference and operational arrangements are determined. The Charter needs to encompass all of the elements of independence identified by the stakeholders and incorporate advice on legal status and risk management to demonstrate genuine independence.

Credibility

In addition to independence, the LGIEM's credibility and legitimacy will be judged on the performance of the person appointed to head its operations.

Key words used by stakeholders to describe the requirements for this person are - Integrity, independence, trust, respect, balance, fairness, and apolitical. A retired judge, academic or former military officer were identified as persons capable of undertaking the role.

The LGIEM's operations will require a number of people with a range of skills to support the person appointed as its head. A team with significant expertise and experience as investigatory journalists, researchers, policy analysts, legal advisors together with media and communications capability will be required.

The identification and appointment of the head of the LGIEM requires careful thought and consideration and the CCC's advice on consulting with relevant State Government agencies and appointment by the full LGAQ Policy Executive is wise counsel given the significant of this role to the success of the LGIEM.

Election Interference

The purpose of the LGIEM is to enable a truthful and informed debate on the vision, values and policy proposals of the candidates at the 2020 local government elections. It will do this by challenging, correcting and "calling out" inaccurate, untrue, unfair misinformation and baseless claims by the candidates and providing factual analysis and commentary on the legislative and financial implications of campaign promises.

By "entering" the election campaign the LGIEM will be seen on one hand as adding value to voter decisions and, on the other, as interfering in the election process, namely, a robust debate between the candidates. To ensure its actions are predominately seen as the former the LGIEM's Charter must clearly set out the parameters for its levels of assessment, determinations and public commentary.

Stakeholders were given two scenarios and asked for their opinions on the acceptable levels of commentary and the LGAQ Policy Executive was formally surveyed following a presentation and progress report on 30 June 2017.

In summary, the acceptable levels of assessment and commentary can be described as:

- Fact checking - assessing the financial and legislative outcomes from publicly available data sources.
- Questioning - how will the adverse financial and legal implications be addressed?

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- Expressing opinions - only on the basis of a analysis drawn from verifiable facts and evidence, and
- Calls for positive election policy proposals based on vision and values – lifting the level of debate where necessary.

This approach is subject on all occasions to compliance with defamation and electoral legislation. By way of comparison the approach taken by the fact checking organisation is to base their assessments on verifiable facts and evidence. In addition, they are transparent about their assessment methodology and consistent in their assessment rating systems and whilst expressing opinions, that is, the outcomes of their assessments, they do not check opinions.

Report Section 4 sets out the details of how these level of assessment were determined.

Member Relations

A point strongly made during the stakeholder interviews was the risk to the LGAQ's relationship with its members through the operation of the LGIEM.

Adverse LGIEM pre-election commentary relating to subsequently re-elected mayors and councillors and successfully elected candidates could prejudice the LGAQ's reputation and relationship with the effected individuals and their councils.

Notwithstanding the risks there was unanimous agreement from all stakeholders and the LGAQ Policy Executive that current mayors and councillors and new candidates should be treated equally. The LGIEM's independence and public credibility could not be asserted if it only assessed matters involving new candidates.

Furthermore, the ability to identify and appoint a person to head the LGIEM meeting the high personal standards required would also be prejudiced if its focus was skewed to only new candidates.

Government Relations

The LGAQ's effectiveness as an advocate and representative of its member councils is based on positive working relations particularly with the State Government. This is reflected in the LGAQ's Partners In Government Agreement signed with the State Government in 2015.

The development of the LGIEM's Charter needs to have due regard to the key points raised by the ECQ, CCC and DILGP, namely:

- Respecting their legislated areas of responsibility.
- Avoiding being drawn into matters they are investigating, and
- Guarding against being seen or used as a de facto complaints body.

Legal Liability

Advice was sought from King and Company, Solicitors on the legal implications arising from the proposed operations of the LGIEM. It identified the need to guard against public commentary that was defamatory under the Defamation Act 2005 and the common law, and misleading electors contrary to the provisions of the Local Government Electoral Act 2011.

The advice specifically states that to defend against a defamation action and one of misleading electors "...it will be essential for the LGIEM to be able to demonstrate that it took care to verify the veracity of the statements of fact from independent, reputable sources and that there is credible evidence to corroborate the published statements".

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This advice is instructive as to the approach to be taken by the LGIEM in undertaking its assessments and developing its commentaries. The advice calls for an evidenced based approach to ensure the LGIEM mitigates the risk of legal action. This approach is required by the LGAQ Policy Executive and sought by the other stakeholders. Therefore, it is essential that these requirements are incorporated into the LGIEM Charter.

Legal Status

The King and Company advice not only refers to the potential member relationship challenges arising from the operations of the LGIEM but also the civil and criminal liability issues associated with the operations of the LGIEM. This raises the question as to what extent and how the LGAQ may distance itself legally from the statements published by the LGIEM.

Specifically, the advice identifies two options:

- a) an independent contractor who is not an agent of the LGAQ, so that vicarious liability does not attach to the LGAQ; or
- b) more preferably, an employee or consultant of a newly created subsidiary company of the LGAQ.

Advice was sought from Jardine Lloyd Thompson Australia (JLTA) as to relevant insurance arrangement for the LGIEM under either option in particular for the person appointed as its head and staff supporting its operations.

This advice confirmed the availability of necessary professional indemnity cover from either LGM Liability or the commercial insurance market. The LGM Liability Board would determine the LGIEM’s entitlement to membership and coverage by the scheme. If it was not available a commercial underwriter has offered to place the cover.

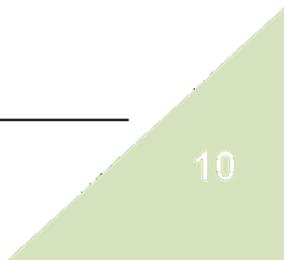
Based on these respective advices legal indemnity coverage for LGIEM is available as follows:

| Option | LGIEM Status | LGAQ Liability | Cover |
|--------|-------------------------|-----------------|---------------------------------|
| 1 | LGAQ employees | Yes (vicarious) | LGM Liability |
| 2 | Independent Contractors | No | Separate cover |
| 3 | LGIEM Pty Ltd | No | LGM Liability or separate cover |

The necessary separation of the LGIEM from the day to day operations and management of the LGAQ is found in options 2 and 3. The availability of indemnity cover under either option removes that as a consideration in the choice of legal status. This cost has been factored into the funding arrangements.

The King and Company advice supporting the creation of the LGIEM as a subsidiary company of the LGAQ envisages a small proprietary company established under the *Corporations Act 2001* (Cth). This has minimal compliance and low cost implications. It enables the appointment of a sole director and it is proposed that the person appointed as the head of the LGIEM be appointed to this position establishing a clear line of accountability between the LGAQ and the LGIEM.

It is proposed that the LGAQ provide a number of “back of house” company compliance, financial, , human resources, technical and administrative support services but with no input or control over the day to day operations and determinations of the LGIEM. These matters are discussed further in Report Section 5.1.



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Risk Management

Throughout the stakeholder interviews all identified, to varying degrees, the risks involved for the LGAQ in establishing the LGIEM. These risks to LGAQ's successful operations must be effectively managed and mitigated and the operation of the LGIEM secured.

The risks - reputational, relationship, legal and financial together with their likelihood and impact, and mitigation strategies are detailed in Report Section 4.8.

The key to mitigating these risks lies in the appointment of the best possible person to head the LGIEM. Such an appointment combined with a highly skilled support team operating within the parameters set out in the Charter can provide LGAQ with a high degree of confidence that reputational and relationship risks will be appropriately managed. The creation of the LGIEM as a separate legal entity with necessary indemnity insurance will address potential legal and financial risks.

7. Working Model

The project brief requires the development of a working model for the LGIEM including its charter, structure, duration, staffing and budget.

Central to the working model is the charter under which it would operate. It represents the LGIEM's terms of reference and ultimately would be the basis of the Constitution of LGIEM Pty Ltd – the preferred legal model.

The investigations have identified many of the essential components of the working model and these have been discussed in the previous sections of the report. These have been incorporated into the framework for the LGIEM Charter together with the other elements of the working model which are now discussed. The framework of the Charter is set out in Report Section 5.5.

Staffing

The stakeholder interviews resulted in a clear picture of the profile and skills required of the person to be appointed as the Monitor – the head of the LGIEM. The credibility and legitimacy of the LGIEM hinges on the appointment of the right person to this role.

The expertise and skills required, the exclusions, selection and appointment processes are detailed in Section 5.1. In short, the person appointed must have publicly recognised skills, background and standing noted for their independence, integrity, balance and fairness.

Whilst the Monitor is the high profile public face of the LGIEM its ability to effectively undertake the task of fact checking, assessment and commentary is reliant on a highly qualified team of professionals with the required range of skills to support the Monitor.

Advice from the media and LGAQ's media and communication experts identified these skills as: journalism, investigations, finance, legal, governance and social media. A core team of eight plus the Monitor is detailed in Report Section 5.1. This team would be supplemented with students from university journalism schools advanced in their courses as interns.

Whilst no LGAQ staff should be part of the core LGIEM team it is envisaged that the LGAQ could provide technical advice and access to web hosting and other internet support services. Use of these services would be at the discretion of the Monitor. Section 5.4 contains the details.

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Funding

There have been some suggestions that the LGIEM should not be funded by the LGAQ to further demonstrate its independence and avoidance of bias. Whilst potentially a worthwhile long term objective the initial establishment of the LGIEM will only be possible if funded by the LGAQ.

Provided the funding arrangements are transparent, guaranteed, and the LGIEM's independence and operations are not subject to the day to day control of LGAQ, LGIEM's effectiveness is not considered compromised by these arrangements. Importantly, the LGIEM's Charter must clearly reflect these arrangements and the LGAQ's commitment to them.

The preliminary estimate of the costs of establishing and operating the LGIEM for the 2020 local government elections is \$309,500 including all setup costs; staff contracts; office accommodation, equipment and operations; online access and social media monitoring. Report Section 5.2 provides further details.

Referral Process

The project brief calls for an identification of the triggers for the LGIEM to take action. In particular, who are the wronged parties, from whom will complaints or requests for action or information be accepted?

Stakeholder interviews indicate strong interest from candidates and voters, some sections of the media and Government agencies in varying levels of general or systemic information exchange. There is potential for a significant level of overall demand on the LGIEM's resources from all stakeholders and it could be overwhelmed if it attempted to respond to all such requests.

It is therefore proposed that the LGIEM adopt a targeted two part approach to its operations:

- 1) Proactive – the LGIEM independently identifies issues to investigate in line with its Charter including those arising from its media monitoring activities, promotes “positive” campaigning and highlights its monitoring and deterrent role, and
- 2) Reactive – the LGIEM only investigates referrals received from current mayors and councillors seeking re-election and new candidates, recognising them as the principal parties to the election.

However, the LGIEM should establish mutually advantageous information sharing and engagement protocols with the State government agencies and media outlets recognising the longer term benefits to these stakeholders, the LGAQ and the LGIEM itself.

Internet Presence

A significant driver for this investigation into the establishment of a LGIEM was the increased level of media interest in and coverage of the 2016 local government elections, in particular, the escalating use by candidates of social media platforms giving them new found campaigning opportunities and public engagement.

The LGIEM therefore needs to maximise its ability to engage on these platforms to ensure its awareness of and ability to respond in accordance with the agreed referral process. Similarly, it should look to its internet presence as the primary vehicle to interact with the candidates – those seeking re-election and new candidates, the principal parties to the election.

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Report Section 5.3 provides details of the LGIEM’s proposed Communication and Digital Strategy highlighting the importance of an interactive website, Facebook, Twitter and LinkedIn platforms and an effective media monitoring capacity.

Period of Operation

The next local government quadrennial elections are scheduled for late March 2020, usually the last Saturday. This date may change subject to clashes with the Easter period and school holidays.

Election interest and active campaigning will build from December 2019 increasing significantly from late January 2020. February and March 2020 will be the periods of peak campaign activity and hence LGIEM operations.

The Monitor should be appointed in late November 2019 with the full staffing complement in place from January through to the end of March 2020.

Charter

The Charter represents the LGIEM’s terms of reference and ultimately would form the basis of the Constitution of LGIEM Pty Ltd – the preferred legal model.

Based on the projects investigations and analysis the recommended framework for the LGIEM Charter is as follows:

| Heading | Content |
|------------------------------------|---|
| Background | The 2016 local government elections involved unprecedented levels of attack on councils, councillors & staff alleging individual & systemic corruption & misconduct through the use of parliamentary privilege & social media. This style of campaigning is anticipated to increase for the 2020 elections. |
| Purpose | The LGIEM is established to refute baseless claims & misinformation and enable truthful & informed debate about candidates’ visions, values & policy proposals for the 2020 local government elections. |
| Mode of operation | LGIEM operates as a “fact checker” challenging, correcting and “calling out” inaccurate, untrue, unfair misinformation & baseless claims and assertions about council staff, candidates & local government in general. It provides factual analysis & commentary on legislative & financial implications of campaign promises. It provides a quick response – 12/24 hours and acts as a deterrent to unsubstantiated claims & assertions. |
| Relationship with State Government | There is to be no duplication or overlap with the statutory roles and responsibilities of the ECQ, CCC and DILGP. Engagement protocols are to be established to facilitate complementary roles and maintain positive relations with government agencies. |
| Relationship with Councils | Equal treatment of current mayors & councillors and new candidates in the LGIEM’s assessments and commentary is required to ensure balance and fairness in the election policy debate. |
| Relationships with the Media | Subject to ensuring its independence and integrity, the LGIEM is to establish positive working relationship with media outlets. |
| Independence from LGAQ | The LGIEM is created as a separate legal entity with no involvement of the LGAQ in its day to day running and decision making. |
| Monitor’s role and | The Monitor is the sole director and CEO of LGIEM Pty Ltd. The |

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| Heading | Content |
|--|--|
| responsibilities | Monitor is responsible for the determinations of the LGIEM and its spokesperson. |
| Monitor's skills and expertise | The Monitor must have publicly recognised skills, background and standing for independence, integrity, balance and fairness with a public profile & knowledge of the State political process and/or local government. |
| Accepted levels of assessment & commentary | Subject to compliance with defamation and electoral legislation the LGIEM operates through: fact checking, questioning, expressing opinions based on verifiable facts; and calls for positive election policy proposals based on vision and values. |
| Referral process | The LGIEM operates under a two part operating model: 1) Proactive – LGIEM Independently identifies issues to investigate arising from its media monitoring activities, promotes “positive” campaigning & highlights monitoring & deterrent roles. 2) Reactive – LGIEM investigates referrals from councillors & candidates only - the principal parties at the election. |
| Legal Status | The LGIEM is created as a small proprietary company – Pty Ltd, providing legal and operational separation between the LGIEM and the LGAQ. |
| Legal Liability | Legal action for defamation and misleading electors is avoided through application of the agreed acceptable levels of assessment and commentary, and mitigated by necessary liability and indemnity insurance covers. |
| Funding | The LGIEM is provided guaranteed funding by the LGAQ negotiated with the Monitor. |
| Staffing Arrangements | The Monitor is supported by a high quality team with journalistic, investigatory, finance, legal, governance and communications expertise. |
| Internet Presence | A dedicated website is to be developed for receipt of referrals and publication of determinations. Facebook, Twitter and LinkedIn platforms are to be created. Active media monitoring is required to assist in identifying issues for both pro-active and reactive responses. |
| Period of operation | A four month period of operation is required building from December 2019 to a peak in March 2020. |

Note - The ECQ proposed a different name be chosen for the LGIEM to avoid potential confusion with its role of overseeing the local government electoral process. Whilst the report and framework for the Charter refers to the formation of an LGIEM, consideration could be given to the following alternative:

**Local Government Fact Check
 - Independently Monitoring Local Government Elections**

This reflects its primary function of fact checking combined with its application to independently monitoring local government elections.

The actual form and wording of the Charter cannot be finalised until the proposed framework is approved by the LGAQ Policy Executive and Board. Confirmation of the preferred legal status for the

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LGIEM will determine what form it will take, that is, Terms of Reference for an unincorporated unit within the LGAQ or the Constitution of an ASIC registered company.

8. Conclusion

The project brief called for an investigation into the feasibility, scope and scale, cost and logistical implications of establishing a Local Government Independent Electoral Monitor (LGIEM). It identified the issues to be addressed and the constraints under which it was to be built and operate.

An extensive program of research and stakeholder engagement involving 21 separate meetings and interviews involving 58 people has addressed these issues given rise to the following conclusions:

- 1) There is overall strong support for the establishment of the LGIEM from all stakeholders – candidates, voters, government and media.
- 2) It must be independent from the LGAQ to guard against claims of bias.
- 3) Its credibility and ultimate success depends largely upon the appointment of the right person as the Monitor - a person requiring integrity, respect, balance, fairness and standing within the community.
- 4) There are risks for the LGAQ – reputational, relationship, legal and financial. These can be mitigated through realistic and achievable mitigation strategies.
- 5) There are opportunities for the LGAQ – the strong stakeholder support confirms the need for the LGIEM which the LGAQ can meet through its leadership.
This aligns with the LGAQ's Corporate Objectives:
Enhance Our Leadership Reputation for –
 - Advocacy and Representation
 - Innovative Solutions
 - Integrity (Trusted and Authoritative).
- 6) A Working Model has been drafted setting out the LGIEM's Charter including requirements for staffing, funding, referral, internet presence and period of operation.
- 7) The Charter represents the findings and recommendations of the investigation.

It is recommended that the Local Government Independent Electoral Monitor (LGIEM) be established by the Local Government Association of Queensland Ltd having regard to the proposed Charter.

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REPORT

1. Introduction

The Local Government Association of Queensland Ltd (LGAQ) has commissioned Greg Hoffman PSM, Managing Director, Grassroots Connections Australia Pty Ltd to undertake an investigation into the establishment of a Local Government Independent Election Monitor. The project brief is as follows:

PROJECT BRIEF: INVESTIGATION INTO ESTABLISHING A LOCAL GOVERNMENT INDEPENDENT ELECTION MONITOR (LGIEM)

Background:

The local government quadrennial elections in March 2016 have been described as the worst in living memory for the nature and extent of attacks on councils, councillors and staff alleging individual and systemic corruption and misconduct within Queensland local government. These attacks came from within State Parliament under parliamentary privilege and across social media platforms which, for the first time, played a major role in election campaigns across the State.

Baseless claims and misinformation, also known as fake news, in the lead up to an election may not only influence election outcomes but also present a serious challenge to the reputation and effective operation of the local government sector in Queensland – it's 77 councils, 579 councillors and approximately 40,000 employees. Election campaigns are the robust face of democracy and desirably should, to the greatest extent possible, be a truthful debate on the vision, values and policy proposals of the candidates and teams.

The objective of the LGIEM is to assist in achieving this outcome. The purpose of this investigation is to examine if and how this might be achieved.

The Investigation:

To establish the feasibility, scope and scale, cost and logistical implications of the LGIEM the following issues will need to be addressed. This is not meant to be an exhaustive list as other issues will emerge as the investigation is undertaken:

- Identification of international and national exemplars of similar activities, if any.
- What would a working model look like?
- What would be its charter, structure, duration, staffing and budget?
- What would be its chairing arrangements and the qualifications required of the Chair e.g. legal background and community standing?

The investigation also needs to acknowledge certain constraints under which the LGIEM would operate:

- Its remit should not overlap with the roles and responsibilities of the Crime and Corruption Commission (CCC), Electoral Commission of Queensland (ECQ) and the Department of Infrastructure, Local Government and Planning (DILGP) in relation to matters about the conduct of the election and allegations of corrupt behaviour involving councillors and candidates.
- Critically, the LGIEM needs to avoid any action or commentary that would defame any individuals which would discredit its operations and effectiveness resulting in criticism of and action against the LGAQ. Legal advice will be necessary in the development of the working model to guard against this possibility. In addition, advice will be required as to the necessary indemnities and insurance for the chair and staff of the LGIEM.

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- The LGIEM would not be established or operate under any statutory provisions. Its charter would be established by the LGAQ acknowledging in particular the two previous constraints.

Also to be considered in the development of the charter would be the establishment of the triggers for action on the part of the LGIEM including:

- Who are the wronged parties e.g. existing councillors, new candidates, councils, other organisations?
- From whom would complaints or requests for action be accepted or rejected?
- What are the sources of the allegations e.g. complaints from agreed wronged parties and/or unilateral action by the LGIEM from monitoring main stream and social media platforms and websites?
- When would the monitoring activities of the LGIEM commence and conclude for the 2020 local government elections?

It is envisaged that the role of the LGIEM would be to publicly respond to and reflect in a timely manner on any unwarranted, untrue or grossly unfair attacks on candidates standing for the 2020 local government elections. Effectively, the LGIEM would “Call Out” any individuals or organisations who undertake such action. The LGIEM would have no role in commenting on the merits of parties or candidates policies other than in the form of a “Fact Check” or “Media Watch” to ensure e.g. accuracy in claims or assertions about legislative and financial matters or actions involving councils, their staff, candidates and the local government sector in general.

To meet the requirements of the Brief the following Work Program was developed:

Work Program:

Key activities undertaken in the investigation included the following:

| Activity |
|--|
| Inception meeting - agreement to proposal & contract signed. (Wednesday 1 March 2017) |
| Research on international election monitoring best practise including data analytics in election campaigning. |
| Meetings with representatives of CCC, ECQ and DLGIP to provide input to the development of and clarify about the role of the LGIEM and avoidance of overlapping roles. |
| Meetings with King and Company and Jardine Lloyd Thompson (JLT) re legal and indemnity/insurance implications. |
| Focus group meeting(s) to establish the level of voter concern about baseless claims, misinformation and personal attacks on candidates and provide input into the design of an effective LGIEM from a voter’s perspective. |
| Interviews with selected councillors and candidates from the 2016 elections impacted by adverse campaign tactics and social media attacks. |
| Interviews with major media organisations to discuss the merits of a LGIEM, features of a working model and pre-requisites to be recognised as authoritative and independent i.e. ABC and News Corporation. |
| Meeting with LGAQ staff - media, communications and web team, to discuss media monitoring processes and LGIEM website and communication requirements. |
| Presentation to and Workshop with LGAQ Policy Executive. (30.06.17) |
| Draft Report Identifying Issues, options, risks and resourcing Implications completed for review – LGAQ, King and Company and JLT. |
| Final Report submitted. (31.07.17) |

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2. Background

2.1 Changes in Electioneering

What is the challenge - Fake News

"Fake News" has been popularised by Donald Trump through his use of the expression during the 2016 American presidential election campaign and subsequent to his election as President of the United States. He uses the expression to dismiss questions or deflect attention from issues he does not want to discuss primarily with the media.

So is it new?

Fake News is not a new phenomenon. It has existed in various forms down the ages. In the Middle Ages "prophecy" had become a mass medium. Notable uses have been propaganda at times of war and international tension, for example, during World War II, the Cold War and more recently in conjunction with Russian expansionism through the Ukrainian conflict and the annexation of Crimea and the shooting down of Malaysian Airlines MH17.

In its modern context Fake News has been defined as follows:

1. "A story that is untrue, and deliberately so, designed to make money or to win political advantage" ABC Media Watch, 6 February 2017.
2. "Disinformation and hoaxes published on websites for political purposes or to drive web traffic; the incorrect information being passed along by social media" Macquarie Dictionary 2016.
3. "Fictitious articles deliberately fabricated to deceive readers, generally with the goal of profiting through [clickbait](#)¹" The New York Times.
4. "News which is completely made up and designed to deceive readers to maximize traffic and profit" Elle Hunt, Deputy Editor, The Guardian, 15 January 2017.
5. "Made-up stuff, masterfully manipulated to look like credible journalistic reports that are easily spread online to large audiences willing to believe the fictions and spread the word" Angle Drobnic Holan, Editor PolitFact, 13 December 2016.

Features of Fake News are comprehensively described² as follows:

- a type of hoax or deliberate spread of misinformation, be it via the traditional news media or via social media, with the intent to mislead in order to gain financially or politically.
- Often employs eye-catching headlines or entirely fabricated news-stories in order to increase readership and online sharing.
- Enables profit to be made in a similar fashion to clickbait and relies on ad-revenue generated regardless of the veracity of the published stories.
- Easy access to ad-revenue, increased political polarization and the ubiquity of social media, primarily the Facebook newsfeed, have been implicated in the spread of fake news.
- Anonymously hosted websites lacking known publishers have also been implicated, because they make it difficult to prosecute sources of fake news for libel or slander.

¹ **Clickbait** is a pejorative term describing web content that is aimed at generating online advertising revenue, especially at the expense of quality or accuracy, relying on sensationalist headlines or eye-catching thumbnail pictures to attract click-throughs and to encourage forwarding of the material over online social networks. Clickbait headlines typically aim to exploit the "curiosity gap", providing just enough information to make readers curious, but not enough to satisfy their curiosity without clicking through to the linked content.

² Drawn from multiple sources in Wikipedia

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So what is it we are trying to manage?

In addition to Fake News, which is best summarised as the deliberate publication of hoaxes, propaganda and disinformation purporting to be real news for political purposes or financial gain, there are several variants:

1. Truthiness – statements seeking to mislead by basing untruths around a generally held view, that is, this sounds like it is true.
2. Post Truth politics - describes political claims or campaigns that appeal to voters' emotions and beliefs that are often disconnected from facts.
3. Issues framing³ - statements that could be correct but ignore the primary evidence. It is the selective use of facts or evidence, that is, taking things out of context.
4. An unsubstantiated claim – a statement or claim that is not currently but could be substantiated at a later time.
5. A deliberate lie.

Within the political context the deliberate spread of misinformation in its various forms as described above whether via traditional news outlets or social media combined with the use of anonymously hosted websites presents the biggest challenge to honest and open election campaigning. It draws attention away from what should be the primary focus - the vision and values of the candidates and their plans for the future.

The objective of the LGIEM is to challenge and correct the former, and support and promote the latter enabling voters to make more informed choice as to whom they will elect as their mayor and councillors. How then can the LGIEM achieve this objective?

2.2 Election Monitoring

How is Fake News countered? – Fact Checking

There are reported to be 126 non-partisan Fact Checking type organisations worldwide in Africa, Europe, Latin America, United States and Australia⁴.

Most notable in the United States are:

PolitiFact⁵

PolitiFact is a project of the Tampa Bay Times. Founded in 2007 it won a Pulitzer Prize for its coverage of the 2008 US federal election, during which it examined 750 claims.

PolitiFact fact-checks claims by politicians at the federal and state as well as political parties, political action committees (PACs) and advocacy groups. It rates the accuracy of these claims on its Truth-O-Meter, which ranges from 'True', 'Mostly True', 'Half True', 'False', to 'Pants on Fire'. There are separate arms of PolitiFact for global news and select US states.

³ Issue Framing – comes in the form of naming, blaming and claiming.

⁴ <http://reporterslab.org/>

⁵ <http://www.politifact.com/>

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FactCheck.org⁶

FactCheck.org is the oldest of the big three fact-checking sites being launched in 2003. The site is a project of the Annenberg Public Policy Center of the University of Pennsylvania. The site fact-checks claims made by the President, members of Congress, presidential candidates, and other members of the political arena. It mainly reviews TV ads, debates, speeches, interviews, and news releases. The site's stated goal is to "apply the best practices of both journalism and scholarship, and to increase public knowledge and understanding". It uses a question and answer format and responds with 'Yes' or 'No' and an explanation of its response.

Viral Spiral is a section of FactCheck.org devoted to internet rumors. It responds to questions from readers asking to fact check claims that they read on the internet. Whilst the internet is the primary means for spreading misinformation it also provides the resources people need to debunk bogus claims.

Washington Post's Fact Checker⁷

The *Post's* Fact Checker blog is run by Pulitzer award winning journalist Glenn Kessler. The site assesses claims made by politicians or political advocacy groups and gives out "Pinocchios" based on its level of accuracy.

The Pinocchio rating are as follows: one - 'Mostly True', two - 'Half True', three - 'Mostly False' and four - 'Whoppers'. It also awards its prized Geppetto checkmark for statements and claims that contain 'the truth, the whole truth, and nothing but the truth'.

A separate arm of FactCheck.org, **FlackCheck.org** focuses on false claims in campaign ads and other advertising. The site debunks scientific and health claims.

Snopes.com⁸

Snopes.com is the main destination for debunking strange internet rumors. Californian David Mikkelson founded the site in 1995 to uncover urban legends, rumors, and other questionable bits of folklore that had begun cropping up in chain emails and message boards. Its rating system includes: 'True', 'Mostly True', 'Mixture', 'Mostly False', 'False', 'Unproven' and 'Outdated'.

OpenSecrets.org⁹

The Centre for Responsive Politics, a non-profit organisation, was founded in 1983 and launched its *OpenSecrets.org* website in 1996. It tracks money in U.S. politics and its effect on elections and public policy. It allows easy tracking of campaign spending and contributions without labouring through the Federal Election Commission's website. OpenSecrets also tracks the money that the private sector, industry groups, unions, and other lobbyists spend to lobby the American Congress.

Australia has several fact checking sites as described below.

⁶ <http://factcheck.org/>

⁷ <https://www.washingtonpost.com/news/fact-checker/>

⁸ <http://www.snopes.com/>

⁹ <https://www.opensecrets.org/>

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RMIT ABC Fact Check¹⁰

The newly branded RMIT ABC Fact Check¹¹ returned in June 2017 to test and adjudicate on the accuracy of claims made by politicians, public figures, advocacy groups and institutions engaged in public debate. The original ABC Fact Check closed in 2016 due to Federal Government budget cuts.

It is headed by Russell Skelton, a Walkley Award-winning journalist who founded and ran the original ABC Fact Check unit from 2013. RMIT has appointed a senior editor and fact check researchers, along with interns drawn from RMIT journalism students and alumni.

It researches and publishes Fact Checks and Fact Files and has restarted the Promise Tracker. All verdicts fall into three colour-based categories: in the red, in the green or in between – red being a negative ruling, and green being a positive. The colour coding is accompanied by a description of the verdict such as: 'Cherry-picking', 'Overreach', 'Unfounded', 'Checks Out', 'Empty Rhetoric', 'Correct' and 'Flawed'.

They are published by the ABC and on a dedicated RMIT portal.

ABC Media Watch

ABC Media Watch is described on its website as Australia's leading forum for media analysis and comment.

It goes on to say:

"Conflicts of interest, bank backflips, deceit, misrepresentation, manipulations, plagiarism, a buse of power, technical lies and straight out fraud: Media Watch has built an unrivalled record of exposing media shenanigans since it first went to air in 1989.

The media provides the information we need to make decisions about our lives, but how reliable are the media reports that shape our views of the world?

Media Watch turns the spotlight onto who literally 'makes the news': the reporters, Editors, sub-editors, producers, camera operators, sound recordists and photographers who claim to deliver the world to our doorsteps, radios, computers and living rooms. We also keep an eye on those who try to manipulate the media: the PR consultants, spin-doctors, lobbyists and 'news makers' who set the agenda".

The program is hosted by Paul Barry, a two time Walkley Award and Logie winner for journalism.

The Conversation Fact Check¹²

The Conversation claims to be an independent source of news and views, sourced from the academic and research community and delivered direct to the public.

Its team of professional editors work with university, CSIRO and research institute experts to provide their knowledge for use by the wider public.

Its Founding Partners were: CSIRO, Monash University, University of Melbourne, University of Technology Sydney and University of Western Australia. Strategic Partners are: Commonwealth Bank of Australia, Carrs Chambers Westgarth, RMIT University and other member institutions also provide financial support.

¹⁰ <http://www.abc.net.au/news/factcheck/>

¹¹ <http://www.abc.net.au/news/2017-02-14/rmit-and-abc-news-partner-to-relaunch-fact-check/8268168>

¹² <https://theconversation.com/au/factcheck>

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PolitiFact Australia

PolitiFact Australia is a fact-checking "website" that rates the accuracy of claims by elected officials and other influential people in the Australian political debate.

It is the first international licensee of the US site, *PolitiFact.com*.

Its website states "PolitiFact Australia is a non-partisan, independent journalistic venture run by Peter Fray, the former editor-in-chief of the Sydney Morning Herald, and staffed by experienced reporters and researchers". It has links to Fairfax media and Channel 7.

Its stated goal is to bring greater accountability to the federal election campaign. The website carried extensive coverage of the 2013 Federal election¹³ but has now been archived. There is limited Facebook and Twitter activity restricted to occasional commentary. The full fact check function is now inactive.

Other Australian fact checking organisations include: Crickey Get Fact, Medical Observer's Medifact but these are also inactive at present.

Fact Checking Process

PolitiFact.com describes its fact checking process¹⁴ as follows:

"Every day, PolitiFact and PunditFact staffers look for statements that can be checked. We comb through speeches, news stories, press releases, campaign brochures, TV ads, Facebook postings and transcripts of TV and radio interviews. Because we can't possibly check all claims, we select the most newsworthy and significant ones.

In deciding which statements to check, we ask ourselves these questions:

- Is the statement rooted in a fact that is verifiable? We don't check opinions, and we recognize that in the world of speechmaking and political rhetoric, there is license for hyperbole.
- Is the statement leaving a particular impression that may be misleading?
- Is the statement significant? We avoid minor "gotchas" on claims that obviously represent a slip of the tongue.
- Is the statement likely to be passed on and repeated by others?
- Would a typical person hear or read the statement and wonder: Is that true?"

RMIT ABC Fact Check's website¹⁵ identifies the following features central to its operations:

- combines academic excellence and the best of Australian journalism
- an independent non-partisan voice
- an agenda-free zone fearlessly following the facts
- not seeking to influence voters or push for a particular outcome
- not being a dispenser of "truth"
- not speculating on motives
- not about "gotcha" moments
- seeking to be 100percent accurate.

¹³ <http://pandora.nla.gov.au/pan/140601/20131209-1141/www.politifact.com.au/index.html>

¹⁴ <http://www.politifact.com/truth-o-meter/article/2013/nov/01/principles-politifact-punditfact-and-truth-o-meter/>

¹⁵ <http://www.abc.net.au/news/factcheck/about/>

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The proliferation of fact checking organisations and, indeed, their growing importance in monitoring and informing the public policy debate has given rise to the establishment of the International Fact-Checking Network (IFCN)¹⁶ at the Poynter Institute¹⁷ in the United States. The IFCN, established in 2016, is committed to promoting excellence in fact-checking and, inter alia, has developed a code of principles fact checkers can adopt as a commitment to the highest standards and professionalism in fact checking.

The Principles¹⁸ involve a commitment to:

- (1) non-partisanship and fairness
- (2) transparency of sources
- (3) transparency of funding & organization
- (4) transparency of methodology
- (5) open and honest corrections.

Currently *PolitiFact*, *FactCheck.org*, *Washington Post's Fact Checker*, *Snopes.com* and *The Conversation Fact Check* are verified signatories to the Code of Principles.

By signing up to this code of principles, the fact-checking organisations agree to produce a public report indicating how they have lived up to each of the five principles within a year from their signature, and once a year thereafter. The report allows readers and others to judge to what extent the fact-checker is respecting the code of principles.

Occurring in parallel with the growth and relevance of fact checking organisation is evidence of the growing concern of Australians and indeed internationally about the explosion in Fake News. This is resulting in a turn back to traditional and respected news sources particularly for global and international news¹⁹. These sources are predominately the creators and homes of the fact checkers.

Summary:

A common thread through the fact checkers is their origins in media organisations and academic institutions and being headed and staffed by high profile and experienced journalists and researchers. Most use a rating system in their assessment of the accuracy of the claims made. Importantly they check "facts" and not "opinions".

In addition to their commitment to the IFCN code of principles the fact checkers identified above, as well as the others referenced, vehemently assert their independence citing no engagement with partisan political activity on the part of their staff or acceptance of donations made anonymously or from political organisations, officials or candidates. Whilst some carry advertising on their sites they do not endorse products or services. They are also transparent about all their funding sources.

These features are instructive when considering the structure and methodology of the LGIEM. Indeed, adoption of the IFCN code of principles would be a demonstration of its commitment to

¹⁶ <http://www.poynter.org/about-the-international-fact-checking-network/>

¹⁷ <http://about.poynter.org/>

¹⁸ <http://www.poynter.org/fact-checkers-code-of-principles/>

¹⁹ <http://www.medlawweek.com.au/bbc-fake-news/>

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high standards essential to establishing its credibility and building trust in the LGIEM as a bono fide fact checker.

2.3 Other Initiatives to counter Fake News

In addition to the fact checkers some nation states and social media platforms have moved to rein in the excesses of fake news.

In December 2016 German media²⁰ reported on government plans to create a Centre of Defence Against Disinformation within the Federal Press Office. The plan follows the rise of fake news on social media and concern about a repeat of its impact on the US presidential election in 2016 at the upcoming German general election.

Also in Germany Facebook has begun filtering for fake news in response to a concern about a new law²¹ proposed to levy a €500,000 fine for every single piece of misinformation published and not removed by the network in 24 hours. The next Federal election in Germany is due by September 2017.

In January 2017 the Czech Republic set up the Centre Against Terrorism and Hybrid Threats²². It is a specialised analytical and communications unit that monitors threats directly related to internal security and misinformation campaigns and includes threats to elections. It disseminates information and spreads awareness about the given issues amongst the general and professional public.

In April 2017 the Finnish Foreign Minister Timo Soini announced EU-NATO members had agreed to establish a centre in Helsinki to research how to counter cyber-attacks, propaganda and disinformation²³. Initial countries signing up to the initiative are The United States, The United Kingdom, France, Germany, Sweden, Poland, Finland, Latvia and Lithuania.

However, at the heart of this dilemma is the Internet itself and social media enabled by the technology companies - Google, Apple and Facebook being the most prominent. As mentioned above Facebook in Germany is now moving to filter for fake news ahead of possible monetary penalties for failing to remove them from the site.

This follows a statement by CEO Mark Zuckerberg in December 2016 that Facebook will begin flagging fake news stories with the help of users and outside fact checkers responding to heavy criticism over fake news during the US election. In a Facebook post he wrote:

“While we don’t write the news stories you read and share, we also recognize we’re more than just a distributor of news. We’re a new kind of platform for public discourse – and that means we have a new kind of responsibility to enable people to have the most meaningful conversations ... and be informed”

Readers will be able to alert Facebook to possible fake news stories, which it will then send to outside fact-checking organizations to verify. Five fact-checking organizations – ABC News, Associated Press, FactCheck.org, Politifact and Snopes will work with Facebook to launch the

²⁰ <http://www.dw.com/en/germany-plans-creation-of-center-of-defense-against-fake-news-report-says/a-36887455>

²¹ <http://www.dw.com/en/500000-euro-fines-for-fake-news-on-facebook-in-germany/a-36806244>

²² <https://translate.google.com.au/translate?hl=en&sl=cs&u=http://www.mvcr.cz/cthh/&prev=search>

²³ <http://www.paneuropeannetworks.com/defence/eu-nato-states-establish-hybrid-threats-centre/>

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initiative. If enough of Facebook's users report a story as fake, the network will pass it onto these third parties to scrutinize.

If a story is deemed to fail the fact check, it will be publicly flagged as "disputed by 3rd party fact-checkers" whenever it appears on the social network. Users will be able to click on a link to understand why it's disputed. If a Facebook user then still wants to share the story, they'll get another warning about its reliability.

Similarly, Apple CEO Tim Cook has lent his voice to calls for the technology industry to take action against fake news stories on the web.

In February 2017 CNN²⁴ reported that in an interview with The Daily Telegraph he said "There has to be a massive campaign. We have to think through every demographic" and "all of us technology companies need to create some tools that help diminish the volume of fake news."

According to the report, Tim Cook said made-up stories and hoaxes are "killing people's minds" and he called the "fake news" plague "a big problem in a lot of the world."

Summary:

The action of Facebook and its collaboration with fact checkers provides a major step towards countering the extremes of fake news. It also provides a ready-made opportunity for the LGIEM.

Firstly, LGIEM would be in a position, as a user, to call upon Facebook to have what it has assessed as "fake" referred to a fact checker in line with its new approach. Secondly, LGIEM could seek to be recognised as a fact checker to which Facebook would refer stories identified by readers as fake.

Central to this outcome would be the establishment of LGIEM – its structure, leadership, staffing, funding and operational methodology having regard to the characteristics of the established and successful fact checkers and the IFCN code of principles. How this might be achieved will be considered in later sections of the report.

3. What the Stakeholders Think

Fundamental to the success of the LGIEM will be the added value it brings to local democracy through the local government election process. In so doing it must support the needs of the key stakeholders – candidates and voters. In addition, it must not overlap or conflict with the statutory roles of the government bodies responsible for the conduct and oversight of the election process. Furthermore, it must avoid any activity that could give rise to legal action against itself and the LGAQ with resultant reputational damage and financial cost. In summary, the LGIEM needs to ensure there are:

- No overlaps with the roles and responsibilities of the Crime and Corruption Commission (CCC), the Electoral Commission of Queensland (ECQ) and the Department of Infrastructure, Local Government and Planning (DILGP),
- No public statements or commentary giving rise to civil proceedings for defamation and offences for misleading electors, and

²⁴ <http://money.cnn.com/2017/02/11/media/fake-news-apple-ceo-tim-cook/index.html>

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- No activity that would cause the LGAQ reputational and relationship damage with its member councils and partners in government.

The LGIEM would also be entering the public domain and the space occupied by the main stream media through its commentary on the local government elections. A productive working relationship with the media would further support the objectives of the LGIEM.

To address these issues a comprehensive series of meetings and interviews have been conducted with representatives of these stakeholders. Twenty-one separate meetings and interviews were conducted involving 58 participants.

See Appendix 1 for the full list of participants.

3.1 Candidates

Five former and current mayors were interviewed on their election experiences and the role the LGIEM could play.

Their views are summarised as follows:

- All had experienced “attacks” or adverse commentary to varying degrees via social media, predominately Facebook, considered to be inaccurate, misleading and unprofessional.
- ECQ’s management of this activity was considered inadequate together with one stance of pre poll voting involving unauthorised misleading and inaccurate hand-outs and voter harassment.
- All saw merit in the establishment of the LGIEM to call out misleading and baseless claims and commenting on the legality and financial implications of campaign promises including service level reduction, loss of revenue and impact on financial sustainability.
- It could moderate the worst aspects of uninformed and mischievous campaigning.
- The LGIEM needs to be independent from the LGAQ perhaps not even funded by it.
- Current councillors and new candidates should both be included in the work of the LGIEM.
- The Chair/Head needs to be a person who is trusted, respected and recognised for fairness and balance with knowledge and understanding of policy, finance and legislation with no political affiliation or previous elected local government role.
- LGIEM staff require detailed knowledge of the operation of local government.

The council CEO interviewed expressed similar views to those of the mayors highlighting the need to include both current councillors and new candidates and a proactive role for the LGIEM in creating an alternative narrative seeking to influence with integrity and promoting a positive focus on the future.

3.2 Voters

To assess voter opinion on the issues under investigation Market Facts (Queensland) Pty Ltd was engaged to conduct two Focus Groups of electors with the following Brief.

1. *To establish voter concern about baseless claims, misinformation and personal attacks on candidates.*
2. *To seek input into design of an ‘independent’ election monitor.*

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Focus groups were conducted in the Lockyer Valley Regional Council (Gatton) on 10 June 2017 and Logan City Council (Kingston) on 14 June. These councils were chosen because of the intense campaigning surrounding the March 2016 local government elections in these areas.

Outcomes from the focus groups are highlighted as follows:

- There is general concern about the conduct of politicians, especially in the lead up to elections. However, for most participants they had more significant concerns about the conduct of State and Federal politicians.
- Concern was generally expressed that personal attacks during election campaigns on candidates were becoming 'business as usual', and community members were becoming disillusioned by this behaviour.
- This behaviour detracts from the real issues people want to better understand including candidate stances on these issues, local matters and the impacts on them as voters and rate-payers from the promises they had made. Something akin to a Scorecard.
- Voters want access to candidate profiles such as a resume of their skills, experience and testament to their strong personal character including details on their profile in the community.
- The LGAQ or some other independent organisation was seen as the appropriate host of this information, somewhere perceived as removed from Council. The use of technology was also considered important, so that all demographics can readily access this information.
- The set-up of an election monitor should have characteristics similar to other 'watchdog' organisations like the ACCC and CJC, that is, non-biased and independent in their terms of reference.
- The range of skillsets required for an election monitor are finance, auditing, legal, accounting and it should be chaired or presided over by an eminent person such as a retired judge or prominent military person being 'Independent' and 'non biased'.

In summary, the Focus Groups concluded:

- 1) There is a concern about baseless claims made by candidates and through other sources during elections.
- 2) Most voters generally filter out this misinformation and it does not overly influence their voting patterns.
- 3) Voters want access to factual information about candidates to be hosted by an independent source and/or organisation.
- 4) Voters want access to factual, independent and non-biased information prior to an election.
- 5) An election monitor would need to be an independent organisation with finance, auditing, legal and accounting skills headed by an eminent person.

3.3 Government Agencies

Interviews were conducted with representatives of the three government bodies with statutory responsibilities for the conduct and oversight of the local government election process, namely, the Electoral Commission of Queensland; the Department of Infrastructure, Local Government and Planning; and the Crime and Corruption Commission. These interviews were designed to not only clarify the prospective role of the LGIEM but also to seek input into development of the working model, to discuss the parameters within which it would operate to ensure no overlap or conflict, and potential of collaboration with each of the agencies.

Their views are summarised as follows:

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3.3.1 Electoral Commission of Queensland (ECQ)

The ECQ is concerned about possible voter and community confusion created by the name – Local Government Independent Electoral Monitor (LGIEM), when the Electoral Commission of Queensland (ECQ) is an independent body with the statutory responsibility for the conduct of local government elections. The ECQ suggested an alternate name be chosen when the purpose was more clearly defined and a “gap analysis” be undertaken to identify what “mischief” needed to be managed and what power the LGIEM would have or require to do so.

The ECQ was particularly concerned at the potential conflict with the LGIEM indicating it did not want any overlap in the roles, LGIEM generating new workflows for the ECQ and interfering with the delivery of the council elections.

It did however suggest the LGIEM participate in candidate briefing sessions to clearly articulate its areas of interest and take on board complaints which may have previously and unnecessarily come to the ECQ.

The interview with the ECQ was the first conducted (3 May 2017) and its concerns are understood because at that time the LGIEM remit was in its formative stages. However, a fundamental constraint on this investigation and the development of the working model is no overlap with the roles and responsibilities of the ECQ.

On the issue of an alternative name for the LGIEM consideration could be given to the follow option: *Local Government Fact Check* with the subscript - Independently Monitoring Local Government Elections. This incorporates its primary function of fact checking with its application to local government elections.

3.3.2 Department of Infrastructure, Local Government and Planning (DILGP)

The DILGP raised the issue of the scope of the LGIEM remit about which candidates would be subject to its coverage – just sitting councillors or all candidates, noting the potential conflicts of interest and relationship risks involved. Whilst not favouring either option their response acknowledged that it would work for all candidates if the primary function of the LGIEM was fact checking.

The DILGP believes the role should be focussed on fact checking to ensure accuracy of claims or assertions about legislation or financial matters or actions involving (1) councils, their staff, and the local government sector in general, and (2) actions of candidates for election. The role should be limited to correcting the record based on verifiable facts.

The department cautioned against functions that could complicate or impinge on its role and that of the ECQ and the CCC in the oversight of elections and/or complaints management. It would also not be desirable for the LGIEM to conduct assessments or comment on an alleged action or conduct of a candidate and should also avoid any endorsement or dis-endorsement of particular political decisions when clarifying the facts associated with a decision.

Again, the project brief precludes the LGIEM from undertaking functions in conflict with the department and the other two government agencies. The advice to avoid commentary on the conduct or alleged actions of candidates and decisions that involve endorsing or dis-endorsing political positions is acknowledged.

3.3.3 Crime and Corruption Commission (CCC)

The CCC saw real merit in the establishment of the LGIEM to undertake the following tasks:

- Produce “facts” to counter the “fiction” at election time.

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- Act as a deterrent to false claims as prospective complainants may “think twice” about complaining because the LGIEM may “call them out” over false claims. This could assist the CCC by reducing the complaints it would receive.
- Act in both pro-active and reactive modes.
- Proactive in promoting positive systemic information about the functions, finances, performance and governance of local government.
- Reactive in responding to factually flawed, misleading and mis-informed.
- Quickly respond to correct false and misleading claims.

Importantly, the CCC does not want the LGIEM engaging in the assessment or commentary on complaints under investigation by it or contacting any of the parties involved i.e. the complainant or the person against whom the complaint has been lodged.

The CCC was willing to exchange information of a general and systemic nature with the LGIEM but not in relation to active complaints. A protocol would be required on communication and information exchange.

The qualifications of the person appointed to head the LGIEM were comprehensively outlined as follows:

- A person known for their independence
- Would require knowledge of local government matters
- Not aligned with present or previous state governments or a political party
- Not a former departmental Director-General
- Possibly a retired judge or an academic.

Relevant state government agencies should be consulted about the proposed appointee and the LGAQ’s full Policy Executive should make the appointment. Also, the LGIEM should have guaranteed funding to further confirm its independence from the LGAQ.

The CCC’s identification of the LGIEM’s potential as a deterrent to complaints and pro-active role in promoting the strengths of local government adds future weight to the legitimacy and value the LGIEM could bring to the local government electoral process.

In summary, the government agencies:

- 1) Recognise the opportunity for and positive role the LGIEM could play
- 2) Rightfully insist the LGIEM not intrude into their legislated areas of responsibility
- 3) Caution the LGIEM not to get drawn into matters under their investigation
- 4) Advise the LGIEM against being seen or used as a de facto complaints body with one suggesting an alternative name be adopted
- 5) Encouraged the LGIEM to be even-handed by including both current councillors and new candidates in its assessments
- 6) See value in protocols with LGIEM to establish clear territorial boundaries and rules of engagement.

3.4 The Media

Interviews were conducted with the editor of the News Corporation’s Brisbane Sunday Mail on behalf of both the Sunday Mail and Courier Mail, and the ABC’s Queensland News Editor.

The Sunday Mail strongly endorsed the creation of the LGIEM as being good for democracy and overdue. It saw a need for claims and counter claims to be called out when they are misleading, misinformed, mischievous and malevolent.

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The person appointed to head the LGIEM needed to have public confidence, be fearless with media savvy and have good investigatory skills. A retired judge or relevant academic was identified as a person with these characteristics.

The LGIEM's independence would be supported by containing its role to factual analysis and commentary on the implications of policy proposals and claims in the lead up to the election.

The Sunday Mail and Courier Mail would be prepared to cooperate with the LGIEM seeing it as an "umpire".

The ABC was heavily qualified in its support of the LGIEM emphasizing the difficulty for an industry organisation (LGAQ) to establish an independent body of the type proposed. "Distance" was needed from LGAQ for the LGIEM not to be seen as self-interested and self-serving on behalf of the LGAQ's members.

The person heading the LGIEM would need to be a person with a reputation for integrity and independence and definitely not with a history of involvement with local government.

The ABC would not exchange information with the LGIEM and would consider its reports for their editorial merit and subject to its Independent Journalistic assessment.

In summary, whilst having different perspectives on the value of the LGIEM both media organisations highlighted the need for the head of the LGIEM to be a person of integrity and independence. Distancing the LGIEM from LGAQ was essential for this requirement to be achieved.

4. Challenges

The stakeholders interviewed during the investigation have identified overall strong support for the establishment of an LGIEM ranging from very strong to limited. This support is subject to a number of key factors being incorporated in the LGIEM's design and a number of challenge and risks being addressed. This section identifies these factors, challenges, risks and mitigation measures.

4.1 Independence

Independence has been identified by all stakeholders as a pre-requisite to establishing the LGIEM from a number of different perspectives. Essentially, it needs to be at arm's length from LGAQ to counter claims of bias and self-interest. It also needs to be given a secure funding source to ensure its operations cannot be unilaterally shut down.

Whilst some suggestions have been made that the LGIEM needs to be funded other than by LGAQ to overcome claims of bias there are examples of industry bodies or organisations funding review or complaint handling bodies on behalf of their industry. The Australian Press Council²⁵ established in 1976 by media organisations is, inter alia, the principal body with responsibility for responding to complaints about Australian newspapers, magazines and associated digital outlets. Similarly, the ABC's Media Watch program is described on its website as Australia's leading forum for media analysis and comment. Whilst funded by the ABC its remit includes coverage of ABC reporting.

The project brief sees the creation of a Charter for the LGIEM as the vehicle through which its terms of reference and operational arrangements are determined. The Charter needs to encompass all of

²⁵ <http://www.presscouncil.org.au/>

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the elements of independence identified by the stakeholders in Section 3 and incorporate advice on legal status and risk management to demonstrate genuine independence. Details on the latter are contained in Section 4.7.

4.2 Credibility

In addition to independence the stakeholders have identified other factors for the LGIEM to have a credible and legitimate role. Crucially, the person heading up the LGIEM will be the focus on which its credibility and legitimacy are judged.

Words used during the stakeholder interviews to describe the requirements for this person were: integrity, independence, balance, fairness, apolitical, fearless, trusted, respected, high profile, pillar of community, media savvy, investigatory skills, no previous local government or state government elected roles, and knowledge of local government policy, finances and legislation. A retired judge, academic or former military officer were identified as persons possessing some if not all of these skills.

The LGIEM's operations will require a number of people with a range of skills to support the person appointed as its head to enable matters to be investigated thoroughly and quickly. An appropriate team with significant expertise and experience as investigators, researchers, policy analysts together with media and communication capability will be required. Further details are outlined in Section 5.1. Acknowledging the overall range of skills required to successfully operate the LGIEM, the key skills of its leader would appear to be: integrity, independence, trust, respect, balance, fairness, and apolitical.

The identification and appointment of this person requires careful thought and consideration and the CCC's advice on consulting with relevant State Government agencies and appointment by the full LGAQ Policy Executive is wise counsel given the significant of this role to the success of the LGIEM.

4.3 Election Interference

The project brief identifies the purpose of the LGIEM is to enable a truthful and informed debate on the vision, values and policy proposals of the candidates at the 2020 local government elections. It will do this by challenging, correcting and "calling out" inaccurate, untrue, unfair misinformation and baseless claims and assertions by the candidates and providing factual analysis and commentary on the legislative and financial implications of the campaign promises.

By "entering" the election campaign for this purpose the LGIEM will be seen on one hand as adding value to the voters' ability to make informed decisions and cast their votes accordingly and, on the other, as interfering in the election process which is a matter of robust debate between the candidates. To ensure its actions are predominately seen as the former the LGIEM's Charter needs to clearly set out the parameters for its levels of assessment and public commentary.

Stakeholders were given two scenarios and asked for their opinions on the acceptable levels of commentary during the interviews and the LGAQ Policy Executive was formally surveyed following a presentation and progress report on 30 June 2017.

Scenario 1:

A candidate promises to reduce rates by 10% and cut developer contributions.

Possible Responses:

Level 1 Will reduce council revenue by \$30M per year - (Fact)

Level 2 What services will be cut or staff numbers reduced? - (Question)

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Level 3 Will adversely impact council's financial sustainability ratios moving it from moderate to high risk - (Opinion)

Level 4 A bad policy that should not be supported - (Interference)

There was strong support for level 1 (easily calculated from publicly available data) and level 2 (a question). Level 3 was supported provided there was clear evidence to support the response. Level 4 was not supported as a viable response from a fact checking perspective.

Scenario 2:

A candidate or Action Group claim councillors and staff are corrupt and awarding contracts to family and friends. (Note: this claim is not the subject of a complaint to CCC or DILGP).

Possible Response:

Level 1 What is the evidence for this claim? - (Question)

Level 2 In the absence of any evidence this claim is baseless - (Opinion)

Level 3 The claim should be withdrawn as irrelevant to the election - (Comment/Interference)

There was very strong support for level 1 (a question), and strong support for levels 2 and 3 (in the absence of evidence the claims are not legitimate).

By way of comparison the approach taken by the fact checking organisation is to base their assessments on verifiable facts and evidence. In addition, they are transparent about their assessment methodology and consistent in their assessment rating systems and whilst expressing opinions, that is, the outcomes of their assessments, they do not check opinions. See Section 2.2.2.

4.4 Member Relations

A point strongly made during the stakeholder interviews was the risk to the LGAQ's relationship with its members through the operation of the LGIEM.

Adverse LGIEM commentary impacting a subsequently re-elected mayor or councillor and/or a new candidate elected as a mayor or councillor could prejudice the LGAQ's reputation with the effected individuals and their councils.

Notwithstanding the risks there was unanimous agreement by all stakeholders interviewed and the LGAQ Policy Executive survey that current mayors and councillors and new candidates should be treated equally. The LGIEM's independence and public credibility could not be asserted if it only assessed matters involving new candidates.

Furthermore, the ability to identify and appoint a person to head the LGIEM meeting the high standards identified would also be prejudiced if its focus was skewed to only new candidates.

4.5 Government Relations

The LGAQ's Partners in Government Agreement signed with the State Government in 2015 highlights the importance of maintaining positive relationships with the State Government. The project brief clearly states there is to be no overlap with the regulatory roles and responsibilities of the ECQ, DILGP and CCC. Indeed, opportunities should be sought to develop complementary roles and opportunities and these have been identified in the stakeholder interviews with the ECQ and CCC.

The development of the LGIEM Charter needs to have due regard to the key points raised by the agencies during the stakeholder interviews, namely:

- Respecting their legislated areas of responsibility

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- Avoiding being drawn into matters they are investigating.
- Guarding against being seen or used as a de facto complaints body.

4.6 Legal Liability

The project brief states that the LGIEM needs to avoid any action or commentary that would defame any individuals which would discredit its operations and effectiveness resulting in criticism of and action against the LGAQ.

Legal advice was sought from King and Company, Solicitors on this and any other legal matters relevant to establishing the LGIEM. The advice is based on the identified purpose and anticipated modus operandi contained in the project brief.

The advice states, inter alia, as follows:

"The LGIEM and, if applicable, his/her employer will need to guard against the LGIEM's public response and reflection itself being defamatory or knowingly false, otherwise the LGIEM and, if vicariously liable for the acts of the LGIEM, his/her employer may face liability for:

- (a) an offence for misleading electors under the *Local Government Electoral Act 2011*, section 182; or
- (b) defamation in civil proceedings brought against them by individuals who consider themselves defamed."

Under section 182(2) of the *Local Government Electoral Act 2011* it is an offence for a person, for the purpose of affecting the election of a candidate, to knowingly publish a false statement of fact about the personal character or conduct of the candidate. It is also an offence to print, publish, distribute or broadcast anything that is intended or likely to mislead an elector about the ways of voting at a local government (*emphasis added*).

Defamation law in Queensland is governed by the *Defamation Act 2005* and the common law. The advice states "A person is defamed in circumstances where imputations that are disparaging, or tend to make other persons shun or avoid that party, or cause damage to their reputation, are published to another person".

The advice also identifies defences to a claim of defamation to ward off liability, namely: justification, contextual truth, publication of public documents, fair reporting of proceedings of public concern, qualified privilege and honest opinion.

The advice specifically states that to defend against a defamation action and to one of misleading electors "...it will be essential for the LGIEM to be able to demonstrate that it took care to verify the veracity of the statements of fact from independent, reputable sources and that there is credible evidence to corroborate the published statements".

This advice is instructive as to the approach to be taken by the LGIEM in undertaking its assessments and developing its commentaries. The advice calls for an evidenced based approach to ensure the LGIEM mitigates the risk of legal action. Section 4.3 above confirms that this is the approach required by the LGAQ Policy Executive and sought by the other stakeholders. Therefore, it is essential that these requirements are incorporated into the LGIEM Charter.

4.7 Legal Status

The King and Company advice also highlighted another important issue when considering the legal arrangement for the LGIEM.

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It refers to the potential member relationship challenges separately identified in Section 4.4 above and the need for LGAQ to remain unbiased and apolitical in its relations with member councils. In addition, the civil and criminal liability issues associated with the operations of the LGIEM beg the question as to what extent and how the LGAQ may distance itself legally from the statements published by the LGIEM.

Specifically, the advice identifies two options for LGAQ's engagement with the LGIEM:

- c) an independent contractor who is not an agent of the LGAQ, so that vicarious liability does not attach to the LGAQ; or
- d) more preferably, an employee or consultant of a newly created subsidiary company of the LGAQ.

The advice also recommends consultation with Jardine Lloyd Thompson Australia (JLTA), risk managers and insurance brokers to discuss insurance arrangements applicable to either option.

Advice was sought from JLTA as to relevant insurance arrangement for the LGIEM in particular for the person appointed as its head and staff supporting its operations.

LGM Liability commenced as a body entirely owned and operated by Queensland local government, created for the sole purpose of providing effective and appropriate coverage for the legal liability of members. It is established under a Trust Deed and Scheme Rules with the LGAQ as trustee of the scheme and JLTA appointed as the scheme manager. Membership is limited to local government and closely related bodies. The LGM Liability covers Public Liability including Products Liability, Professional Indemnity, Councillors/Directors & Officers Liability and Employment Practices Liability. These covers would be appropriate for the head and staff of the LGIEM and its operational implications.

The scheme rules appear to provide the LGIEM with access to the scheme either under the membership coverage of LGAQ or in its own right as a subsidiary entity of LGAQ if established as such. The LGM Liability Board would determine the LGIEM's entitlement to membership/coverage by the scheme.

JLTA also advised²⁶ that contrary to its original advice on 19 May 2017 (Appendix 9) it had located an underwriter prepared to provide indemnity cover for the operation of the LGIEM. This would apply as cover to the LGIEM if established as a company or as a blanket cover for the individual contractors engaged by the LGIEM.

Based on these respective advices legal liability coverage for LGIEM is available as follows:

| Option | LGIEM Status | LGAQ Liability | Cover |
|--------|-------------------------|-----------------|---------------------------------|
| 1 | LGAQ employees | Yes (vicarious) | LGM Liability |
| 2 | Independent Contractors | No | Separate cover |
| 3 | LGIEM Pty Ltd | No | LGM Liability or separate cover |

The separation of the LGIEM from the day to day operations and management of the LGAQ to ensure its independence and remove claims of bias, real or perceived, is found in either option 2 or option 3. The costs and benefits of option 2 versus option 3 need to be further considered.

The engagement of the head and staff of the LGIEM as independent contractors would normally require each person to have and maintain their own relevant insurances to not only protect themselves but also LGAQ's interests. The JLTA advice confirms access is available to more efficient

²⁶ Jenny Dooley, Divisional Manager – Liability & Risk by telephone on 10 August 2017

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insurance arrangements, namely a blanket cover for the Monitor and all LGIEM staff as independent contractors. A \$5million indemnity cover is available for an 18 months period at an approximate cost of \$5,000 with a \$2,000 deductible. This cover would also be available to the LGIEM if it is established as a company and unable to obtain cover through LGM Liability. In either situation the LGAQ would need to absorb these costs into contractual arrangements with the persons engaged to operate the LGIEM to secure their involvement. This cost has been factored into the funding arrangements discussed in Section 5.2.

The King and Company legal advice supporting the creation of a subsidiary company of the LGAQ envisages a small proprietary company established under the *Corporations Act 2001* (Cth). The LGIEM's required revenue, assets and employee numbers qualify it as a small proprietary company which has no requirement to hold an annual general meeting and the ability to pass resolutions without a meeting of directors. It also does not have to prepare an annual financial report or directors' report meaning minimum set up and ongoing annual operational reporting and compliance costs. Set up costs including registration, legal and accounting fees would be in the order of \$2000 and annual registration renewal fees of \$250.

The minimum number of directors required for such a private company is one. It is proposed that the person appointed as the head of the LGIEM fill this position establishing a clear line of accountability between the LGAQ and the LGIEM. A proprietary company is not required to appoint any other statutory officers or positions. Under this option the LGAQ would be the sole shareholder setting up the company in line with the Charter effectively providing the basis for its Constitution.

Irrespective of the option chosen, LGAQ would be expected to provide a number of "back of house" company compliance, financial, communication, human resources and administrative support services but with no input or control over the day to day operations and determinations of the LGIEM. These matters are discussed further in Section 5.1.

4.8 Risk Management

Throughout the stakeholder interviews all identified, to varying degrees, the risks involved for the LGAQ in establishing the LGIEM. As an industry association LGAQ exists to serve the needs of its member councils and relies not only on their ongoing membership but also demand for the goods and services it provides to financially sustain its operations. The LGAQ's ability to effectively represent and advocate for its members relies upon its relationships with not only its members but also governments, State and Federal. This in turn is supported by a productive working relationship with the media and credibility amongst the wider community. In creating the LGIEM the LGAQ has to ensure these risks to its successful operations are managed and mitigated and the operation of the LGIEM is secure.

The risks, their likelihood and impact, and mitigation strategies are summarised in the following table:

| Risk | Likelihood ²⁷ | Impact ²⁸ | Mitigation Strategy | Impact post mitigation |
|---|--------------------------|----------------------|---|------------------------|
| Reputational - members - governments - media - public | Likely | Moderate | Monitor – recognised person with skills, expertise, integrity & public standing Role – Charter defining role & accepted levels of assessment & | Minor |

²⁷ Likelihood scale: rare, unlikely, possible, likely, almost certain

²⁸ Impact scale: Insignificant, minor, moderate, major, extreme

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| | | | commentary | |
|--|----------|----------|---|---------------|
| Relationship - members - governments | Likely | Moderate | Independence – separate legal entity, not subject to LGAQ day to day control Monitor – recognised person with skills, expertise, integrity & public standing | Minor |
| Legal - defamation - misleading electors | Possible | Moderate | Legal status – separate legal entity Liability/indemnity insurance in place | Minor |
| Financial - damages from legal action | Possible | Minor | Legal status – separate legal entity Liability/indemnity insurance in place | Insignificant |

The key to mitigating these risks lies in the appointment of the best possible person to head the LGIEM. Such an appointment combined with a highly skilled support team operating within the parameters set out in the Charter can provide LGAQ with a high degree of confidence that reputational and relationship risks will be appropriately managed. The creation of the LGIEM as a separate legal entity with necessary liability and indemnity insurances will address potential legal and financial risks.

5. Working Model

The project brief requires the development of a working model for the LGIEM including its Charter, structure, duration, staffing and budget.

Central to the working model is the Charter under which it would operate. It represents the LGIEM's terms of reference and ultimately would be the basis of the Constitution of LGIEM Pty Ltd – the preferred legal model.

The investigations to date have identified many of the essential components of the working model and these have been discussed in the previous sections of the report. These will be incorporated into the framework for the LGIEM Charter together with the other elements of the working model which are now discussed. The framework of the Charter is set out in Section 5.5.

5.1 Staffing

The stakeholder interviews resulted in a clear picture of the profile and skills required of the person to be appointed as the Monitor – the head of the LGIEM. The credibility and legitimacy of the LGIEM hinges on the appointment of the right person to this role.

These are summarised as follows:

- A person with publicly recognised skills, background and standing noted for their independence, integrity, balance and fairness.
- A retired judge, an academic or senior military officer with a public profile and knowledge of the political process at the State and/or local government levels was seen as fitting these requirements.
- The person should be appointed by the LGAQ's Policy Executive following consultation with the CCC, the ECQ and the DILGP. This is to ensure the person appointed has the maximum level of support from within State and local government circles.

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- The person should not be a former State Government or local government elected member, a member of a political party or former senior State or local government officer. This is to guard against accusations of bias or preference from the wide range of perspectives potentially impacting the Monitor's ability to operate independently with integrity, balance and fairness.

Whilst the Monitor is the high profile public face of the LGIEM its ability to effectively undertake the task of fact checking, assessment and commentary is reliant on a highly qualified team of professionals with the required range of skills to support the Monitor.

Advice from the media and LGAQ's media and communication experts identified these skills as: journalism, investigations, finance, legal, governance and social media. Having regard to these requirements and the need to respond quickly to an anticipated large number of matters under review during the period of operation, the LGIEM establishment should consist of a minimum of:

- One senior journalist with 15 years investigatory and reporting experience familiar with the political process and with no political alignment
- Two experienced State and/or local government officers with in-depth knowledge of the legislative and operational environment of councils
- One financial analyst familiar with local government financial management and performance reporting
- One (or access to) legal advisor overseeing assessment and commentary ensuring legislative compliance and avoidance of breaches in relation to defamation and misleading of electors.
- One communications officer with social media expertise.
- Two secretarial and administrative support officers.

In addition, the Monitor should engage with university journalism schools to access students advanced in their courses to provide research support to the core LGIEM team. This is a feature of the established fact checking organisations who offer internships to students assisting them obtain valuable practical work experience before graduation.

It was also stated that no LGAQ staff should be part of the core LGIEM team to demonstrate separation from LGIEM's day to day operations mitigating reputational damage. However, LGAQ could provide technical advice and access to web hosting and other internet support services. Importantly, there should be no involvement of staff providing these services in the assessment and commentary roles of the LGIEM. Use of these services would be at the discretion of the Monitor. More details on these services are provided in Section 5.4.

5.2 Funding

Research in Section 2 shows that most fact checking operations are predominately funded by their sponsoring bodies either media or academic organisations. Some receive donations and advertise on their websites but are open and transparent about their funding sources and assert their independence through openly criticising their funding partners if and when considered necessary through their fact checking operations.

There have been some suggestions that the LGIEM should not be funded by the LGAQ to further demonstrate its independence and avoidance of bias. Whilst potentially a worthwhile long term objective the initial establishment of the LGIEM will only be possible if funded by the LGAQ.

Provided the funding arrangements are transparent, guaranteed, and the LGIEM's independence and operations are not subject to the day to day control of LGAQ, LGIEM's effectiveness is not

Report: Investigation into Establishing a Local Government Independent Election Monitor

considered compromised by these arrangements. Importantly, the LGIEM's Charter must clearly reflect these arrangements and the LGAQ's commitment to them.

Preliminary estimates of the costs of establishing and operating the LGIEM for the 2020 local government elections are as follows:

| Activity | | #Cost |
|--|----------|-----------|
| Establishment Costs | | |
| • Branding, logo, etc. | \$2,000 | |
| • LGIEM communications strategy, website & internet presence | \$10,000 | |
| • ASIC company registration & legal costs | \$2,500 | \$14,500 |
| Staff contract costs | | \$250,000 |
| Office accommodation, equipment & operations | | *\$35,000 |
| Online access & social media monitoring | | \$10,000 |
| Total | | \$309,500 |

Notes:

- 1) # These cost estimates have been prepared based on information and advice obtained from LGAQ's CFO, General Manager – Assist, Media Executive and Manager – Digital Services.
- 2) * This figure includes the \$5000 estimate for separate indemnity cover if the LGIEM is unable to obtain cover through LGAQ's existing LGM Liability arrangements.

These cost estimates assume a three month period of operation and separate office location for the LGIEM. The LGAQ would be required to make funding provision for the establishment and operational costs of the LGIEM in its 2019/20 budget.

5.3 Referral Process

The project brief calls for an identification of the triggers for the LGIEM to take action. In particular, who are the wronged parties, from whom will complaints or requests for action or information be accepted?

Stakeholder interviews indicate strong interest from candidates and voters - candidates seeking responses to baseless claims and misinformation and voters for information on the candidates. Some sections of the media will look to the LGIEM to respond to candidate debates on issues in local areas. Government agencies have also indicated an interest in varying levels of general or systemic information exchange. There is potential for a significant level of overall demand on the LGIEM's resources from all stakeholders.

The LGIEM could be overwhelmed if it attempted to respond to all such requests and risks becoming another complaints investigatory body breaching its commitment not to overlap with the statutory responsibilities of the ECQ, CCC and DILGP. It would also limit its capacity to deliver on its priority - refuting baseless claims and misinformation, and enabling truthful & informed debate about candidates' visions, values & policy proposals.

It is therefore proposed that the LGIEM adopt a targeted two part approach to its operations:

- 3) Proactive – the LGIEM independently identifies issues to investigate in line with its Charter including those arising from its media monitoring activities, promotes “positive” campaigning and highlights its monitoring and deterrent role, and

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- 4) **Reactive** – the LGIEM only investigate referrals received from current mayors and councillors seeking re-election and new candidates, recognising them as the principal parties to the election.

However, the LGIEM should establish mutually advantageous information sharing and engagement protocols with the State government agencies and media outlets recognising the longer term benefits to these stakeholders, the LGAQ and the LGIEM itself.

5.4 Internet Presence

A significant driver for this investigation into the establishment of a LGIEM was the increased level of media interest in and coverage of the 2016 local government elections, in particular, the escalating use by candidates of social media platforms giving them new found campaigning opportunities and public engagement.

The LGIEM therefore needs to maximise its ability to engage on these platforms to ensure its awareness of and ability to respond in line with the referral process identified in Section 5.3 above. Similarly, it should look to its internet presence as the primary vehicle to interact with the candidates – those seeking re-election and new candidates, the principal parties to the election.

The LGIEM requires a Communication and Digital Strategy, resources and personnel to effectively position itself within the stakeholder groups. Key elements of this strategy include:

- Public Image and promotion of the LGIEM – its independence, transparency and role
- Referral process – its interaction with candidates
- Assessment and Commentary – agreed levels and determination reporting arrangements
- Social media monitoring – pro-active and reactive approaches

The LGIEM requires an interactive website, Facebook, Twitter and LinkedIn platforms and media monitoring services e.g. Meltwater and Social Studio. It is envisaged the core LGIEM team include a full time communications officer to manage and operate the website and social media channels.

It is anticipated LGAQ could provide technical support and hosting services for these platforms but play no role in content or monitoring activity.

Costs of establishing the LGIEM's internet presence and the communication related operational cost have been included in the funding cost estimates contained in Section 5.2.

5.5 Period of Operation

The next local government quadrennial elections are scheduled for late March 2020, usually the last Saturday. This date may change subject to clashes with the Easter period and school holidays.

Election interest and active campaigning will build from December 2019 increasing significantly from late January 2020. February and March 2020 will be the periods of peak campaign activity and hence LGIEM operations.

The recruitment of the Monitor should take place in the final quarter of 2019 with appointment in late November enabling the recruitment of other staff. The full staffing complement of the LGIEM should be in place to commence operations in January 2020.

The funding cost estimates contained in Section 5.2 provide for these periods of employment and operations.

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5.6 Charter

As indicated above the Charter represents the LGIEM's terms of reference and ultimately would form the basis of the Constitution of LGIEM Pty Ltd – the preferred legal model.

Based on the foregoing analysis the recommended framework for the LGIEM Charter is as follows:

| Heading | Content |
|--|---|
| Background | The 2016 local government elections involved unprecedented levels of attack on councils, councillors & staff alleging individual & systemic corruption & misconduct through the use of parliamentary privilege & social media. This style of campaigning is anticipated to increase for the 2020 elections. |
| Purpose | The LGIEM is established to refute baseless claims & misinformation and enable truthful & informed debate about candidate's visions, values & policy proposals for the 2020 local government elections. |
| Mode of operation | LGIEM operates as a "fact checker" challenging, correcting and "calling out" inaccurate, untrue, unfair misinformation & baseless claims and assertions about council staff, candidates & local government in general. It provides factual analysis & commentary on legislative & financial implications of campaign promises. It provides a quick response – 12/24 hours and acts as a deterrent to unsubstantiated claims & assertions. |
| Relationship with State Government | There is to be no duplication or overlap with the statutory roles and responsibilities of the ECQ, CCC and DILGP. Engagement protocols are to be established to facilitate complementary roles and maintain positive relations with government agencies. |
| Relationship with Councils | Equal treatment of current mayors & councillors and new candidates in the LGIEM's assessments and commentary is required to ensure balance and fairness in the election policy debate. |
| Relationships with the Media | Subject to ensuring its independence and integrity, the LGIEM is to establish positive working relationship with media outlets. |
| Independence from LGAQ | The LGIEM is created as a separate legal entity with no involvement of the LGAQ in its day to day running and decision making. |
| Monitor's role and responsibilities | The Monitor is the sole director and CEO of LGIEM Pty Ltd. The Monitor is responsible for the determinations of the LGIEM and its spokesperson. |
| Monitor's skills and expertise | The Monitor requires publicly recognised skills, background and standing for independence, integrity, balance and fairness with a public profile & knowledge of the State political process and/or local government. |
| Accepted levels of assessment & commentary | Subject to compliance with defamation and electoral legislation the LGIEM operates through: fact checking, questioning, expressing opinions based on verifiable facts; and calls for positive election policy proposals based on vision and values. |
| Referral process | The LGIEM operates under a two part operating model: 1) Proactive – LGIEM independently identifies issues to investigate arising from its media monitoring activities, promotes "positive" campaigning & highlights monitoring & deterrent roles. 2) Reactive – LGIEM investigates referrals from councillors & candidates only - the principal parties at the election. |

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| Heading | Content |
|-----------------------|--|
| Legal Status | The LGIEM is created as a small proprietary company – Pty Ltd, providing legal and operational separation between the LGIEM and the LGAQ. |
| Legal Liability | Legal action for defamation and misleading electors is avoided through application of the agreed acceptable levels of assessment and commentary, and mitigated by necessary liability and indemnity insurance covers. |
| Funding | The LGIEM is provided guaranteed funding by the LGAQ negotiated with the Monitor. |
| Staffing Arrangements | The Monitor is supported by a high quality team with journalistic, investigatory, finance, legal, governance and communications expertise. |
| Internet Presence | A dedicated website is to be developed for receipt of referrals and publication of determinations. Facebook, Twitter and LinkedIn platforms are created. Active media monitoring is required to assist in identifying issues for both pro-active and reactive responses. |
| Period of operation | A four month period of operation is required building from December 2019 to a peak in March 2020. |

Note - The ECQ proposed a different name be chosen for the LGIEM to avoid potential confusion with its role of overseeing the local government electoral process. Whilst the report and framework for the Charter refers to the formation of an LGIEM, consideration could be given to the following alternative:

Local Government Fact Check
 - Independently Monitoring Local Government Elections

This reflects its primary function of fact checking combined with its application to independently monitoring local government elections.

The actual form and wording of the Charter cannot be finalised until the proposed framework is approved by the LGAQ Policy Executive and Board. Confirmation of the preferred legal status for the LGIEM will determine what form it will take, that is, Terms of Reference for an unincorporated unit within the LGAQ or the Constitution of an ASIC registered company.

6. Conclusion

The project brief called for an investigation into the feasibility, scope and scale, cost and logistical implications of establishing a Local Government Independent Electoral Monitor (LGIEM). It identified the issues to be addressed and the constraints under which it was to be built and operate. These include:

- Identification of international and national exemplars of similar activities.
- What would a working model look like.
- What would be its charter, structure, duration, staffing and budget.
- What would be its chairing arrangements and the qualifications required of the Chair.
- No overlap with the legislative responsibilities of the ECQ, CCC and DILGP.

An extensive program of research and stakeholder engagement involving 21 separate meetings and interviews involving 58 people has addressed these issues given rise to the following conclusions:

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- There is overall strong support for the establishment of the LGIEM from all stakeholders – candidates, voters, government and media.
- It must be independent from the LGAQ to guard against claims of bias.
- Its credibility and ultimate success depends upon the appointment of the right person as the Monitor - a person requiring integrity, respect, balance, fairness and standing within the community.
- There are risks for the LGAQ – reputational, relationship, legal and financial. These can be mitigated through realistic and achievable mitigation strategies.
- There are opportunities for the LGAQ – the strong stakeholder support confirms the need for the LGIEM which the LGAQ can meet through its leadership. This aligns with the LGAQ's Corporate Objectives:
 - Enhance Our Leadership Reputation for –
 - Advocacy and Representation
 - Innovative Solutions
 - Integrity (Trusted and Authoritative).
- A Working Model has been drafted setting out the LGIEM's Charter including requirements for staffing, funding, referral, internet presence and period of operation.
- The Charter represents the findings and recommendations of the investigation.

It is recommended that the Local Government Independent Electoral Monitor (LGIEM) be established by the Local Government Association of Queensland Ltd having regard to the proposed Charter.

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Appendix 1: Stakeholder Meetings and Interviews

| | |
|---|---|
| Electoral Commission of Queensland | Wade Lewis, Director – Electoral Disclosure and Spatial Samantha Laurie, Director - Readiness (3.05.17) |
| Department of Infrastructure, Local Government and Planning | Frankie Carroll, Director General Kathy Pardon, Deputy Director General – Strategy, Governance and Engagement (11.05.17) |
| Crime and Corruption Commission | Alan MacSparran QC, Chairperson Dianne McFarlane, Executive Director – Corruption (22.05.17) |
| King and Company | Tim Fynes-Clinton, Executive Partner (28.04.17) Karyn Wernham, Associate (7.08.17) |
| Jardine Lloyd Thompson | Craig Hinchliffe, Divisional Manager – Legal Liability (4.05.17) Jenny Dooley, Divisional Manager – Liability & Risk (7&10.08.17) |
| Market Facts (Qld) | Lesley Gibbs, Director Libby Paholski, Project Manager (18.05.17) Focus Groups: Lockyer Valley Regional Council, Gatton (10.06.17) Logan City Council, Kingston (14.06.17) |
| Mayors, Councillors, CEOs | Wayne Kratzmann, fmr Mayor, South Burnett RC (18.05.17) Cr Mick Curran, Mayor, Gympie RC (9.06.17) Cr Belinda Murphy, Mayor, McKinlay SC (14.06.17) Cr Bob Manning, Mayor, Cairns RC (20.07.17) Ian Church, CEO, Lockyer Valley RC (28.06.17) LGAQ Policy Executive (30.06.17) |
| Media | News Corporation: Peter Gleeson, Editor, Sunday Mail (31.05.17) ABC: Genevieve Hussey, Editor, ABC News Queensland (14.06.17) |
| LGAQ | Glen Beckett, General Manager – Asslst Craig Johnstone, Media Executive (1.06.17) Darren Leckenby, CFO and Company Secretary (28.06.17) Brett Johnston, Manager - Digital Services (30.06.17) |

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“Words Matter, Facts Matter, Truth Matters”

Duncan Macmillan, George Orwell, Robert Icke

1984, The Play

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END OF REPORT



10.4 Submission to Mineral, Water and Other Legislation Amendment Bill 2017

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Chief Executive Officer | ECM Function No/s: |

Recommendation

THAT Council endorse the Submission on the Mineral, Water and Other Legislation Amendment Bill 2017 lodged on 15 September 2017.

Report

On 22 August 2017 the Minister for State Development and Minister for Natural Resources and Mines introduced the Mineral, Water and Other Legislation Amendment Bill 2017. The Bill was referred to the Infrastructure, Planning and Natural Resources Committee for consideration with the Committee's report due 3 November 2017.

The primary policy objective of the Bill is to:

- Give effect to the Queensland Government's response to four recommendations of the Independent Review of the Gasfields Commission Queensland and Associated Matters;
- Remove the automatic referral of compensation matters to the Land Court of Queensland under the Mineral Resources Act 1989;
- Ensure the consideration of the water-related effects of climate change on water resources is explicit in the water planning framework;
- Provide for the inclusion of cultural outcomes in water plans to support the protection of the cultural values of water resources for Aboriginal peoples and Torres Strait Islanders;
- Provide a mechanism to allow for temporary access to unallocated water held in strategic water infrastructure reserves; and
- Establish new powers for dealing with urgent water quality issues.

The Committee is seeking written submissions from interested stakeholders on any of the matters identified in the terms of reference with the closing date for submissions being 15 September 2017.

Given the short timeframe for receipt of submissions, the Chief Executive Officer prepared a draft submission and distributed to Councillors for consideration and approval. The Submission was formally submitted by email on 15 September 2017, a copy of the submission is attached.

Budget Implications

Nil

Policy Consideration

Corporate Plan 2014-2019 The Healthy and Active Southern Downs

Community Engagement

Southern Downs Regional Council is responding to a State Government Bill

Legislation/Local Law

Nil

Options

1. Council endorse the Submission on the Mineral, Water and Other Legislation Amendment Bill 2017.
2. Council not endorse the Submission on the Mineral, Water and Other Legislation Amendment Bill 2017.

Attachments

1. Submission [View](#)



15 September 2017

Committee Secretary
Infrastructure, Planning and Natural Resources Committee
Parliament House
George Street
BRISBANE Q 4000

ipnrc@parliament.qld.gov.au

Please address all
communications to:

The Chief Executive Officer

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Dear Chair Pearce

Southern Downs Regional Council wishes to provide a submission to the Infrastructure, Planning and Natural Resources Committee Inquiry into the Mineral, Water and Other Legislation Amendment Bill 2017.

The Southern Downs Regional Council notes that the Bill proposes to:

- give effect to the Queensland Government's response to four recommendations of the Independent Review of the Gasfields Commission Queensland and associated matters
- remove the automatic referral of compensation matters to the Land Court of Queensland under the *Mineral Resources Act 1989*
- ensure the consideration of the water-related effects of climate change on water resources is explicit in the water planning framework
- provide for the inclusion of cultural outcomes in water plans to support the protection of the cultural values of water resources for Aboriginal peoples and Torres Strait Islanders
- provide for the mechanism to allow for temporary access to unallocated water held in strategic water infrastructure reserves, and
- establish new powers for dealing with urgent water quality issues.

Southern Downs Regional Council wishes only to provide a submission that covers the following:

- ensure the consideration of the water-related effects of climate change on water resources is explicit in the water planning framework
- provide for the inclusion of cultural outcomes in water plans to support the protection of the cultural values of water resources for Aboriginal peoples and Torres Strait Islanders
- provide for the mechanism to allow for temporary access to unallocated water held in strategic water infrastructure reserves, and
- establish new powers for dealing with urgent water quality issues.

With regard to the first item of the terms of reference, Southern Downs Regional Council believes that it is imperative that the State Government lead the discussion around water conservation and effective water management. The potential implications of climate change mean that it is becoming essential that communities and the private sector treat water more as a valued commodity.

Additionally, Council believes that more defined directions need to be determined and implemented that recognize water resource planning especially in relation to population growth and industry demands. Forward thinking long term plans need to be formulated

that will match strategic water reserves with the aspirations and expectations of different communities and the business sector.

Southern Downs Regional Council believes it appropriate for example that Planning Schemes in the future take into account the impact of proposed land uses in relation to the water required to undertake specific activities.

Furthermore, consideration should be given to the development of network trunk infrastructure that can service existing populations but have capacity to meet the needs of future communities and business opportunities. This level and detail of information needs to be spatially presented and potentially reside or be included within the State Infrastructure Plan.

In regard to the second item within the terms of reference, namely that there should be the inclusion of cultural outcomes in water plans to support the protection of the cultural values of water resources for Aboriginal peoples and Torres Strait Islanders, Council supports the identification of allocations that maintain these important assets through adequate and appropriate environmental flows. Council believes that these flows are important to maintain the environment that surrounds cultural assets and places that are sustained and managed by Aboriginal peoples and Torres Strait Islanders.

The third item under the terms of reference relates directly to the need to provide for a mechanism to allow for temporary access to unallocated water held in strategic water infrastructure reserves. Southern Downs Regional Council contends that all strategic water reserves that can be utilized should be used to support regional development where ever possible.

Council recognizes that there are a number of reviews underway at present that are seeking to convert licenses to volumetric allocations that are transferable, but this process has proven to be challenging and at times problematic. Council supports the development of a temporary mechanism that will allow access to strategic water reserves on the condition that there is an appropriate pricing mechanism implemented and consistency in the charging that does not provide an advantage to one group over another.

Formal guidance and further flexibility of how strategic reserves can be better utilized would be welcomed by Council.

Finally, in relation to the final item of the terms of reference, namely the establishment of new powers for dealing with urgent water quality issues, Council supports the existing Drinking Water Quality Management Plan, but recognizes that "not one size fits all."

Council notes that the expectations of the auditors and in some circumstances the Department of Energy and Water Supply, is that the capacity of a rural or regional local government authority is similar to that of a large local government authority or public authority. Council believes that there is perhaps more scope for consideration to be given to a more achievable benchmark for smaller local government authorities. As part of this submission Council would like to highlight the good work that has been undertaken by the Department of Energy and Water Supply in relation to the Stanthorpe Water Security Supply Assessment Study and the Warwick Water Security Supply Assessment Study, however it is noted that there perhaps needs to be more of a "joined up" State Government Agency approach that involves the Department of Natural Resources and Mines and the Department of Environment and Heritage Protection.

Each of these Departments has a role to play in the management of important water and wastewater infrastructure and product. At times, it is observed, the Departments are not always focused on common objectives.

Additionally, Southern Downs Regional Council is keen to understand the future aspirations of SunWater. As SunWater seeks to become financially sustainable, the imperative directed to Council to either use more or less water needs to be clear. It is noted at present there are no incentives, financial or otherwise, for local governments that use less water or communities that become more "water wise." Reduced water usage should be viewed as a laudable objective, as it is the premise being put forward by the Department of Energy and Water Supply through the recent studies. Council would be keen to understand the imprimatur from the whole of government in relation to water conservation and education.

As the Committee would be aware, each year motions are put to the Local Government Association of Queensland conference. Southern Downs Regional Council has submitted two motions that are relevant to the terms of reference of the Committee.

The first motion is as follows:

That the State Government considers a formalization of local government's involvement in catchment planning in relation to surface and underground water management.

Local governments have, in the past, been engaged in a haphazard manner by the State government in relation to all aspects of water planning and catchment management. Most recently, Southern Downs Regional Council has had to advocate to become involved in the consultation process for the Regional Operational Plans for the Border Rivers Catchment and the Moonee Catchment. Given the important role local government plays in relation to the supply of domestic water outside of the Unity Water System and the role local government has in the management of bulk water resources such as dams and off-stream storages, it is submitted that local government representatives should have a higher degree of formalized input into this level of planning. This would include advice on the implementation or removal of moratoriums for overflow water as well as formalized input into the conversion of licences into volumetric allocations as well as better management of localized catchments. The desired outcome is a higher level of involvement from local government in the allocation of water resources across their districts, increased responsibility in relation to matching future strategic community plans to allow the optimal utilization or conservation of water resources. The impacts are likely to be positive in that there will be higher water strategic planning and a better use of resources which is consistent with the state government's Bulk Water Statement that was released earlier this year.

The second motion is as follows:

That the State Government considers either the abandonment of River Trusts or the reallocation of the resources currently committed to River Trusts being transferred to local government authorities.

Southern Downs Regional Council finds it difficult to forecast the level of resources required by the two River Trusts that operate within its municipal area. It is noted that each of the River Trusts are required under legislation to prepare strategic plans, however many of the River Trusts across the State have not undertaken a revision of their plans for over a decade. It is Council's

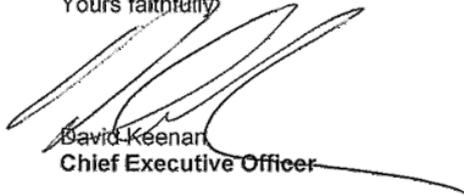
assertion that either the River Trusts should be fully supported by the State government and compelled to undertake strategic plans that have the capacity to be resourced by local governments in a manner that is consistent with long term financial planning, or their functions and responsibilities should be reassigned to local government or an appropriate State Government Department or agency. Southern Downs Regional Council is seeking the effective use of funds and resources to support the different waterways within the Southern Downs and across the State. As indicated above, it is about a coordination of resources and strategic planning to deliver benefits to the broader community.

The above motions can be considered relevant to the terms of reference that have been addressed previously.

Southern Downs Regional Council believes that there is significant opportunity for reform in water catchment planning and the management of this important resource to support the community and business.

Southern Downs Regional Council thanks the Committee for the opportunity to make this submission.

Yours faithfully



David Keenan
Chief Executive Officer

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: 20 September 2017 |
| | 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.

The extension of time application for the Emu Swamp Dam Environmental Impact Statement was sent to the Coordinator General on the 1 September 2017.

2017/18 PROJECT STATUS REPORT

Community Services & Major Projects

| Community Services Projects | Status | Next Milestone Target Date | Risk & Mitigation | PM | Project Tracking (Green – On Target) (Orange – Minor Slippage) (Red – Off Target) |
|---|---|--|---|----|--|
| Community Health & Wellbeing | <ul style="list-style-type: none"> Final activities completed 25/08/2017 for “Winter is Coming” programs. Report completed by 31/08/2017. Concept planning for next stage including expos (November for Warwick – propose date of February 2018 for Stanthorpe). | CDO to attend Community Services Advisory Committee meeting 15/09/2017 and Sport & Recreation Advisory Committee meeting in October to share concepts of next stage. | Second stage being modified to accommodate risk of reduced officer project oversight. | PB | |
| Seniors Month (August) and Seniors Expo (24 August) | <ul style="list-style-type: none"> Seniors Expo conducted 24/08/2017 with 55 stalls and 300 people attending. 28 events delivered across | Stall holder evaluations distributed by 08-09-17. | Nil | PB | |

| | | | | | |
|---|--|--|--|----|--|
| | the region during Seniors Month (August). | | | | |
| Disability Action Week | <ul style="list-style-type: none"> Promotional plan activated – SDRC Website, Facebook and print media. Expo stall registration promoted. River Walk – entertainment and catering confirmed. Invitations sent to schools. Facilitated expo working group meeting. | Continue Media Plan. Communicate with venue hosts for River Walk. Continue to undertake tasks identified at the working group meeting. Set date for debrief meeting following DAW. | Nil | PB | |
| Young Leaders | <ul style="list-style-type: none"> Continuing to plan projects & Young Leader events for rest of year. | Develop transition plan for Young Leader Program to Youth Council. | Timeframes impacted with YDO leaving - Young Leader Projects are planned between September and the end of November. CD Coordinator currently mitigating risk of delay through resource identification. | KM | |
| Dungaree Memorial Project | <ul style="list-style-type: none"> Supporting the Governance Team with funding application. Support the Engineering Team in reviewing the costings to build. | Meetings arranged to confirm design information and enable accurate costings. | | PB | |
| RV Rest Areas / Camping for short stay RV Rest Areas / Camping in small communities | <p>Council resolution 28/06/17.</p> <p>Project Management Plan developed.</p> | <p>Liaise with SDRC staff & Councillors to set parameters, clarify opportunities and limitations before 15/09/2017.</p> <p>Practical completion 30/11/17.</p> | | PB | |
| Grants to Community | Notification letters sent to all applicant organisations. Letters of offer and funding agreements sent to successful applicants. | Receive and execute funding agreements and payments. Round two opening 30 September 2017. | | SH | |
| Youth Action Policy and Plan | <ul style="list-style-type: none"> Youth Council Model and Youth Action Plan have been approved. Community Services team working on strategies to implement youth council in the coming months. | Applications are due to be called for at the end of September, interviews and nominations completed by end of November, submit report to December Council Meeting. | CD Coordinator to mitigate time delay through resource identification. | KM | |

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|---|---|--|---|-----------|---|
| Local Level Alliance | Facilitated meeting attended by 12 service providers regarding need of local sub-group. | Proceed with structured approach. First meeting Warwick LLA group 04/10/17. | | | |
| Grant Applications | Status | Next Milestone Target Date | Risk & Mitigation | PM | Project Tracking |
| Warwick Aerodrome – Construct Glider Strip | Funding application submitted 10/08/2017 Preliminary costings completed. | Announcement of successful projects October 2017 | Funding: grant may not be approved. Will need to consider/identify alternate funding sources should this be the case. | ZD | |
| Initiation/Procurement Phase | Status | Next Milestone Target Date | Risk & Mitigation | PM | Project Tracking |
| John Simpson - Equestrian Sculpture | Preliminary meeting held with Mr Simpson, with further meeting arranged to understand scope of works. Project Management Plan Developed with a PC date in December 2017. | PMP sign off by Mr Simpson | Budget | MB | Budget held by project sponsor – John Simpson |
| Mini Golf (WIRAC Facility) | RFQ Issued. Discussions held with submitters. | Refined RFT to be issued based on feedback received. | Budget: Quarterly review to pick up potential future capital works. | MB | |
| Stanthorpe Admin Building – Equitable Access | On hold – awaiting results of other potential building modifications before proceeding to design | Decision 30/11/2017 | Quality: Obtain specialist advice Scope: Obtain specialist advice Timing: Council meetings may need to be temporarily relocated | AJ | On hold awaiting outcome from feasibility study for Stanthorpe library. |
| Stanthorpe Admin Building – Underpinning | Project Initiation | Project Management Plan approval 08/09/2017 | Noise/dust nuisance during works – schedule works to after hours | ZD | |
| Stanthorpe Lions Park Toilets – Underpinning | Project Initiation | Project Management Plan approval 08/09/2017 | Works in a public place – install temporary fencing to protect public | ZD | |
| Warwick Town Hall –Termite Damage Repairs | Project Management Plan being developed | Project Management Plan approval 08/09/2017 | Heritage Listed Building – works to comply with Heritage General Exemption Certificate | AJ | |
| Warwick Town Hall – Fire Detection System | RFQ closed 31/08/2017 | Quote evaluation 21/09/2017 | Timing: schedule works around Town Hall bookings Quality: ensure works comply with Heritage Exemption Certificate | AJ | |
| Southern Downs Water Security Options Business Case | Business case drafted, endorsed by Council and submitted to DEWS. All works subject to business case must be completed by June 2018. Meeting held with | Awaiting decision on business case from DEWS, anticipated August/September 2017. | Reputation: Community angst current exists around this project. Ongoing engagement required with community to ensure involvement and ownership. Time: Due to the time taken to submit business case there is a risk of project not being | MB | Timing for PC is an issue. |

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| | Deputy Premier, Local Federal and State members. | | completed on time. This will be managed through a tightly managed project management process and procurement regime. | | |
| Talc Street Facility Transition | PMP signed off. Human Resource and Finance Managers, including safety officer have attended the site. | Council to work with operator to identify work arrangements and safety issues. Order raised for remedial building work's final design to allow works to be contracted out. | Reputation: Community concern about loss of services. Mitigation through ongoing engagement with community to build confidence. Employee transition: A number of employee start dates appear in August 2017. Wrote to YMCA board advising that no new positions should be created without Council approval. | MB | Timing for PC may be an issue. |
| Construction/Implementati on Phase | Status | Next Milestone Target Date | Risk & Mitigation | PM | Project Tracking |
| Pioneer Park Swanfels Shelter Rebuild | Concrete piers poured 29/08/2017 | Concrete slab 07/09/2017 | Delay: Inclement weather may delay works Community – Risk of high level of community involvement. Mitigation through engagement session late June and communication via email. | ZD | Delay in construction start date due to All Trades Queensland availability. PC now expected late October 2017. |
| Allora Streetscape | RFQ for footpath, kerb and channel out to market but minimal interest is being shown by local concreters | Shelter disassembly 11/09/2017 Rotunda install 12/09/2017 RFQ for concrete works closes 07/09/2017 | Delay: Inclement weather may delay works – schedule works for winter Delay: Unavailability of Council staff and/or contractors, RFQ's being sent out for small components of project Potential Delay: Telco line likely to be AC. Depth of telco line and waste system. | AJ | Rotunda manufacturing delayed by two weeks. Works Department not available to complete concrete works. Contracts to be issued. Final concrete design delayed. |
| Connolly Dam Toilets | Building fully enclosed, external cladding completed and internal plasterboard installed. Contract awarded for solar system. Works department to address minor road washout. Cost estimate approx. \$20k more than current budget. | Plumbing quotes due 01/09/2017 Building construction expected completion date 29/09/2017 | Water contamination – use experienced contractors, install environmentally appropriate systems Delay: Inclement weather may delay works – schedule works for winter | ZD | Contract awarded, less water treatment plant and power. Contract award 80% of grant funding. Risk that balance of components will be in excess of grant funding. Approx. \$30k additional required for solar works to ensure power is provided to site. This calculation does not include the \$20k require to |

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| | | | | | complete minor rectifications works to the internal road. |
| Town Hall Toilets Decommissioning | Officers made a presentation to the Queensland Heritage Council on 24/08/2017 – awaiting decision | Qld Heritage Council decision pending. | Delay: Heritage Exemption Certificate required prior to commencing – application suspended Delay: Inclement weather may delay works – schedule works for winter | ZD | Heritage Exemption Certificate application suspended. Awaiting heritage Council decision 24 August. |
| Warwick Water Treatment Plant Water Clarifier | Site cleared Sludge bed demolished RFI's being addressed | Retaining wall construction 29/09/2017 Commissioning 24/12/2017 | Water supply contamination: Use experienced contractors, no connection to water supply until all tests successful Funding: Unsuitable material may be struck onsite, requiring variations Delay: Unsuitable material may be struck onsite, inclement weather may delay works | AJ | |
| Completed Projects | | | | | |
| Flood Mitigation Gauges | | | | | |
| Short Street Shed Relocation | | | | | |
| Emu Swamp Dam Feasibility (NWIDF) | | | | | |
| Child Safety Week | | | | | |
| Building Asset Services and Management Plan | | | | | |

Works Construction

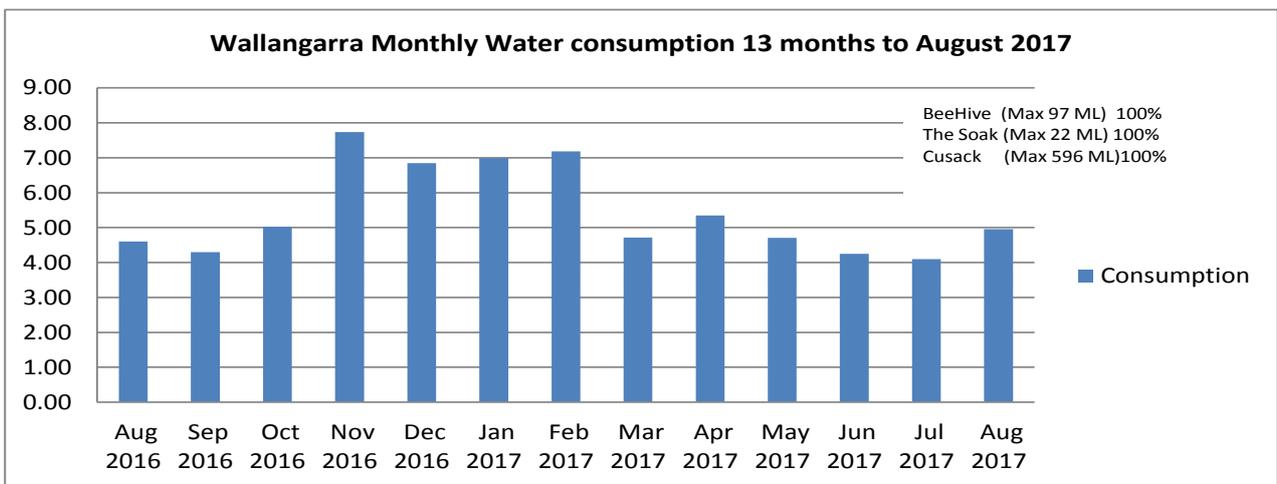
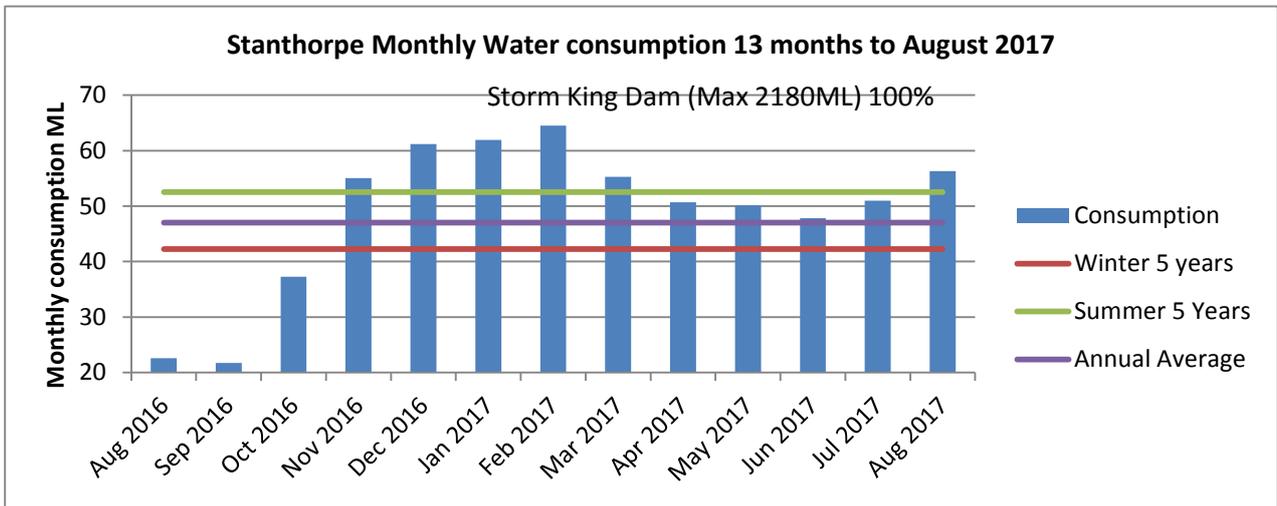
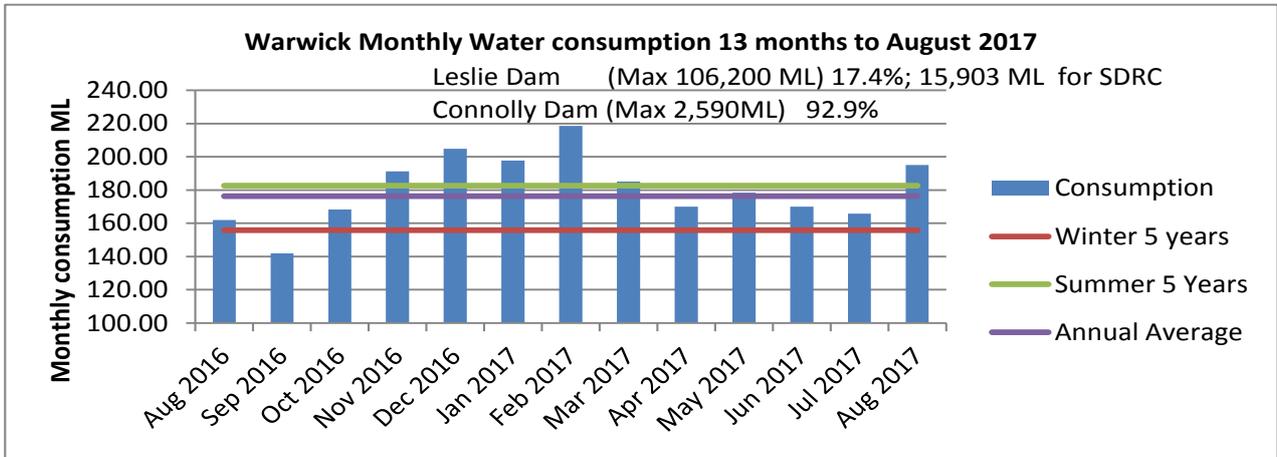
| Initiation/Procurement Phase | Status | Next Milestone Target Date | PM | Project risks (For Grants more than \$500,000) & Comments |
|--|--|--|--------|--|
| Inverramsay Road Widening & Rehabilitation | Scoping in progress. | Soil investigation to be completed by mid-Sep 17 & project documents to be completed by late September 2017. | NK | No major risks other than working near energised power lines. Appropriate precautions (spotter etc) will be taken when working near power lines. |
| Killarney Streetscapes (\$100,000 grants from State - W4Q) | Community consultation took place on 12/7/17 & feedback from community was positive. Scoping completed & preparation of project documents in progress. | Commence works in late September 2017. | RB | 1. There could be a minor delay in commencing works as Brendan Hinze's crew are still working for Roger Street car park/ Fromes Lane projects. 2. There could be complaints from residents as the demolition works may cause inconveniences (noise, dust & parking restrictions). |
| Blackspot 16/17 - Connolly Dam Road | Design & scoping in progress. | Commence works in mid-Sep 17. | HT/ AM | Project may go over budget as the works involved approximately 700m length of road widening, tree clearing & extension of culverts. |
| Thanes Creek culvert reconstruction | Design finalised & draft tender documents received. | Complete design & tender documents within a month of budget amendments. | NK | Budget not allocated for this project. The culvert is currently propped & to be constructed urgently. Budget amendment |

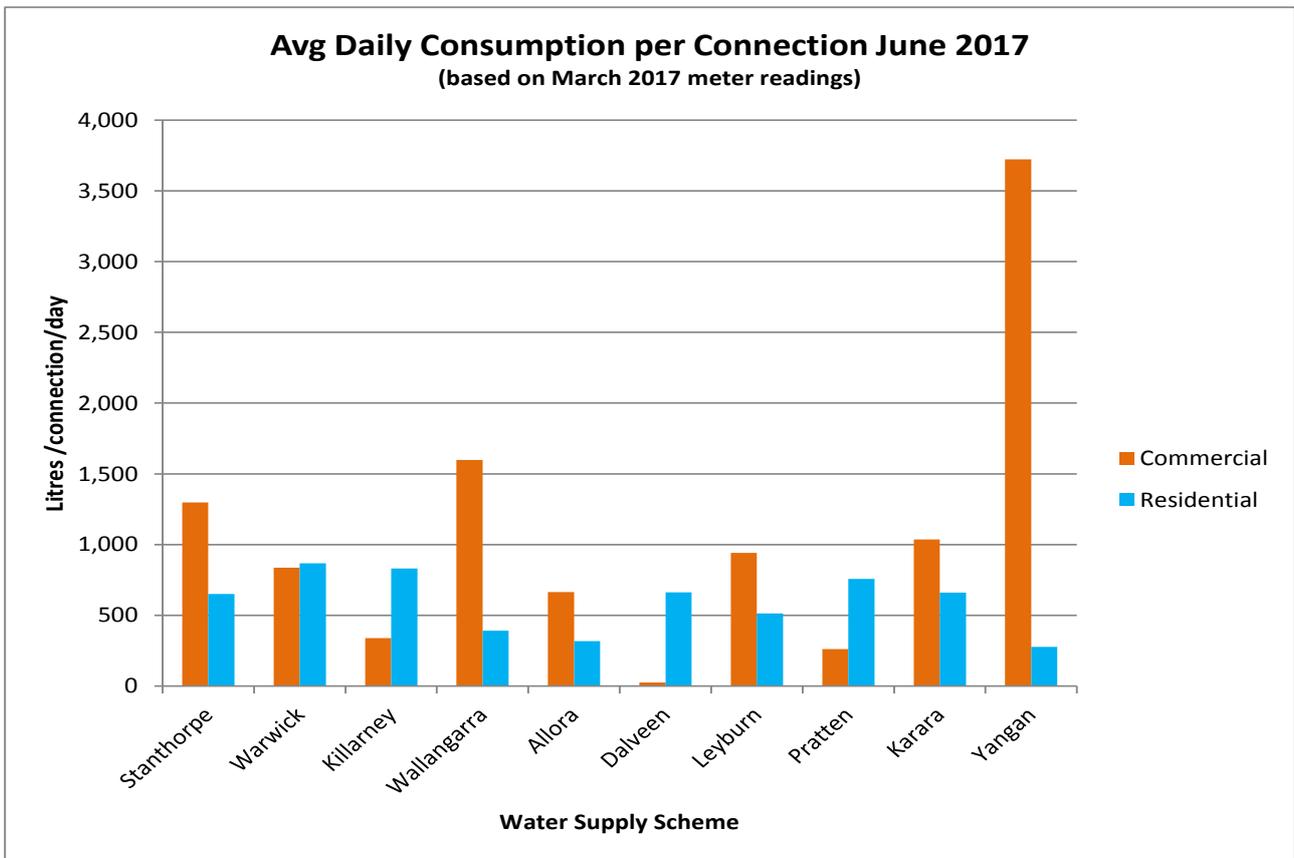
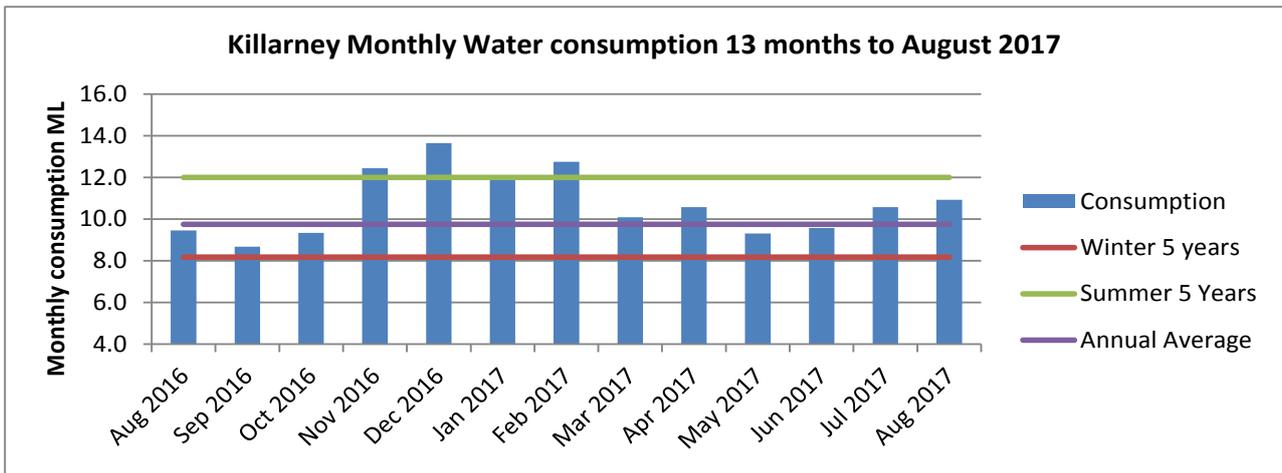
| Construction Phase | Status | Next Milestone Target Date | PM | required. |
|--|--|---|---------------|---|
| Schnitzerling Street Upgrade (TEC - \$350,000; \$250,000 grants from State - W4Q) | Storm water works commenced in late Aug 2017. Requested Ergon Energy to complete all power relocation works by Sep 17. | Complete stormwater works by late Sep 17. | NK/PC | <ol style="list-style-type: none"> 1. Relocation of power pole may take 3 -4 months from date of application. The application was lodged in early May 17. To reduce impacts, intersections works (power pole located at the intersection) will be carried out at last. Also Project Team will follow up with Ergon energy. 2. Allocation may not be adequate to complete works as the submission assumed no works to existing pavement & lesser allocation for relocation of services. The soil test reveals that rehabilitation works required for existing pavement. To reduce construction costs approximately 2.4m width of existing pavement & existing kerb & channel will not be rehabilitated or reconstructed. Also storm water works will be carried out along Schnitzerling Street only (not cross Mc Evoy Street & Railway line). |
| Resheeting Stage 1 | Few roads completed & some roads in progress. | Complete Stage 1 by October 2017. | HT/ MB/ NK | No risks other than WHS related during construction. |
| Kenilworth Street Upgrade (TEC - \$2,1000,000; \$840,00 grants from State - Grants and Subsidies program) | Almost all works completed except some concrete works for driveways, asphalt works, line marking & signage. | Complete all works by early October 17. | PC | All risks addressed & works nearing completion except asphalt works. |
| Completed Projects | | | | |
| Boxs Road bridge Replacement | | | | |
| Connells Bridge Road Bridge Replacement | | | | |
| Blackspot 16/17 - MT Tully Road, Eukey Road/ Sugarloaf Road/ MT Tully Road, Old Stanthorpe Road & Longs Lane | | | | |
| R2R Old Stanthorpe Road safety improvements (CH 15.44-16.48 km) | | | | |

WATER & WASTEWATER

Water & Wastewater Report as at 31 August 2017

Monthly Water Consumptions Graphs





Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

Nil

Options

1. Receive the Engineering Services Department Monthly Report;
2. Do not receive the Engineering Services Department Monthly Report.

Attachments

Nil

11.2 Warwick Art Gallery KPI Report

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Community Services Coordinator | ECM Function No/s: 05.55.02 |

Recommendation

THAT Council receive the Warwick Art Gallery Key Performance Indicator (“KPI”) Report and note the contents.

Report

In December 2016, the Warwick Art Gallery Inc. executed a Memorandum of Understanding (“MOU”) with Council. Attached to this MOU was operational funding and KPIs for the Gallery to achieve.

In accordance with the MOU, the Gallery is to provide Council with two progress updates (December and May) against these nominated KPI’s. The attached Gallery report provides an update, giving Council an insight to the Gallery’s achievements over the 2016/17 financial year.

Budget Implications

Nil

Policy Consideration

Corporate Plan

1.13 Develop and promote our unique artistic and cultural diversity

Arts and Culture Policy

Community Engagement

Nil

Legislation/Local Law

Nil

Options

1. Receive and note the KPI Report
2. Not receive and note the KPI Report

Attachments

1. Warwick Art Gallery KPI Report 2016/17 [View](#)



Warwick Art Gallery

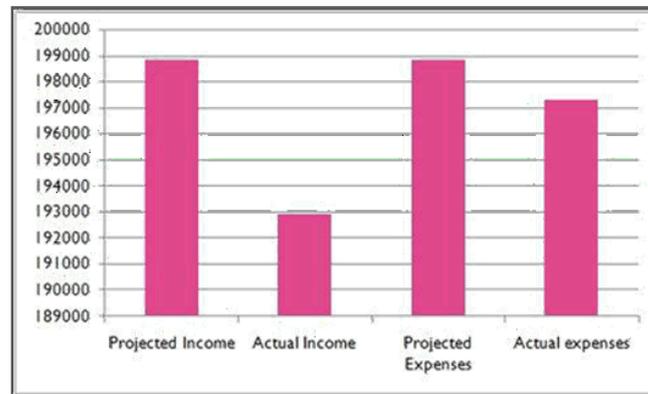
KPI Report for the 2016 2017 Financial Year

Financial Sustainability

• The performance indicator should reflect expenditure and revenue on par or within 2.5% of the target set as the commencement of the financial year that is being measured.

Our actual Income was 3% below our target Income. Income sources below our target include grant funds, membership subscriptions, gallery hire fees and shop sales. Our income from sale of artwork commissions was above our target.

Our actual expenditure was 0.77% below our target expenditure which is within the KPI parameters.



Explanation of variance and steps we will take to improve:

- Our income from external (not SDRC) grants for our budget forecast is an estimate only based on future projects. Exact amounts are hard to predict as it depends on what grants are made available and whether our projects fit into the grant specifications.
- Our income from Gallery shop retail sales has always been limited by the space we have available. We have now been able to expand the range of goods that we sell because we have extra space to use (old VIC).
- We are trialling a partnership with Urban Mist Coffee to offer coffee in the new Gallery space. If the trial is successful we will take a commission from the coffee sales.
- We have decided to increase the workshop fees for participants to improve the sustainability of our workshop programs.
- Gallery Hire fees income is dependent on the advance scheduling of exhibitions. Sometimes there are changes made to the fee charged to local artists at the discretion of the Director.
- Our survey data has revealed that only 30% of our local visitors are Gallery members. We have introduced members only events to our planning to encourage more locals to become members.

Business Milestones

- A business plan of the organisation must be provided to Council for the year that the funding has been obtained.
- Audited financial statements to be provided to Council within one month of the organisation's AGM.

Our business plan is attached

Our AGM will be held on 31 August 2017 and we will provide our audited financial statement after the meeting.

Financial Performance

- Excluding Council grants, the organisation must show that it

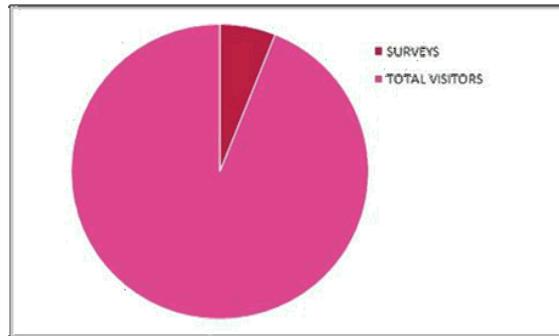
We received a grant of \$6468 from the Arts Impact funding program of the Queensland Government to employ Alison McDonald as our first artist in residence.

has applied for additional funding opportunities or external sponsorship annually.

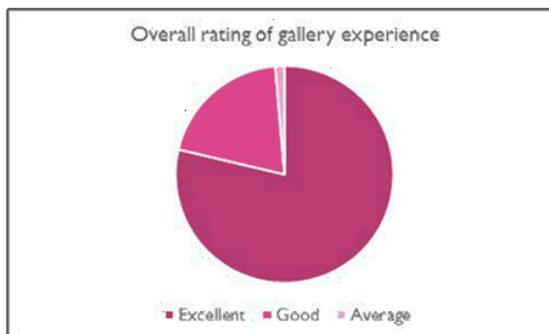
Customer Satisfaction

There should be a 95% positive satisfaction rating achieved from those members and visitors that access services of the organisation. This should be measured through half yearly surveys undertaken.

We commenced more detailed collection of visitor data and feedback in November 2016. Of our total number of visitors for that period (4557), 294 completed a survey.



Visitors were asked to rate their overall experience at the Gallery.



99% of surveyed visitors rated their experience at the gallery as excellent or good.
 1% rated their experience as average. This was the lowest rating received (i.e. no visitors rated their experience as poor)

Sample visitor comments:

- Wonderful small space, has a good feel, locally engaged and good quality
- I love this regional gallery. Always satisfied I make the stop on my way to Stanthorpe
- Always at our gallery the attendants are able to take the time to explain and assist with understanding the various exhibitions. I feel wonderful in this space. Proud to have such a venue on our town.
- Terrific gallery - always interesting, inspiring, challenging exhibits. We are very lucky to have this space, the volunteers and above all this dedicated, creative director
- Great vibe, good atmosphere and location. THANKS
- Impressed by the volunteers, their hard work and the whole experience
- Thanks for featuring local artists. Classy and sophisticated evening. We need more of this in our shire thanks!

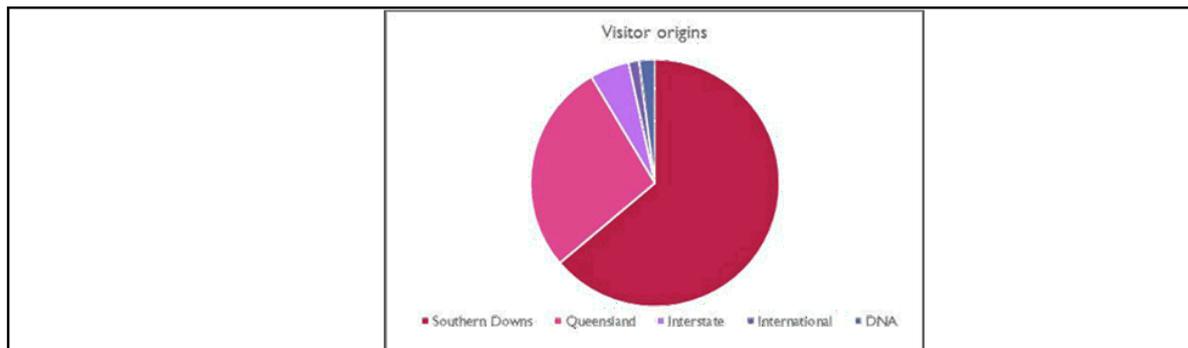
Visitors

- Number of visitors
- Postcode description of visitor

We commenced more detailed collection of visitor data and feedback in November 2016. Of the total number of visitors for that period (4557), 294 completed a survey. **Our total number of visitors from 1 July 2016 to 30 June 2017 was 12208.**

The majority of our visitors are Southern Downs residents (data collection November 2016 to June 2017)

- 64% Southern Downs
- 28% Queensland
- 5% Interstate visitors
- 1% International
- 2% Did not answer



| | |
|--|--|
| <p><u>Exhibitions</u></p> <ul style="list-style-type: none"> Number of touring exhibitions Number of local exhibitions | <p><u>Touring exhibitions July 2016 to June 2017</u> <i>Colours of the Country III</i> Alice Springs Beante Festival <i>Vast Arts The Out. Back</i> <i>Reminiscence</i> Fiana Rafferty & Frances Smith <i>Deborah Kelly No Human Being Is Illegal (In All Our Glory)</i></p> <p><u>Local exhibitions July 2016 to June 2017</u> <i>Where the Light Fell</i> Susan Shaw & Jean Fysh <i>An.cor.s</i> Corina Graham, Ann Fogarty & Sue Jacobsen <i>Got Mittens too</i> Peter Osborn <i>Confluence</i> Group exhibition</p> <p><u>Other exhibitions July 2016 to June 2017</u> <i>Fifty Years of Flower Power</i> Prudence Mapstone collaboration <i>Nanango group Brushes and Flashes of the South Burnett</i></p> |
| <p>Other Highlights</p> | <ul style="list-style-type: none"> The Committee was surprised to find that only 30% of Southern Down's residents who visited the Gallery were members. We will continue to work on building our membership by initiating more membership offers and exclusive events. Jumpers and Jazz in July is a major focus of the team's activities for the first six months of the year. Our investment has provided exceptional branding and community engagement opportunities. Gallery visitation during the 10 days of the festival exceeded 5000 visitors compared to our average monthly visitation of 550 visitors. Our expansion into the old Visitor Information Centre in the last couple of months of the financial year has already made a big contribution to improving the visitor experience. Visitors are staying longer and enjoying the additional exhibition spaces. Our visitor survey revealed that the top three preferred methods of communication with our audience are: <ol style="list-style-type: none"> Free local paper Email newsletters Gallery website and social media |

11.3 Stanthorpe Art Gallery Society Five Year Plan Report

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Community Services Coordinator | ECM Function No/s: 05.55.01 |

Recommendation

THAT Council receive the Stanthorpe Art Gallery Society Five Year Plan Report and note the contents.

Report

In July 2017, the Stanthorpe Art Gallery Society Inc. executed a Memorandum of Understanding (“MOU”) with Council. Attached to this MOU was operational funding and KPIs for the Gallery to achieve.

In accordance with the MOU, at item 4.2, the Gallery is to provide Council with a business plan of the organisation for the year that funding has been obtained. The attached Gallery report sets out the organisations five year plan from 2017 to 2022.

Budget Implications

Nil

Policy Consideration

Corporate Plan

1.13 Develop and promote our unique artistic and cultural diversity

Arts and Culture Policy

Community Engagement

Nil

Legislation/Local Law

Nil

Options

1. Receive and note the Five Year Plan Report
2. Not receive and note the Five Year Plan Report

Attachments

1. Stanthorpe Art Gallery Society Five Year Plan 2017-2022 [View](#)



STANTHORPE ART GALLERY SOCIETY Inc.
STANTHORPE REGIONAL ART GALLERY
FIVE YEAR PLAN 2017 TO 2022

Contents

- 1. Statement of the Objectives of the Stanthorpe Art Gallery Society Inc**
- 2. Vision Statement**
- 3. Goals**
- 4. Civic Plan**

1. Statement of the Objectives of the Stanthorpe Art Gallery Society Inc

The objectives of the incorporated body are:

- To provide community access to works of art.
- To promote public awareness, knowledge and appreciation of art.
- To pursue a standard of excellence in respect of all objects and activities of the society and the gallery.
- To administer the permanent collection of artworks on behalf of the Stanthorpe Regional Art Gallery and the Southern Downs Regional Council.
- To collect and maintain high standard works of art representing a complete and varied range of art.
- To meet or exceed the requirements of the Key Performance Indicators contained within the Memorandum of Understanding between the Stanthorpe Art Gallery Society Inc. and the Southern Downs Regional Council.

2. Vision Statement

The vision statement of the Stanthorpe Regional Art Gallery reflects the Southern Downs Community Plan 2030. The statement encompasses the goals and directions of most of the eight key vision themes as detailed in the Southern Downs Community Plan 2030.

To be the exemplar of regional art galleries in promoting the visual arts for the education, cultural enhancement and well-being of all members of our community.

Goals

The Stanthorpe Regional Art Gallery's 5-year plan is to develop an agenda that sets out the long-term vision for the Gallery and identify goals and directions for continued growth.

Goal 1

Provide relevant and engaging exhibitions

Key strategies

- Encompass the collection, travelling exhibitions and local, state and national artists to provide the region with engaging and exciting exhibitions.
- Present a well-researched, balanced, stimulating and informative exhibition program for the people of the Granite Belt and the wider Southern Downs region and visitors to the region.
- Increase access to the collection and find ways to take the gallery collection beyond the walls of the gallery.

Goal 2

Preserve, protect and manage the Stanthorpe Regional Art Gallery Collection

Key Strategies

- Conserve and maintain the SRAG collection and provide appropriate storage space, security and environmental conditions.
- Document and manage the collection.
- Maximise accessibility of SRAG Collection to the public.
- Plan and implement accession and deaccession of the collection to maintain the quality and relevance of the collection.

Goal 3

Promote the Stanthorpe Regional Art Gallery

Key Strategies

- Promote the gallery exhibitions, events and programs to increase visitation and audience engagement.

- Strengthen and promote SRAG as a brand.
- Engage a part time public programs assistant to develop innovative programs and workshops to increase community involvement and enjoyment of the arts.

Goal 4

Innovation through Technology

Key Strategies

- Increase member communication through technology.
- Increase visitation through technology.
- Increase our social media presence.
- Ensure that SRAG has a well presented, clear, professional and informative website that will encourage visitation and audience participation.
- Encourage less paper and more functional databases.
- Encourage volunteers to take on more responsibility and utilise their skills to help with the gallery's technical evolution.
- Successfully use our technology to meet new audiences and maximise the accessibility of the public to the collection and exhibitions.

Goal 5

Further develop the Gallery infrastructure

Key Strategies

- Finalise plans and seek funding for the upgrading of the gallery facility.
- Apply Innovative technology and building resources to strengthen the gallery's infrastructure to better serve the needs of the gallery and its audience.
- Incorporate environmental sustainability into the gallery's new infrastructure.
- Create a workshop area which artists can utilise and where workshops can be held.
- Possibly build and lease out a coffee shop area.
- Build a larger Gift Shop area.

4

Goal 6

Boutique to focus on building the SRAG brand

Key Strategies

- Development of a Gift Shop offering exhibition and art related work, including that of local artists, for sale.
- The Gift Shop will offer souvenirs of time spent in the gallery and therefore enhance the visitor experience.
- Having personalised SRAG merchandise for sale.
- Developing store events which are closely aligned with the exhibitions.
- Using the profits made from the Gift Shop to fund gallery programs.

Goal 7

Secure and manage the Gallery's financial resources

Key Strategies

- Secure funding and support for gallery operations and programs from government, corporate and private sources.
- Maximise returns from exhibition sales.
- Manage financial resources effectively with strategic plans and short and longer term financial plans.

Goal 8

Increase volunteer experience and numbers

Key Strategies

- Maintain existing volunteer numbers and skill sets.
- Secure additional volunteers through advertising and word of mouth.
- Utilise the skills of these volunteers to benefit the individual and the gallery.
- Ensure that volunteers time spent at the gallery is a rewarding and pleasant experience

Goal 9

Education

Key Strategies

- Provide more educational programs and workshops within the gallery.
- Recognize that older visitors are keen to take part in workshops and educational programmes and cater for this cohort of the community.
- Encourage younger people to attend and participate in gallery events.
- Enhance exhibitions with the addition of educational materials for children.
- Provide more workshops for children during school holidays.
- Encourage children's art making to become a part of the new infrastructure of the gallery.

Goal 10

Workplace Health and Safety

- Provide a safe and healthy working environment for all staff, volunteers, management committee members and visitors.
- Foster a work area that promotes high Workplace Health & Safety standards
- Ensure that all staff and volunteers are provided with inductions.
- Ensure the Gallery's WH&S documentation and procedures are kept up to date by encouraging staff members to attend regular WH&S training.

3. Civic Plan

Currently the gallery/library building is limited in many areas in its ability to physically support the vision themes as laid out in the Southern Downs Community Plan 2030 and the management vision for the gallery. The controlled temperature/humidity

storage area is at maximum storage capacity. The office space is limited, noisy and tight and is far from ideally located. The building has no storage capacity for the extensive amount of materials used by the gallery staff and volunteers to hold exhibitions. This means items such as easels, glasses, frames, plinths, and white panels must be stored off site and brought to and from the gallery as required by volunteers. Importantly the building has no real capacity to enable community workshops to be run for the engagement, education and wellbeing of the community with even storage areas for tables, chairs and workshop materials being very limited. This aspect alone makes it very hard for the gallery staff to organise interactive workshops for the many artists, school children and budding artists within the community. Which, in turn, makes it very difficult for the gallery to grow and provide the proactive community engagement as set out in the Vision Statement. The gallery is at capacity and in its current structure cannot meet the future demand of population growth and ageing as set out in the Southern Downs Regional Council Community Plan 2030.

To address all the above limitations, it is proposed that within the five year plan the art gallery facility be upgraded to meet current expectations and projected future requirements. Ideally this work should be completed in time for the next Art Prize, a major event to be held in for June 2018. The Gallery would also propose a building space dedicated for a Gift Shop as set out in Goal 6. The Gift Shop displays would comprise of personalised SRAG items, local artist work and exhibition related merchandise with all profits going towards Gallery programs. This venture is important as it strengthens SRAG as a brand and enhances visitors' experiences of the Gallery. In addition, the existing office space in the lower level is proposed to be converted into environmentally controlled storage space for the collection. This increase in storage space will satisfy the needs of the gallery well into the future.

7

Steps to achieve this outcome are:

- Council approval in principal
- Prepare design brief and seek preliminary quotes
- Prepare a business plan
- Secure project funding through Federal, State, Local Government and private body grants
- Project Manager appointed, final quotes obtained and builder selected
- Construction
- Official opening

To date two options for the upgrade have been canvassed. The first option involves the construction of an additional wing to the gallery building and is known as the Glass Box option. Some preliminary work has been done on this option with sketches prepared after limited consultation with members of the Society and some members of the art community. Very preliminary estimates of the cost of the Glass Box Option include the costs of necessary upgrades to air conditioning and humidity control services and amount to \$750K to \$1M.

The second, and preferred, option is known as the Gallery Upgrade and involves expanding the Gallery into the existing space occupied by the library. This requires the library to be relocated into vacant spaces either in the Stanthorpe Civic Centre and/or the adjacent Administration Centre. No consultation with SDRC staff or the wider community has been undertaken with discussion to date being limited to SDRC councillors, SDRC senior officers and the committee of the Gallery Society. No detailed work has been done on this option but intuitively the final outturn cost will be one quarter to one third of the Glass Box Option.

Importantly the Gallery Upgrade could be completed before the 2018 Art Prize event whereas the Glass Box could not.

11.4 Southern Downs Road Safety Advisory Committee Minutes

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Manager Work Maintenance & Open Space | ECM Function No/s: 28.45 |

Recommendation

THAT Council:

1. Receive the minutes of the Southern Downs Road Safety Advisory Committee Meeting held on the 8 August 2017.
2. Endorse the following recommendations made by the Southern Downs Road Safety Advisory Committee
 - Council develops a footpath and cycle way master plan for Southern Downs, encompassing all towns and incorporating mobility scooter usage.
 - Council take a delegation to the relevant department to request Warwick is included in the public transport network route for subsidized buses.

Report

The Southern Downs Road Safety Advisory Committee met on the 8 August 2017. 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 the 8 August 2017
2. Do not receive the minutes of the Road Safety Advisory Committee Meeting held on the 8 August 2017

Attachments

1. Minutes of the Southern Downs Road Safety Advisory Committee Meeting held on the 8 August 2017 [View](#)



MINUTES OF THE SOUTHERN DOWNS ROAD SAFETY ADVISORY COMMITTEE

Held in the Council Chambers, Stanthorpe on

Tuesday 8 August 2017 at 10.00am

8 AUGUST 2017

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. GENERAL BUSINESS..... | 3 |
| 8. PRESENTATIONS | 5 |
| 9. ACTIONS..... | 6 |
| 10. NEXT MEETING..... | 6 |
| 11. CLOSURE | 6 |

1. PRESENT

Cr Marika McNichol (Chairperson), Cr Vic Pennisi, Lyndall McCormack, Andrew Gale

Observers

Chris Whitaker (Manager Works Maintenance and Open Space), Ashleigh Morrow (Engineer Maintenance), Michelle Hoffman (Department Transport & Main Roads), Mike Timmel (Translink), Zoe Dunlop (Minute Secretary)

2. APOLOGIES

Sgt Daniel O'Dea (Stanthorpe Police), Sgt Ross Waugh (Warwick Police), David Keenan, John Boucher

3. DECLARATION OF CONFLICT OF INTEREST

NI

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

THAT the minutes of the Southern Downs Road Safety Advisory Committee held on Tuesday 9 May 2017 be adopted.

Moved Cr Vic Pennisi

Seconded Andrew Gale

Carried

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

NI

6. ADVISORY COMMITTEE'S REPORTS

Police statistics – not received

7. GENERAL BUSINESS

- **Speed limit on approaches to Pratten (particularly the approach from Warwick)**
Residents at Pratten have requested DTMR and Council investigate reducing speeds on the approach roads into Pratten which are state controlled roads. Council has followed up with DTMR about progress of customer request – the request has been fully investigated by DTMR and have replied to the requestor that their speed review did not support a speed reduction.
- **Develop a Mobility Scooter guidelines similar to Mobile in Moreton Booklet (attached)**
A document created by Moreton Bay Council for mobility scooter users which includes traffic rules and regulations, speed limits etc. was presented with a consideration for SDRC to produce a similar brochure given the ageing

population.

Michelle from Road Safety section of DTMR presented committee with DTMR document on mobile scooter usage in Queensland which includes all of the same information as the Mobile in Moreton booklet. DTMR document is generic for the whole state but could possibly be branded with SDRC information. The committee believed the DTMR Brochure was comprehensive and there was no interest in SRDC producing their own. However it was the view of the committee to incorporate the needs of mobility scooters within a master plan for footpaths and bikeways. (To be discussed later)

- **Warwick Heavy Vehicle Bypass**
A brief was presented by Cr McNichol giving an update on the proposed Warwick Bypass. A presentation has recently been made to DTMR. The Council has also submitted the bypass project in the MIIP
- **Accommodation Creek, the road is too narrow for buses and trucks**
DTMR currently reviewing various design options. DTMR to apply for federal funding.
- **Southern end of the Stanthorpe bypass**
Funding of \$8.6million approved for southern bypass solution.
- **Cycling Pathway funding**
State Government has developed a principal cycle network plan (PCNP) for Warwick and Stanthorpe. The state will then provide funding for Council to construct the PCNP via a grant system on an annual basis. SDRC has been successful in both grant rounds so far. The first round was for design work.

Successful submissions for round 2 was announced recently with SDRC awarded funds to construct a cycle bridge over Condamine River adjacent to Park Rd, bridge and to replace the existing bitumen cycle path with concrete at Glen Aplin at the highway crossing.

There has been no announcement for the opening of Round 3 grants.

In conjunction with the PCNP local government have an opportunity to develop a Local Network Plan that feeds into principal cycle network.

- **Carnarvon Bridge**
State Government has funding for re-design.
- **Backpackers**
Following the signs and road markings for backpacker safety there was meant to be a second stage. Request for a report to the committee to provide an update.
- **B Double route approvals in farming areas**
Forum held some time ago, work progressing slowly with mapping to be

developed by Engineering.

- **Gap Creek Park**
Andrew Gale contacted DTMR and was advised development has a show cause notice and DTMR are reviewing designs and working with operators.
- Committee discussed the need for a footpath master plan which should include bikeway paths (local network plan) and consideration for mobility scooter usage. Consultation with the community will be required to develop the plan.

Recommendation

THAT Council develops a footpath and cycle way master plan for Southern Downs, encompassing all towns and incorporating mobility scooter usage.

Moved: Andrew Gale

Seconded: Lyndall McCormack

- **Ex Tropical Cyclone Debbie**
Repair work cannot proceed until funding is approved.

8. PRESENTATIONS

Michelle Hoffman from DTMR gave a presentation to the committee on the role of the Community Road Safety section.

The southern region covers 23% of the state with five road safety officers.

Community Road Safety includes school crossings (with 54 supervisors in southern region) and driver revivers (15 in southern region). Driver reviver locations are an important part of road safety to ensure people stop to have a proper break, get out of the car and relax.

Community education is also part of the role of the road safety section and includes truckie toolbox talks, awareness talks with schools and community groups, safe caravanning, backpackers and migrant programs including trying to get road rules in different languages.

Michelle couldn't provide an update on Council's community road safety grant application as it isn't decided by her team and won't be announced until Road Safety Week (21-25 August).

Mike Timmel from Translink discussed passenger transport options between Brisbane and Warwick and public transport strategic plans that the state government is currently working on. Council can provide feedback and suggestions for the strategic plan including asking for Warwick to be included in the government subsidised bus network, specifically the route from Brisbane to Goondiwindi which currently travels through Toowoomba and Millmerran but could possibly be altered so every second trip travels through Warwick.

Council could also suggest a bus interchange hub for Warwick to allow a safe area for all buses and taxis to arrive/depart from and a possible change to the urban network

in Warwick as it might be better suited to a micro transport/demand response model as the demographic doesn't suit mass transport.
The demand response model currently being trialled in Toowoomba is a smaller bus which has a set route but passengers can call and book a pick up from their address.

Recommendation

THAT Council take a delegation to the relevant department to request Warwick is included in the public transport network route for subsidized buses.

Moved: Andrew Gale

Seconded: Lyndall McCormack

9. ACTIONS

- Request for Engineering department to provide a status report on backpacker road safety program.
- Write to members and DTMR to determine that they still want to be involved in the committee.
- Request date of next meeting to be included in minutes and a reminder sent a few weeks before meeting date.
- Submit the 2 recommendations to Council for their consideration

10. NEXT MEETING

Tuesday, 7 November 2017 in the Warwick Council Chambers at 10am.

11. CLOSURE

The meeting closed at 11.55am.

11.5 Event, Sport & Recreation Advisory Committee Minutes

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Manager Community Services and Major Projects | ECM Function No/s: 26.37.01 |

Recommendation

THAT Council receive the minutes of the Event, Sport & Recreation Advisory Committee Meeting held on 22 August 2017.

Report

The Southern Downs Event, Sport & Recreation Advisory Committee met on 22 August 2017. 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 Event, Sport & Recreation Advisory Committee Meeting held on 22 August 2017.
2. Do not receive the Minutes of the Event, Sport & Recreation Advisory Committee Meeting held on 22 August 2017.

Attachments

1. Minutes of the Event, Sport & Recreation Advisory Committee Meeting held on 22 August 2017 [View](#)



1. PRESENT

Cr Cameron Gow, Cr Yve Stocks, Michael Smail, Craig Magnussen, Susan Tyrrell, Michael Dwan

OBSERVERS

Michael Bell (Manager of Community Services & Major Projects), Sue Organ (Minute Secretary), Cr Sheryl Windle, Cr Nell Melklejohn

2. APOLOGIES

Mayor Tracy Doble, David Keenan (CEO), Cr Jo McNally, Cr Marika McNichol, Cr Rod Kelly, Peter See, Amy Walker, Warwick Fraser

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The Chair welcomed everyone to the meeting

Recommendation

THAT the Minutes of the Event, Sport and Recreation Advisory Committee Meeting held on 1 August 2017 be confirmed.

Moved: Craig Magnussen

Seconded: Cr Cameron Gow

Carried.

4. SPORT & RECREATION - FORUM 2 (7 SEPTEMBER 2017)

The following points were discussed:

- The Committee were informed that only four RSVP's have been received.
- Discussion took place around why the response was so poor.
- The Committee agreed to postpone the Forum and look at hosting it at a different time of the day, on a new date.
- It was also suggested that a guest speaker be included as a drawcard
- The Committee also agreed to invite Barbara Freeman from Sport & Recreation Services, South West Region to sit on the panel to provide information on various funding programs and to take questions from the floor.
- The confirmed date of Forum 2 is Thursday 16 November 2017 at 12.30pm for 1.00pm start at the Warwick Town Hall. Lunch will be provided.

- **Suggested key note speaker** Is Carlee Beattie, an Australian Paralympian.
- **Action:** Sport & Recreation Officer to invite Carlee Beattie as guest speaker.
- **Action:** Sport & Recreation Officer to confirm Mayor for facilitation
- **Action:** Advisory Committee Members who made initial contact with panel members, to contact them again to confirm for the new date
- **Action:** Sport & Recreation Officer to provide Council's Communications Officer with details of postponement and new date of next Forum
- **Action:** Sport & Recreation Officer to include on the Forum Agenda – a Commonwealth Games Update.

5. GENERAL BUSINESS

a. Commonwealth Games Update

The next Commonwealth Games meeting is Tuesday, 29 August 2017.

b. Amended Terms of Reference

The following was added to the Event, Sport & Recreation Advisory Committee Terms of Reference '*education and engagement of a healthy and active lifestyle*'.

c. Leyburn Sprints

It was reported that this year's Leyburn Sprints was a very successful event with over 200 competitors attending this year.

d. Sport & Recreation Forums In 2018

Date: Thursday, 15 February 2018 in Stanthorpe Civic Centre (time to be confirmed).

Topic: **Marketing & Promotions**
Utilising Social Media and promotion on a budget. Marketing & Promotions.

Date: Thursday, 17 May 2018 In Warwick Town Hall (time to be confirmed)

This is the week before Volunteers Weeks 2018

Topic: **Volunteers**
How to attract Volunteers.
How to keep Volunteers.
Incentives for Volunteers.
How to train Volunteers

The Committee also agreed that a Sports Expo might tie in with one of the Forums In 2018.

6. NEXT MEETING

Tuesday 10 October 2017 at 10.00am In Stanthorpe Council Chambers.

7. CLOSURE

The meeting closed at 10.00am

11.6 Water & Wastewater Advisory Committee Minutes

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Director Engineering Services | ECM Function No/s: 13.52.01 |

Recommendation

THAT Council receive the minutes of the Water & Wastewater Advisory Committee Meeting held on the 16 August 2017.

Report

The Water & Wastewater Advisory Committee held their meeting on the 16 August 2017. Attached to this report are the minutes of that meeting.

Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

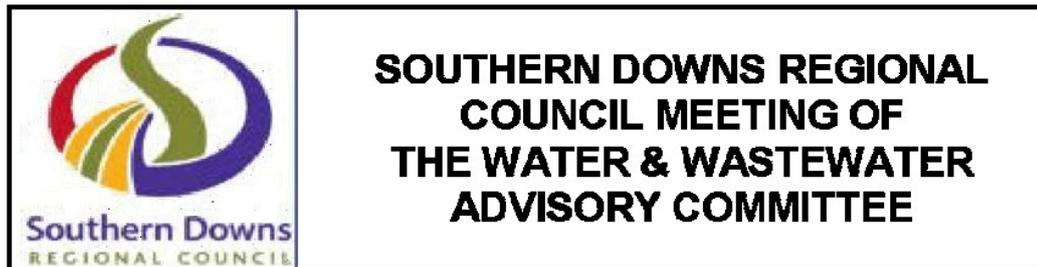
Nil

Options

1. Receive the minutes of the Water & Wastewater Advisory Committee Meeting held on the 16 August 2017.
2. Do not receive the minutes of the Water & Wastewater Advisory Committee Meeting held on the 16 August 2017.

Attachments

1. Water & Wastewater Advisory Committee Minutes 16 August 2017 [View](#)



MINUTES OF THE WATER & WASTEWATER ADVISORY COMMITTEE

HELD AT THE COUNCIL CHAMBERS WARWICK ON

WEDNESDAY 16 AUGUST 2017 AT 8AM

WEDNESDAY 16 AUGUST

ORDER OF BUSINESS:

| | |
|---|----------|
| 1. PRESENT..... | 3 |
| 2. APOLOGIES | 3 |
| 3. SITE VISIT..... | 3 |
| 4. DECLARATION OF CONFLICT OF INTEREST..... | 3 |
| 5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING | 3 |
| 6. BUSINESS ARISING FROM THE PREVIOUS MINUTES | 3 |
| 7. ADVISORY COMMITTEE'S REPORTS..... | 3 |
| 8. PRESENTATIONS | 3 |
| 9. GENERAL BUSINESS | 4 |
| 10. CLOSURE | 4 |

1. PRESENT

Max Hunter (Chairperson), Ian Henderson, Lewis Perkins, Russell Brodrick, Michael Read

Observers

Peter See (Director Engineering Services), Carmel Kennedy (Water & Wastewater Engineer), Adam Eastes (Graduate Water & Wastewater Engineer), Barbara Fagan (Minute Secretary)

2. APOLOGIES

Cr Vic Pennisi, Justin Hitchener, Renee Wallace (Manager Water & Wastewater), Cr Rod Kelly

3. SITE VISIT

The Committee proceeded to Morgan Park at 8.10am to look at the new Water & Sewer Construction Works. The Council Engineer in charge of the job site took the Committee on a tour through the recreation facility and explained where the new pipeline will be placed and how it will benefit the Sporting Clubs that use the Morgan Park Facility.

4. DECLARATION OF CONFLICT OF INTEREST

Nil

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved: Ian Henderson Seconded: Lewis Perkins

THAT the minutes of the Water & Wastewater Advisory Committee held on the 5 May 2017 be adopted.

6. BUSINESS ARISING FROM THE PREVIOUS MINUTES

Director Engineer Services advised that the new Water & Wastewater Engineers will commence working on reviewing the Policy for Works near Water Supply and/or Sewerage Infrastructure.

The motion from the previous meeting was received by Council at the May General Council Meeting. Once the budget process starts the Committee will be invited to have input into the way fees are charged.

Council is reviewing pedestal charges for urban and industrial users and when the review is completed, the review will be forwarded to the Committee for their input.

7. ADVISORY COMMITTEE'S REPORTS

Max Hunter presented his Chairpersons Report to the Committee (copy attached).

8. PRESENTATIONS

Nil

9 GENERAL BUSINESS

Asset Management Plan

Some points of discussion that was raised by the committee with regard to the new Asset Management Plan.

- The plan doesn't appear to provide the solutions.
- Executive summary misses the point at the beginning of Plan.
- Was surprised that the Asset Valuations were so low. How were the valuations determined?
- The plan reads well

Director Engineering Services advised that the next evolution will incorporate the 10 year program. The 10 year program will fill the gap and identify the priorities. With regard to the asset valuation a number of valuers are used, based on unit rates. An invitation can be sent to the Manager of Finance to the November meeting for an explanation on how the valuations are done.

Applethorpe Water Pipeline

How much water is being used at the former Applethorpe TAFE?

The owner of the property is not using much water at all, and they are not using it for Irrigation. A report will be submitted to the August General Council Meeting requesting to extend the pipeline.

Could other growers apply to use the town water?

They could apply to Council but there is no policy for it.

Would Council consider building a standpipe and selling the water from the Applethorpe pipeline to the water tank operators?

10. CLOSURE

As there was no further business the meeting closed at 10.45am

The date of the next meeting will be 3 November 2017 at 8am In Warwick.

12. PLANNING, ENVIRONMENT & CORPORATE SERVICES DEPARTMENT REPORTS

12.1 Review of Planning Scheme - Rezoning of Jenco's Land, Allora, and Review of Intensive Animal Industries

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Planning and Compliance Coordinator | ECM Function No/s: 1815.11 |

Recommendation

THAT Council:

1. Propose to make a major amendment to the Southern Downs Planning Scheme to review the provisions relating to Intensive animal industries in the Rural zone;
2. Propose the rezoning of Lot 1 SP137651 and Lot 2 RP101681 from Low density residential zone to Industry zone when a new planning scheme is proposed.

Report

Request for Rezoning of Land, Jenco Feeds

Council has recently received a letter from the Directors of Jenco Feeds requesting the rezoning of two allotments used for their business in Allora. The two allotments are in the ownership of Keith and Daphne Jensen, and are described as Lot 1 SP137651, Darling Street, and Lot 2 RP101681, Forde Street.

Both allotments are currently in the Low density residential zone under the Southern Downs Planning Scheme. It is requested that this land be rezoned to the Industry zone. The letter requesting the rezoning is attached to this report.

On 23 August 2017, Council resolved to further consider the rezoning of land at 20 Herbert Street, Allora, i.e. the GrainX site, from the Low density residential zone to the Industry zone once a new planning scheme is proposed.

Given that the rezoning of the Jenco allotments is likely to involve many of the same issues as the GrainX site, and both will be of interest in the residents within this part of Allora, it is considered appropriate the proposed rezoning of this land is dealt with at the same time, i.e. once a new planning scheme is proposed.



Lot 1 SP137651, Darling Street, and Lot 2 RP101681, Forde Street, Allora

Review of Provisions for Intensive Animal Industries

Council has recently indicated its intention to review the provisions relating to Intensive animal industries in the Rural zone.

Following the major amendments to the planning scheme currently being finalised, the levels of assessment for Intensive animal industries in the Rural zone will be as follows:

| | |
|----------------------------------|---|
| Intensive animal industry | Accept development |
| | If poultry or egg production and: (a) the number of birds does not exceed 1000; and (b) the site has an area of at least 10 hectares. |
| | Code assessment |
| | If - (a) the site is located in the Basalt quality grazing precinct, the Walloon arable precinct, the Sandstone rises and traprock hills precinct and the intensive animal industry is limited to less than 151 standard cattle units or less than 350 standard sheep units in a feedlot or less than 21 standard pig units in a piggery; or (b) the site is located in the Alluvial plains precinct and the intensive animal industry is limited to a maximum of 50 standard cattle units or 115 standard sheep units in a feedlot or 8 standard pig units in a piggery; or (c) poultry or egg production that is not exempt and where the number of birds does not |

| | |
|--|---|
| | <p>exceed 400,000;</p> <p>(d) where (a) or (b) or (c) apply the following also applies -</p> <p>(i) the intensive animal industry is located at least 200 m from lot boundaries; and</p> <p>(ii) the intensive animal industry is located at least 1 km from land in a Township or Residential zone or Rural residential zone; or</p> <p>(e) a minor extension to an existing lawful use.</p> |
|--|---|

The Southern Downs Planning Scheme identifies the Sandstone rises and traprock hills precinct as being the most suitable area for large scale Intensive animal industries. 'Large scale intensive animal industries' are described as being more than 150 standard cattle units, or 350 standard sheep units and 20 standard pig units. The major amendments that have undergone public consultation and will soon be finalised, increase a 'large scale' poultry farm from 200 birds to 400,000 birds.

Only very small scale Intensive animal industries are to be located within the Basalt quality grazing precinct, the Alluvial plains precinct and the Walloon arable precinct in recognition of the fragmented settlement pattern of these areas.

Generally, there are to be no Intensive animal industries located in the Granite Belt, Granite plains or Granite hills precincts due to conflict with the tourist focus of these precincts and the existing close settlement pattern resulting from historic subdivision. Although poultry farms of up to 400,000 birds may be code assessable, all other Intensive animal industries are subject to impact assessment in these precincts.

It is recommended that Council propose to make a major amendment to the planning scheme involving a review of the provisions relating to Intensive animal industries. The review would involve:

- A review of the Strategic framework, particularly with regards to whether different provisions should apply for Intensive animal industries in the various precincts, and if so, the size of Intensive animal industries suitable in each precinct
- Levels of assessment for various Intensive animal industries
- A review of the Rural zone code and Intensive animal industry code

Budget Implications

Costs associated with public consultation.

Policy Consideration

Corporate Plan

4.4 Apply the Planning Scheme to ensure consistent and balanced decisions are made in relation to lifestyle and growth opportunities.

Community Engagement

In accordance with the Minister's Guidelines and Rules 2017, a new planning scheme must undergo public consultation for a minimum of 40 business days, and an amendment to a planning scheme must undergo public consultation for a minimum period of 20 business days.

Legislation/Local Law

Planning Act 2016

Minister's Guidelines and Rules 2017

Southern Downs Planning Scheme

Options

Council:

1. (i) Proposes to make a major amendment to the Southern Downs Planning Scheme to review the provisions relating to Intensive animal industries in the Rural zone; and
(ii) When a new planning scheme is proposed, includes a proposal to rezone land described as Lot 1 SP137651, Darling Street, and Lot 2 RP101681, Forde Street, Allora, from Low density residential zone to Industry zone.
2. (i) Does not propose to make a major amendment to the Southern Downs Planning Scheme in relation to Intensive animal industries; and/or
(ii) Does not propose to rezone land described as Lot 1 SP137651 and Lot 2 RP101681 from Low density residential zone to Industry zone.

Attachments

1. Letter from Jenco Feeds [View](#)



P.O. Box 8
ALLORA. QLD. 4362

Mr. David Keenan
Chief Executive Officer
Southern Downs Regional Council
Fitzroy St
Warwick. QLD. 4370

21/08/2017

David,

RE: Rezoning from Low Density Residential to Industry for Lots: RP101681 / SP137651

The Directors of Jenco Feeds, would like to request the Southern Downs Regional Council rezone the above parcels from Low Density Residential to Industry.

The land parcels stated, have historically been used as industrial sites, all with significant infrastructure being in operation for decades and well established prior to the existence of a lawful Town Plan.

The history of all mentioned properties, can be traced back to the agricultural background of the local community and their continued use as such. The Darling Street property (SP 137651), is included on the SDRC Heritage Register as the first grain shed in QLD erected by the State Wheat Board and to this day is still continually operated as a grain storage and processing plant. The allotment in Forde Street (RP 101681) has been in existence as industrial use, as a grain storage and stockfeed mill for now more than four decades which again predates the current town plan.

Therefore, in reference to Mr Chris Hood's letter dated 24th July, we also see it as entirely inappropriate that other adjoining properties are rezoned without the same decision being made for

the 7 Forde Street and the Darling Street properties, as current and past tenure of these sites have been entirely of an industrial nature and have never been used as a residential offering.

Mr Hood is also correct in stating that arguing the 'existence of suitable alternative industry zoned land' is not relevant in this particular case. The issue at hand here is that both properties mentioned above were incorrectly zoned Low Density Residential land when there is no history or intended future developments that would reflect this category.

The current zoning as Low Density Residential has significant operational and financial constraints for the management of the business trading on-site. It is also affecting continued development and growth of the business for the owners and stakeholders of these properties. Consequently, it is limiting any further employment opportunities for the local community and district through the uncertainty over further expansion.

We therefore would respectfully ask that the Southern Downs Regional Council consider the above mentioned parcels of land to be rezoned to their accurate and logical classification.

Yours Sincerely,



.....
Cameron Jensen

on behalf of K.G & D.T. Jensen

12.2 Proposal to Make a Temporary Local Planning Instrument - Amendment of Flood Hazard Overlay

Document Information

| | | |
|---|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Planning and Compliance Coordinator | ECM Function No/s: 18.15.11 |

Recommendation

THAT Council:

1. Decides to make Temporary Local Planning Instrument (TLPI) 01/2017 (Amendment of the Flood hazard overlay) to amend the Flood hazard overlay as follows:
 - (i) replacing the Queensland Reconstruction Authority's flood mapping for the Leyburn area with the 1 percent Annual Exceedance Probability (AEP) as mapped in the Leyburn Flood Risk Management Study; and
 - (ii) replacing the Queensland Reconstruction Authority's flood mapping and the mapping from the 1976 Stanthorpe flood event with the 1 percent AEP for the Stanthorpe area as mapped in the Stanthorpe Flood Risk Management Study; and
 - (iii) replacing the Queensland Reconstruction Authority's flood mapping for the Applethorpe area with the 1 percent AEP as mapped in the Applethorpe Flood Study; and
 - (iv) replacing the Queensland Reconstruction Authority's flood mapping for the Glengallan Creek area with the 1 percent AEP as mapped in the Glengallan Creek Flood Study; and
 - (v) replacing the Queensland Reconstruction Authority's flood mapping for the Rosenthal Creek area with the 1 percent AEP as mapped in the Rosenthal Creek Flood Study.
2. Submits the proposed TLPI to the Minister advising of its decision to make the TLPI, and requesting the Minister to consider the proposed TLPI.

Report

The Flood hazard overlay that was adopted with the Southern Downs Planning Scheme in August 2012 was made up of flood data that was available at the time: mapping produced from the Condamine River and Tributaries Flood Study (2011), Stanthorpe flood mapping (1976) and mapping provided by the Queensland Reconstruction Authority (QRA).

At its meeting in September 2014, Council adopted a Temporary Local Planning Instrument (TLPI) to amend the Flood hazard overlay to include the more accurate flood mapping which had been produced from recently completed flood studies for the areas of Leyburn, Stanthorpe, Applethorpe, Glengallan Creek and Rosenthal Creek.

Under the repealed *Statutory guideline 01/16 - Making and amending local planning instruments* a TLPI expired after 12 months and as there was no mechanism to extend this timeframe, new TLPIs were made in August 2015 and December 2016. The Temporary Local Planning Instrument 01/2016 (Amendment of the Flood hazard overlay) will soon expire, and in order for the amendments to the Flood hazard overlay to continue to have affect, Council is required to re-make the TLPI.

Following Council's decision to make a new TLPI, Council must submit the proposed TLPI to the Minister. If the Minister is satisfied that the proposed TLPI satisfies the requirements of the *Planning Act 2016*, the Minister will advise Council that it may proceed to adopt the TLPI.

The proposed amendments to the Southern Downs Planning Scheme include the amendment of the Flood hazard overlay. When the major amendments to the planning scheme are adopted, the TLPI will be repealed.

Budget Implications

Costs associated with notification of the adoption of the TLPI.

Policy Consideration

Corporate Plan

4.4 Apply the Planning Scheme to ensure consistent and balanced decisions are made in relation to lifestyle and growth opportunities.

Community Engagement

Council undertook extensive public consultation with regards to the flood mapping. The flood mapping was finalised based on this consultation.

Legislation/Local Law

Planning Act 2016

Minister's Guidelines and Rules 2017

Southern Downs Planning Scheme

Options

Council:

1. Decides to make a Temporary Local Planning Instrument (TLPI) to amend the Flood hazard overlay to ensure the mapping produced from the flood studies commissioned by Council continue to apply; or
2. Does not resolve to make a TLPI, and the Flood hazard overlay reverts to the version that was adopted by Council on 6 August 2012.

Attachments

1. Draft Temporary Local Planning Instrument 01/2017 (Amendment of the Flood Hazard Overlay)[View](#)

**SOUTHERN DOWNS REGIONAL COUNCIL
Temporary Local Planning Instrument 01/2017
(Amendment of the Flood hazard overlay)**

1 Short title

This temporary local planning instrument may be cited as *Temporary Local Planning Instrument 01/2017 (Amendment of the Flood hazard overlay)*.

2 Object

The object of this temporary local planning instrument is to amend the Flood hazard overlay of the Southern Downs Planning Scheme to ensure that the overlay is appropriately based on the most accurate flood mapping available.

3 Commencement

This temporary local planning instrument commences on **** 2017.

4 Expiry

This temporary local planning instrument expires 2 years after its commencement, unless repealed prior to that date.

5 Interpretation

The dictionary in schedule 1 defines particular words used in this temporary local planning instrument.

6 Application

This temporary local planning instrument applies to the Southern Downs Planning Scheme (the planning scheme).

7 Effect

- (1) This temporary local planning instrument affects the operation of the planning scheme for the local government area by amending the Flood hazard overlay.
- (2) The Flood hazard overlay is amended by:
 - (i) replacing the Queensland Reconstruction Authority's (QRA) flood mapping for the Leyburn area with the 1 percent Annual Exceedance Probability (AEP) as mapped in the Leyburn Flood Risk Management Study; and
 - (ii) replacing the QRA's flood mapping and the mapping from the 1976 Stanthorpe flood event with the 1 percent AEP for the Stanthorpe area as mapped in the Stanthorpe Flood Risk Management Study; and
 - (iii) replacing the QRA's flood mapping for the Applethorpe area with the 1 percent AEP as mapped in the Applethorpe Flood Study; and
 - (iv) replacing the QRA's flood mapping for the Glengallan Creek area with the 1 percent AEP as mapped in the Glengallan Creek Flood Study; and
 - (v) replacing the QRA's flood mapping for the Rosenthal Creek area with the 1 percent AEP as mapped in the Rosenthal Creek Flood Study.
- (3) As the Flood hazard overlay code of the Southern Downs Planning Scheme applies to assessable and self-assessable development involving land wholly or partially within the area identified in the Flood hazard overlay, this temporary local planning instrument affects development involving land within those areas mentioned in (2) above.

2
SOUTHERN DOWNS REGIONAL COUNCIL
Temporary Local Planning Instrument 01/2016
(Amendment of the Flood hazard overlay)

- (4) As the Flood hazard overlay has been designated as the flood hazard area and defined flood level in accordance with Section 13 of the *Building Regulation 2006*, this temporary local planning instrument affects the flood hazard area and defined flood level for those areas mentioned in (2) above.

8 Dictionary

Applethorpe area means the study area of the Applethorpe Flood Study.

Applethorpe Flood Study means the flood study of the Applethorpe area commissioned by Southern Downs Regional Council and prepared by Sinclair Knight Merz.

defined flood level has the same meaning in the *Building Regulation 2006*.

flood hazard area has the same meaning in the *Building Regulation 2006*.

flood hazard overlay has the same meaning in the Southern Downs Planning Scheme.

Leyburn area means that part of the study area of the Leyburn Flood Risk Management Study within the local government area.

Leyburn Flood Risk Management Study means the flood study and flood risk management study of the Leyburn area commissioned by Southern Downs Regional Council and prepared by Sinclair Knight Merz.

local government area has the same meaning in the *Sustainable Planning Act 2009* and applies specifically to the Southern Downs Region.

Glengallan Creek area means the study area of the Glengallan Creek Flood Study.

Glengallan Creek Flood Study means the flood study of the Glengallan Creek commissioned by Southern Downs Regional Council and prepared by Sinclair Knight Merz.

Rosenthal Creek area means the study area of the Rosenthal Creek Flood Study.

Rosenthal Creek Flood Study means the flood study and flood risk management study of the Rosenthal Creek commissioned by Southern Downs Regional Council and prepared by Sinclair Knight Merz.

Stanthorpe area means the study area of the Stanthorpe Flood Risk Management Study. The Stanthorpe area includes the districts of Ballandean, Fletcher, Glen Aplin, Kyoomba, Severnlea, Somme and Sugarloaf.

Stanthorpe Flood Risk Management Study means the flood study and flood risk management study of the Stanthorpe area commissioned by Southern Downs Regional Council and prepared by Sinclair Knight Merz.

12.3 Warwick Library Air-Conditioning

Document Information

| | | |
|---|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Principal Librarian Manager Corporate Services | ECM Function No/s: 03.59.02 |

Recommendation

THAT Council approve the allocation of \$60,000 to replace the failed air-conditioning units at the Warwick Library.

Report

In 1999, a major refurbishment extended the Warwick Library to a floor space area of 690m², of which 494m² is public access space. The extension added an entry foyer, public toilets, meeting room, Local History (LH) room, reading room, circulation desk and staff work areas to the existing library.

Two roof mounted air conditioning units were installed to service the new areas:

- One unit, comprising of 6 ceiling vents - entry foyer (1 vent), circulation desk (1 vent), staff workroom & office (4 vents)
- One unit, comprising of 7 side vents – meeting room (4 vents), LH room (1 vent), reading room (2 vents)

The unit servicing the three rooms has been disabled, due to excessive noise and force of air gusts produced, which led to numerous complaints from customers about extreme coldness. Individual units were installed in each of the rooms in 2014 – standalone split systems in the meeting & LH rooms, and a ceiling cartridge in the reading room. These have proved to be much more successful, although the unit in the LH room no longer works.

The original library space continued to be serviced by five pre-existing wall-mounted air conditioning units, two located in the children's area and one each in the Young Adult, Non-Fiction and Large Print areas (the new roof mounted units did not include any vents into the main body of the library).

In 2011, the defunct unit in the Young Adult section was replaced with a new split system unit. Of the four remaining pre-1999 units, none is now working, and they are unable to be repaired any more due to their age. There are also two legacy ceiling vents in the main body of the library from a previous system that no longer exists.

Therefore, the Young Adult unit is currently the **only** air conditioner servicing the main body of the library & children's section, an area that is approximately two-thirds of the total library floor space.

Budget Implications

This allocation will require a \$60,000 increase in the Warwick library expenditure budget. The Manager of Finance and Information Technology advises funding for the works is available from the Building Asset Management Reserve.

Policy Consideration

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

Operational Plan 2017/18 – 8.12 – Manage and maintain Council buildings and facilities.

Community Engagement

Nil

Legislation/Local Law

Nil

Options

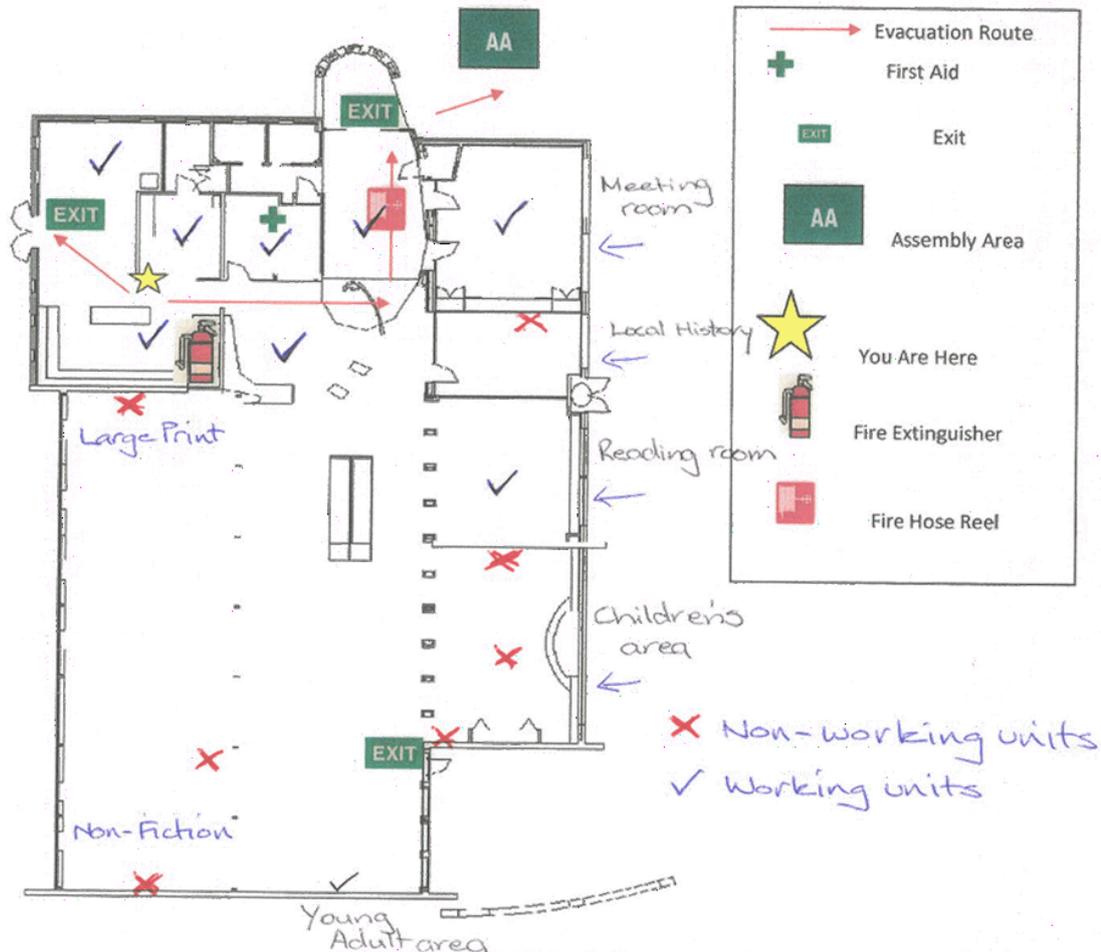
1. Approve the allocation of \$60,000 to replace the failed air-conditioning units at the Warwick Library;
2. Do not approve the allocation of \$60,000 to replace the failed air-conditioning units at the Warwick Library.

Attachments

1. Sketch plan - location of units [View](#)

EVACUATION PROCEDURE IN CASE OF EMERGENCY

SOUTHERN DOWNS REGIONAL COUNCIL – WARWICK LIBRARY
 ALBION ST WARWICK QLD



On hearing the fire alarm Mobility impaired persons should evacuate immediately, assisted by a nominated person



Southern Downs Regional Council
 Albion St Warwick Qld

000
EMERGENCY

In an emergency dial 000

Occupants and staff are to follow the directions of **Library Staff** and leave the building in an orderly fashion.

After hours are to evacuate front of building and proceed to **ASSEMBLY AREA**

All building occupants are to relocate to the **ASSEMBLY AREA** which is in car park in front of building



12.4 Housing Compliance

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Manager Corporate Services Community Housing Officer | ECM Function No/s: 03.59.02 |

Recommendation

THAT Council Adopt:

1. The Community Housing Policy;
2. The Community Housing Asset and Service Management Plan.

Report

Council received confirmation of full registration under the Queensland State Regulatory System for Community housing (QSRSCH) on 23 June 2017. Adoption by Council of the following documents is now required:

1. Community Housing Policy;
2. Community Housing Asset and Service Management Plan.

The drafts of these documents have received endorsement from the QSRSCH and they attached for Council's consideration.

The Community Housing Policy and the Community Housing Asset & Services Management plan are due for first compliance with QSRSCH on 22 June 2018.

Budget Implications

Nil

Policy Consideration

Corporate Plan 2014-2019 - 1.7 Review Council's long term involvement in Council housing.

Operational Plan 2017/18 – 1.7 Review Council's long term involvement in Council Housing, Implement the requirements of the state housing registration process.

Community Engagement

Nil

Legislation/Local Law

Housing Act 2003 - Schedule 1, National Regulator Code

Options

Council:

1. Adopt the Community Housing Policy
2. Do not adopt the Community Housing Policy
3. Adopt the Community Housing Asset & Service Management Plan
4. Do not adopt the Community Housing Asset & Service Management Plan

Attachments

1. Community Housing Policy [View](#)
2. Community Housing Asset & Services Management Plan [View](#)



Community Housing Policy

| | |
|-----------------------------|--|
| Policy Number: | Policy Number to be Inserted by Governance |
| Department: | Corporate Services |
| Section: | Community Housing |
| Responsible Manager: | Manager Corporate Services |
| Date Adopted: | Insert Date adopted |
| Date to be Reviewed: | Within 3 months of Biennial compliance requirements for Queensland State Regulatory System for Community Housing |
| Date Reviewed: | Insert Date reviewed (if applicable) |
| Date Rescinded: | Insert Date rescinded (if applicable) |

REVISION RECORD

| Date | Version | Revision description |
|------|---------|----------------------|
| | | |
| | | |
| | | |

Community Housing Policy

Policy no: *Policy Number*

Updated:

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Community Housing Policy

Policy no: *Policy Number*

Updated:

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1 Policy Background

Southern Downs Regional Council manages 44 social housing tenancies across the region. The target group is local seniors aged 55 and over who are in receipt of an Aged or Disability pension.

Council manages 34 tenancies funded under the Long-Term Community Housing Program (LTCH) in partnership with the Queensland Department of Housing & Public Works (DHPW) and are part of the One Social Housing System (OSHS). A requirement of this funding arrangement is for the Council to be registered under the Queensland State Regulatory System for Community Housing (QSRCH).

The 10 Council owned properties are managed along similar lines as the funded properties. The same eligibility criteria and rent policy apply. The Council maintains its own waitlist for these properties – i.e. applicants do not come from the DHPW Housing Register of Need.

When there are vacancies and no referrals provided for Council to consider, only then can those outside the target group be considered for housing.

2 Purpose

This policy area ensures that the Council is:

- managing its community housing tenancies and properties in a way that meets legal, regulatory and funding requirements
- supporting applicants and tenants fairly and equitably
- making objective decisions in relation to its community housing services

3 Scope

This policy area applies to council staff and contractors who manage and provide services to Council's community housing tenants and properties.

4 Legislative Context

- Queensland State Regulatory System for Community Housing (QRSCH) - PO1 Tenant and Housing Services, PO2 Housing Assets
- *Housing Act 2003* and *Housing Regulation 2015* - S13 Compliance with Information Privacy Principles; S14 Eligibility Assessment & Allocations Policy; S15 Applications for Social Housing Services; S17 Rent Policy
- *Residential Tenancy & Rooming Accommodation Act 2008*

Community Housing Policy

Policy no: *Policy Number*

Updated:

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- DHPW Community Housing Policies: Social Housing Eligibility Criteria Policy; Social Housing Program Specifications; Social Housing Tenancy Management Policy; Allocations Policy for Funded Social Housing Providers; Community Housing Rent Policy; Allowable Expenditure and Surplus Policy

5 Policy Details

5.1 Community Housing Tenancy and Property Management

Southern Downs Regional Council is committed to:

- upholding the principles of fairness, consistency, transparency and legal compliance in all dealings with applicants and tenants in Council's community housing properties.
- ensuring equitable access to Council's housing services for everyone within agreed target groups
- ensuring Council's tenancy management processes are sensitive to the needs and circumstances of tenants, while ensuring compliance with funding and regulatory requirements.

Southern Downs Regional Council is committed to working with tenants to maintain successful tenancies by ensuring that:

- rights and responsibilities of both tenants and Council as well as any special terms and conditions of the general tenancy agreement and/or the housing assistance are upheld
- issues arising during the tenancy are responded to in a supportive manner
- responses to issues arising are consistent with relevant legislation including the *Residential Tenancies & Rooming Accommodation Act 2008*, funding agreements and Council's own policies and procedures
- tenants are provided the opportunity to ask questions, provide feedback and have information provided to them openly and honestly

Southern Downs Regional Council is committed to ensuring that the process of ending tenancies (forced or voluntary) is managed in a way that:

- meets all legal requirements including that of the *Residential Tenancies & Rooming Accommodation Act 2008* (RTRAA).
- respects the rights of tenants including the right to be treated fairly
- ensures tenancies will only be terminated if there is just cause.

Southern Downs Regional Council is committed to effectively managing its social housing property portfolio by:

- maximising the use of managed stock
- ensuring the standard of properties adhere to all legal requirements and meet an acceptable standard, including environmental sustainability standards

Community Housing Policy

Policy no: Policy Number

Updated:

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- ensuring that maintenance is undertaken through an accountable, timely and transparent process
- ensuring tenant security and safety are a priority
- protecting the value of community housing assets and Council assets
- using available resources effectively and efficiently

5.1.1 Eligibility

Council is committed to ensuring equitable access for everyone within agreed target groups. To assist with this, Council has clearly stated eligibility criteria for all housing services. These are determined in accordance with service agreements, organisational objectives and in response to community needs.

Eligibility criteria will be clearly communicated to applicants, other service providers and relevant stakeholders. Council's service delivery processes will ensure consistent implementation of eligibility criteria when assessing whether applicants are eligible to access housing services.

Eligibility criteria are outlined in the DHPW Social Housing Eligibility Criteria Policy. In summary, the criteria are:

- Residency
- Property
- Liquid assets limit
- Independent Income
- Household Income
- Appropriateness of current housing

Details of the specific requirements of each criteria are available on the DHPW's website at www.hpw.qld.gov.au.

5.1.2 Application & Allocation of Housing

When responding to and managing requests for housing services, Council wants those who seek to use Council's services to be confident that their needs and issues have been understood, and that decisions made about their eligibility and the allocation of housing services are consistent, fair and in line with requirements outlined in service agreements.

Council will apply an empathetic, consistent and systematic approach to how Council:

- responds quickly and appropriately to each new contact with Council, and to new approaches from former or existing tenants.
- ensure Council's processes for assessing eligibility and allocating services are inclusive and transparent
- make appropriate and successful referrals for all clients who are ineligible for Council's housing services or who require the services of other agencies
- monitor application and allocation processes

5.1.3 Establishing the Tenancy

Council has established a tenancy sign up process that

- is tenant focused
- aims to ensure that tenants are provided adequate and appropriate information to establish a successful tenancy and they understand the requirements of the tenancy agreement and special terms and conditions
- meets the requirements of the *Residential Tenancies and Rooming Accommodation Act 2008*

Council staff will provide a verbal explanation of the tenancy sign up process to new tenants and provide opportunities for tenants to ask questions. Council ensures that information is provided openly and honestly. Tenants are encouraged to have an advocate present, if desired, to ensure a clear understanding of the process and the rights and responsibilities of all parties involved. Interpreters will be organised if required.

Bonds are collected from new tenants (equivalent to 4 weeks rent) and will be lodged with the Residential Tenancies Authority. Council will ensure that the collection of Bonds will not disadvantage tenants.

5.1.4 Rent & Rent Arrears Management

Council will uphold the principles of fairness, consistency and legal compliance with all aspects of the rent management system. Council is committed to ensuring that the rent management system is sensitive to the needs and circumstances of the tenants and will not negatively impact on financial viability.

Council's rent management system is, at all times, compliant with the requirements of the *Residential Tenancies and Rooming Accommodation Act 2008*. Council's processes are also consistent with the Community Housing Rent Policy – an income based rent system where rent levels are reviewed every 12 months. Evidence of household income is required – consequences of failing to supply proof of income will be tenants being charged market rent.

Council will ensure that tenants are provided a clear and concise explanation of how their rent is calculated, what income is used to assess the rent, methods of rent payment options, the rent arrears process, when and how rent reviews are conducted.

Council is committed to maintaining rent arrears at a low rate. When tenants encounter difficulties paying rent, Council will enter into Arrears Payment Plans.

Council does not collect contributions/fees in addition to rent.

5.1.5 Sustaining Tenancies

Council responds to and deals with the changing needs of tenants in a fair and flexible manner within the capacity of the organisation to do so. Council will deal with the changing needs of tenants by:

- transferring and rehousing tenants, including mutual exchange (where possible)
- succession of tenancies (where relevant)
- modifying accommodation (where able)
- referral to more appropriate and safe housing (when needed)
- dealing with over/under occupancy of properties in a productive manner (as required)

5.1.6 Ending the Tenancy

Tenants will be provided information about the ending tenancies process to assist in minimising the impact of the termination on themselves and the Council, and will ensure that they are informed of their rights and responsibilities.

Tenants are encouraged to seek legal advice and advocacy from relevant agencies to assist them with the ending of tenancy process.

5.1.7 Property Management

Council will manage and maintain its community housing portfolio in a strategic manner to maximise the use of the current housing portfolio and enhance Council's ability to respond to community expectations and target group changes over time.

Council will acquire based on the needs of the intended target group and in line with the principles of good design, accessibility and environmental sustainability. Community housing stock will be disposed of when it is in the best interest of the Council to do so.

Council has established systems and processes to effectively manage its community housing portfolio in a manner that ensures ongoing viability for both Council and tenants.

5.1.8 Authority and Delegation

The Manager Corporate Services has delegated authority to sign all Residential Tenancies Authority notices and tenant correspondence on behalf of Council.

The Community Housing Officer has delegated authority to sign Residential Tenancies Authority Entry and Exit Condition Reports and Entry Notices.

6 Definitions (if applicable)

| Term | Meaning |
|------|---------|
| | |
| | |
| | |

7 Related Documents

- PL-GVO49 Privacy Policy
- Enquiries and Allocation Procedure
- Establishing a Tenancy Procedure
- Managing Rents and Rent Arrears Procedure
- Sustaining the Tenancy Procedure
- Ending the Tenancy Procedure
- Managing Community Housing Properties Procedure

8 References (if applicable)

- N/A

COMMUNITY HOUSING ASSET & SERVICE MANAGEMENT PLAN

August 2017

Draft V0.3



Southern Downs
REGIONAL COUNCIL

Community Housing Asset & Services Management Plan



Document Control Information

| | |
|------------------------------|--|
| Title | CommunityHousing Asset & Services Management Plan |
| Date of First Version | TBA |
| File Name or Number | SDRC Community Housing Asset & Services Management Plan – V0.1 June 2017 |
| Storage Location | TBA |

Version Control

| Amendment | | | Plan Updated | |
|-----------|------------|---|--------------|------|
| No. | Issue Date | Details | Inserted by | Date |
| 0.1 | 23/06/2017 | Consultation Draft developed by consultant: Owen Harvey (CT Management Group) | | |
| 0.2 | 3/08/2017 | Review by Council | | |
| 0.3 | 11/09/2017 | Final Copy for Council | | |
| | | | | |
| | | | | |

Authorisation

This plan has been approved by Council.

| Version | Date adopted by Council | Name | Position | Signature |
|---------|-------------------------|------|----------|-----------|
| | TBA | | | |

**Community Housing Asset & Services
 Management Plan**



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Community Housing Asset & Services Management Plan

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1. Executive Summary

The objective of Council's facilities management is to maintain the long-term integrity of Council's building assets and related services. The document will assist the Council and Executive to make informed decisions on the allocation of resources to facilitate this in the Community Housing Sector. Council is responsible for 44 long term properties with 10 properties solely owned by council. The other 34 properties Council holds title and the Department of Housing and Public Works (DHPW) has a vested interest by way of funding contributions. A summary of Community Housing built assets is provided below.

Table 1: Asset Summary

| Asset Name | Street Address | Location | Gross Value | Annual Depreciation |
|--------------------------------------|------------------------|------------|---------------------|---------------------|
| Carport | 19-21 Granite Street | STANTHORPE | \$ 18,720 | \$ 175 |
| Common Laundry | 56 Fitzroy Street | WARWICK | \$ 18,000 | \$ 230 |
| Duplex 1 | 110 Sugarloaf Road | STANTHORPE | \$ 99,000 | \$ 1,220 |
| Duplex 2 | 110 Sugarloaf Road | STANTHORPE | \$ 87,120 | \$ 1,074 |
| Duplex 3 | 110 Sugarloaf Road | STANTHORPE | \$ 87,120 | \$ 1,074 |
| Duplex 4 | 110 Sugarloaf Road | STANTHORPE | \$ 87,120 | \$ 1,074 |
| Duplex 5 | 110 Sugarloaf Road | STANTHORPE | \$ 99,000 | \$ 1,220 |
| Duplex Fibro Sugarloaf (Unit 1) | 124 Sugarloaf Road | STANTHORPE | \$ 72,275 | \$ 1,102 |
| Duplex Fibro Sugarloaf (Unit 2) | 124 Sugarloaf Road | STANTHORPE | \$ 72,275 | \$ 1,102 |
| Pensioner Dwellings (5 & 6) | 56 Fitzroy Street | WARWICK | \$ 159,600 | \$ 2,438 |
| Pensioner Dwellings (7 & 8) | 56 Fitzroy Street | WARWICK | \$ 159,600 | \$ 2,438 |
| Pensioner Dwellings (Villa 1) | 56 Fitzroy Street | WARWICK | \$ 91,200 | \$ 1,393 |
| Pensioner Dwellings (Villa 2) | 56 Fitzroy Street | WARWICK | \$ 91,200 | \$ 1,393 |
| Pensioner Dwellings (Villa 3) | 56 Fitzroy Street | WARWICK | \$ 91,200 | \$ 1,393 |
| Pensioner Dwellings (Villa 4) | 56 Fitzroy Street | WARWICK | \$ 91,200 | \$ 1,393 |
| Pensioner Dwellings (7&8) | 54 Fitzroy Street | WARWICK | \$ 200,200 | \$ 2,529 |
| Pensioner Dwellings (5&6) | 54 Fitzroy Street | WARWICK | \$ 200,200 | \$ 2,529 |
| Pensioner Dwellings (9&10) | 54 Fitzroy Street | WARWICK | \$ 400,400 | \$ 5,059 |
| Pensioner Dwellings (1-4) | 54 Fitzroy Street | WARWICK | \$ 200,200 | \$ 2,529 |
| Shelter | 54 Fitzroy Street | WARWICK | \$ 10,350 | \$ 102 |
| Pensioner Unit Duplex | 29 Pine Crescent | DALVEEN | \$ 406,370 | \$ 6,246 |
| Pensioner Units | 35-37 Gordon Lane | ALLORA | \$ 215,000 | \$ 5,045 |
| Pensioner Units | 34 Arbutus Street | KILLARNEY | \$ 200,000 | \$ 4,813 |
| Pensioner Units | 18-20 Macintyre Street | LEYBURN | \$ 269,200 | \$ 3,668 |
| Pensioner Units | 10 Sterne Street | WARWICK | \$ 230,000 | \$ 6,381 |
| Pensioner Units | 10 Sterne Street | WARWICK | \$ 230,000 | \$ 6,381 |
| Pensioner Units 19 Granite (4 Units) | 19-21 Granite Street | STANTHORPE | \$ 486,115 | \$ 6,455 |
| Pensioner Units 21 Granite (Unit 1) | 19-21 Granite Street | STANTHORPE | \$ 139,515 | \$ 1,777 |
| Pensioner Units 21 Granite (Unit 2) | 19-21 Granite Street | STANTHORPE | \$ 139,515 | \$ 1,777 |
| Pensioner Units 21 Granite (Unit 3) | 19-21 Granite Street | STANTHORPE | \$ 139,515 | \$ 2,157 |
| Pensioner Units 21 Granite (Unit 4) | 19-21 Granite Street | STANTHORPE | \$ 145,728 | \$ 1,856 |
| Pensioner Units 21 Granite (Unit 5) | 19-21 Granite Street | STANTHORPE | \$ 145,728 | \$ 1,856 |
| TOTAL | | | \$ 5,082,665 | \$ 79,877 |

Community Housing Asset & Services Management Plan



The following is the expenditure summary based on the current planned budget for community buildings:

Table 2: Current Planned Expenditure Summary

| Year | Maintenance Expenditure | Renewal | Upgrade | New | TOTAL |
|------|-------------------------|------------------|---------|------|-------------------|
| 2017 | \$ 75,560 | \$ 54,000 | \$ - | \$ - | \$ 129,560 |
| 2018 | \$ 56,410 | \$ 61,600 | \$ - | \$ - | \$ 118,010 |
| 2019 | \$ 54,910 | \$ 72,000 | \$ - | \$ - | \$ 126,910 |
| 2020 | \$ 59,410 | \$ 63,800 | \$ - | \$ - | \$ 123,210 |
| 2021 | \$ 56,410 | \$ 60,000 | \$ - | \$ - | \$ 116,410 |
| 2022 | \$ 53,410 | \$ 71,200 | \$ - | \$ - | \$ 124,610 |
| 2023 | \$ 53,410 | \$ 72,000 | \$ - | \$ - | \$ 125,410 |
| 2024 | \$ 53,410 | \$ 70,000 | \$ - | \$ - | \$ 123,410 |
| 2025 | \$ 57,910 | \$ 64,800 | \$ - | \$ - | \$ 122,710 |
| 2026 | \$ 53,410 | \$ 82,200 | \$ - | \$ - | \$ 135,610 |

1.1 Benchmark Comparisons

Renewals

The Department of Local Government, Infrastructure Planning (DILGP) has included the Asset Sustainability Ratio as one of their key measures of sustainability¹. The ratio is defined as follows:

Financial Management (Sustainability)

$$\frac{\text{Capital Expenditure on Replacement of Assets (Renewals)}}{\text{Depreciation Expenditure}}$$

The target range is greater than 90% per annum (on average over the long-term). From Council's most recent Buildings Revaluation the annual depreciation for Community Housing Assets is \$79,877. Based on the 90% target then the target annual renewal expenditure amount should be in the order of \$71,889.

Council's 10 year predicted average renewal expenditure is \$67,160 based on the current LTFP data.

Based on these figures, the actual Asset Sustainability Ratio (for buildings assets) is

$$\$67,160 / \$79,877 = 84\%$$

This indicates that the average planned expenditure by Council on renewals across the building assets is just below the benchmark. The following should be noted that the asset class is relatively small and therefore is sensitive to even small changes in the amounts.

Maintenance

The current maintenance is around 1.13% of the replacement value of building assets (those which Council maintains) and is within the recommended State Government benchmark minimum of 1%² (\$50,826). This indicates that Council is spending a reasonable amount on maintenance of its community housing buildings.

¹ Source: Department of Local Government & Planning – Financial Management (Sustainability) Guideline 2013 Vers 1.1

² Department of Housing and Public Works – Maintenance Management Framework – Policy for the Maintenance of Queensland Government Buildings-2012

Community Housing Asset & Services Management Plan



Summary

In summary, the expenditure amounts planned for maintenance and renewals indicate that the community housing assets are being sustainably managed.

1.2 Recommended Actions

- Continue the collection of data through the current program of condition and maintenance assessments to ensure maintenance/renewal programming is a factual representation of asset life-cycle experience.
- Integrate current procedures and sources into an overall operations manual for community housing
- Procurement of an asset management and maintenance management system (as part of a cross Council approach) is required to support the ongoing management of the buildings.
- Identify and categorise maintenance activities according to whether they are reactive or scheduled/cyclic to better optimise the maintenance costs as part of implementing a new maintenance management system

2. Introduction

2.1 Purpose

The purpose of this Asset Management Plan is to document the management practices that will maintain the long-term integrity of Council's Community Housing assets and related services. The document will assist the Council and Executive to make informed decisions on the allocation of resources to facilitate this.

The Plan outlines the key elements involved in managing Community Housing. It combines management, financial and technical perspectives to ensure that Council's facilities portfolio meets community needs at the lowest possible whole-of-life-cost while effectively managing risk.

Council's facility assets covered by this Asset Management Plan comprise the Community Housing buildings.

Council's management of these assets is primarily focused on maintaining the structural integrity of the buildings, management of related services (e.g., power, water, sewer and air conditioning) and ensuring that they are safe to use by staff and the community.

2.2 Document Structure

This Asset and Services Management Plan is comprised of the following sections:

1. **Introduction** - This section explains the purpose, context and structure of this Asset and Services Management Plan.
2. **Organisational Context** – Linkages with corporate documents and legislative framework
3. **Service Level Management** - This section sets out Council's levels of service, future demand, objectives, management plan and current status / issues for this asset class.
4. **Physical Asset Management** - This section sets out Council's objectives, current status / issues for managing the physical assets involved with delivering these services.
5. **Information Management** - This section sets out Council's objectives, plan and current performance / issues with managing the asset and services data required to enable informed, evidence based asset and service decisions.
6. **Improvement Plan** - This section sets out the coordinated set of tasks required to improve asset and service management performance for this asset class.
7. **Appendices** - This section contains detailed reference material to support the various sections of this plan.

2.3 Planning Context

The Southern Downs Regional Council has a total land area of about 7,100 square kilometres. The profile of the region is predominantly rural, with numerous small townships.

The largest townships are Warwick and Stanthorpe, with smaller townships at Allora, Killarney, Yangan and Wallangarra.

The properties are dispersed across Killarney, Warwick, Allora, Leyburn, Dalveen and Stanthorpe.

As Identified In the Strategic Asset Management Plan³, Southern Downs Region has a projected average population growth rate of approximately 1.0% per annum reaching 44,000 residents by 2036.

In terms of demographic trends which will potentially impact on Community Housing in the future, it was

³ SDRC Strategic Asset Management Plan (2017)

**Community Housing Asset & Services
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noted that:

- There is a lower proportion of young people (0 to 17 years) and a higher proportion of people in the older age groups (60+ years).
- The Southern Downs population is ageing, with an increasing share of persons over 80 years between 2009 and 2014.

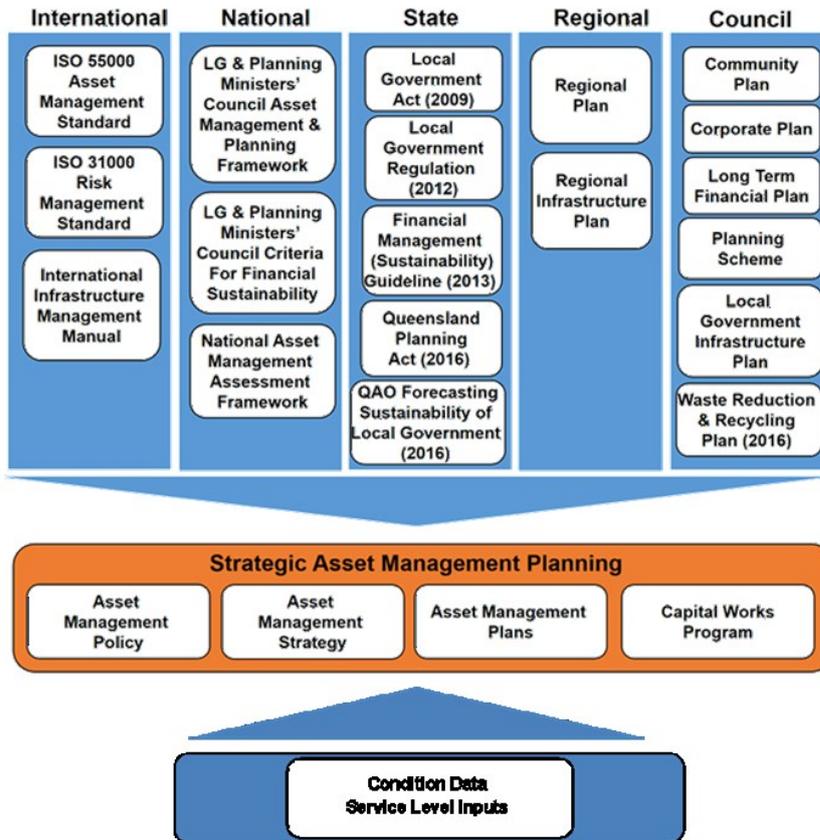
The effects on demand are discussed further in Section 4.6 – Future Demand.

3. Organisational Context

3.1 Organisational Planning Linkages

There are a number of key organisational planning, governance or report documents that inform (or are informed by) this Asset Management Plan as follows:

Figure 1: Asset Management Planning Context

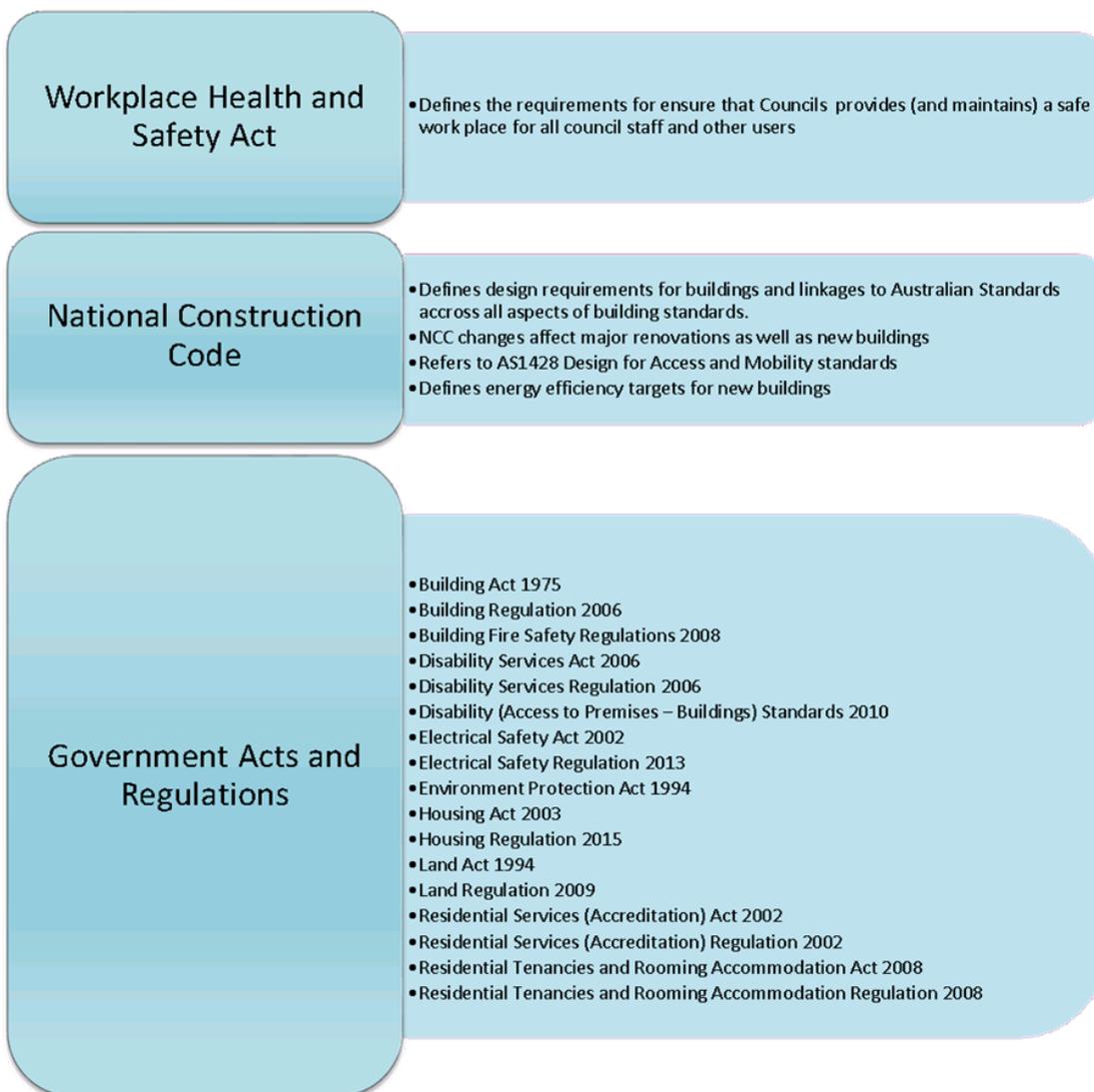


In addition, there are a number of data and information inputs which inform the asset management planning so far as understanding the current state of the assets as well as stakeholder expectations and requirements as to the levels of service to be set for the assets in question.

3.2 External Compliance Documents

The following Acts and Standards also inform and shape the Community Housing Asset Management Planning process and set minimum standards and service levels in a number of significant areas.

Figure 2: Key Acts and Standards relevant to Community Housing Assets



4. Service Level Management

4.1 Service Overview

SDRC currently maintains 44 long term community housing properties with 10 properties solely owned by council. Council holds title for the other 34 properties and the Department of Housing and Public Works (DHPW) has a vested interest by way of funding contributions.

The purpose of Council's community housing portfolio is to provide safe and fit-for-purpose facilities to support the delivery of social housing to those within the Council area who have applied for social housing assistance as a result of experiencing housing stress. These objectives are discussed in the Service Strategy section of this document.

4.2 Stakeholders

| External Stakeholders (Community) | External Stakeholders (Government / Regulatory) |
|--|--|
| <ul style="list-style-type: none"> • Tenants • Ratepayers • Residents | <ul style="list-style-type: none"> • Public service providers: • Funding bodies <ul style="list-style-type: none"> ○ State government including DHPW ○ Federal government |

4.3 Service Strategy

The following strategic objectives were extracted from the SDRC Corporate Plan 2014-2019 which affect the Buildings portfolio from a strategic and also need to be taken into account when setting levels of service for both the services provided but also the buildings required to support the service delivery.

Table 3: Organisation Objectives for Council Buildings/Facilities

| Strategic Theme | ID | Strategic Objective | Direct | Indirect |
|---|------|---|--------|----------|
| Southern Downs Sense of Community | 1.1 | Undertake best value review of Council's Services | ✓ | |
| | 1.2 | Continually monitor and evaluate all Council operations and conduct independent surveys of client/customer satisfaction levels | ✓ | |
| | 1.6 | Partner with agencies to develop and implement services for young people, people with a disability and our ageing residents | ✓ | |
| | 1.7 | Review Council's long term involvement in Council housing | | ✓ |
| The Environmentally Sustainable Southern Downs | 6.4 | Implement innovative measures to reduce Council's energy use and carbon emissions and seek grant funding for alternate energy systems | ✓ | |
| | 6.10 | Encourage the use of renewable energy sources, such as wind and solar power to protect the environment | ✓ | |

Community Housing Asset & Services Management Plan



| Strategic Theme | ID | Strategic Objective | Direct | Indirect |
|----------------------------------|------|---|--------|----------|
| The Well Governed Southern Downs | 8.16 | Promote a proactive approach to risk management, including business continuity | ✓ | |
| | 8.17 | Provide and maintain appropriate security measures to protect Council's assets (buildings, plants, sites, etc.) | ✓ | |
| | 8.20 | Provide and maintain strategies to ensure Council's long-term financial sustainability. | ✓ | |
| | 8.21 | Research a Full Cost Recovery Model for Council Services | | ✓ |

4.4 Levels of Service

Council is utilising a building hierarchy to enable the development of differential levels of service for its buildings and facilities. This will then be used to better optimise future maintenance and renewal planning.

The Building hierarchy is a function of the building utilisation, occupancy, heritage value and failure impacts.

The hierarchy scale is a five point scale ranging from low importance buildings (level 5) though to high importance (and/or buildings housing critical services (level 1).

Table 4: Hierarchy – Levels of Service

| Category | Description | Examples |
|----------|---|---|
| Level 1 | High usage/importance/profile site/building, substantial infrastructure. Allows provision of essential services. | <ul style="list-style-type: none"> ▪ Major Administration Centres ▪ Regional Community Centres ▪ Major sporting facilities ▪ Buildings containing Essential Services (ie water, sewer treatment) |
| Level 2 | Medium usage sites/buildings utilised by the local community and operational council buildings | <ul style="list-style-type: none"> ▪ Local Customer Service Centres ▪ Key Depots ▪ Swimming Pools ▪ Town community halls ▪ Sporting Facilities ▪ Civic Centres ▪ Buildings containing Essential Services (ie water, sewer treatment) |
| Level 3 | Sites/Public Buildings with limited/local use. Buildings built for a specific purpose with limited variety of use. | <ul style="list-style-type: none"> ▪ Housing/Accommodation ▪ Amenities in tourist/higher use public areas ▪ Local/Rural Community Halls ▪ Sport & Recreational facilities ▪ Minor depot facilities ▪ Local Sporting facilities ▪ Saleyards |
| Level 4 | Sites/Buildings with low usage and/or limited access and that have a specific use. | <ul style="list-style-type: none"> ▪ Amenities (level 2) ▪ Minor Depot Buildings ▪ Minor Sporting Facilities (Seasonal demand) or low usage ▪ Local low use community facilities |

Community Housing Asset & Services Management Plan



| Category | Description | Examples |
|----------|--|---|
| Level 5 | Low use buildings - to be monitored to identify potential problems. Future consideration for usage or disposal | <ul style="list-style-type: none"> ▪ Amenities (level 1) ▪ Low impact/low use facilities/structures |

Council recognises the need to balance stakeholder demand for new and upgraded facilities while concurrently maintaining appropriate and sustainable levels of service on its existing facilities. Under the first draft assessment of all council buildings/facilities/structures, Community Housing, was assessed as being within the Level 3 category.

Consequently Council intends to use the tables described above to define appropriately differentiated levels of service. Whether assets will be hierarchically or non-hierarchically differentiated depends on the nature of the asset.

Specifically, Council will acquire and develop community housing stock based on the needs of the intended target group and in line with the following principles:

- Safe and Secure Housing;
- Appropriate Design;
- Accessible;
- Environmentally sustainable.

The properties will be maintained to ensure the following:

- Meet all legal requirements;
- Meets an acceptable standard of amenity for the tenants

4.4.1 Customer Service Standards

Council has set a number of customer service standards in regards to response times and these are as follows:

| Response Category | Planned Response Times |
|---------------------|---|
| Emergency Immediate | 1 hour |
| Emergency Urgent | 4 hours |
| Standard | Dependent on Availability of In-house Resources |
| Planned | Undertaken as part of planned works |

Response times and actions are logged in a database as part of Council reporting requirements to stakeholders.

4.5 Stakeholder Consultation

The following issues were identified in Council's 2030 Community Plan which directly or indirectly impact on Council's buildings portfolio.

Community Housing Asset & Services Management Plan



Table 5: Community Concerns – Extract of Themes Relevant to Facilities

| ID | Theme | Issue | Response |
|----|--|---|---|
| 2 | Improving value for money from rates | Concern that increases in the cost of living are putting pressure on ratepayers. | Ensure that maintenance and renewals are optimised to match the agreed levels of service required of each building. Review under-utilised buildings to determine future use or disposal |
| 3 | Infrastructure to support growth | Community infrastructure priorities are: <ul style="list-style-type: none"> • expansion of hospital services; • provision of adequate facilities to support community life; • provision of sewerage services to smaller townships; • road maintenance and upgrade, including heavy vehicle bypass for large centres; • securing a reliable water supply for the southern end of the region | Continue to monitor community requirements for facilities to support community activities etc. Review under-utilised buildings to determine future use, re-purposing or disposal |
| 5 | Keeping small towns and villages alive | maintaining the small town feel and village life will be compromised if suburban sprawl allowed | Continue to monitor community requirements for facilities to support community activities etc. Review under-utilised buildings to determine future use, re-purposing. Ensure any upgrades/new buildings are sympathetic in design to suit the local environment |
| 6 | Maintaining sporting fields and facilities | The region has an active sporting culture, and the community recognises the importance of maintenance and upkeep of facilities | Continue to monitor community requirements for facilities to support community activities etc. Ensure that maintenance and renewals are optimised to match the agreed levels of service required of each building. |
| 11 | Population change | The Southern Downs is becoming an increasingly desirable place to live, and this will put pressure on services. It will also require extra revenue to fund new and upgraded services. | Continue to monitor the demand for services both by type of services and geographical location. Review portfolio to ensure buildings portfolio support the required levels of service |
| 12 | | Ageing population is seen as a particular challenge because this will place increasing pressure on local health services | Monitor and upgrade where necessary accessibility to Council facilities as required. |
| 14 | Protecting the Environment | Want to look at renewal energy options, especially solar and wind power. | Continue to invest and implement energy efficient technologies Council facilities as they become economically viable and returns on investment are achieved. |

In addition to the above stakeholder consultation processes, Community Housing also has the following key stakeholders:

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- **Tenants:** The requirements of the tenants (current and future) of Council’s community housing assets should be reflected in the agreed levels of service.
- **Department of Housing and Public Works:** The DHPW has an interest in the management of our community housing assets as a result of funding and service delivery.

4.6 Future Demand

4.6.1 General

Council regularly assesses current and future client needs for community housing. This includes the following inputs such as:

- analysis of feedback from current tenants
- assessment of the demographics of client needs by way of recording unmet demand of people presenting at the organisation who are experiencing housing stress
- review of feedback garnered from networks and community research.

As noted in the Strategic Asset Management Plan⁴, Southern Downs Region has a projected average population growth rate of approximately 1.0% per annum reaching 44,000 residents by 2036. It was also identified from a demographic perspective that:

- There is a lower proportion of young people (0 to 17 years) and a higher proportion of people in the older age groups (60+ years).
- The Southern Downs population is ageing, with an increasing share of persons over 80 years between 2009 and 2014.

The following observations are made about the impact of demographic change on the provision of Council’s buildings services:

Table 6: Demographic Change Observations

| Item | Observation | Implication | Recommended action |
|------|---|--|---|
| 1 | Rising community expectations are likely to drive demand for upgrades to existing community facilities. | This will put pressure on Council’s Capital Works program. | • Review the Capital Works Program prioritisation rules to effectively balance demand for new, upgraded and renewed assets. |
| 2 | Demographic, social and technological change are likely to be significant drivers of service demand. | Customer expectations about the levels of service of Council’s facilities are likely to rise beyond Council’s capacity to meet them. Accessibility issues to older buildings will become prevalent and will require greater compliance to BCA Accessibility Codes and the need for the appropriate building modifications | • Community expectations must be balanced with Council’s capacity to fund desired levels of service. |
| 3 | Council has a limited rating base for raising funds internally. | This places constraints on the levels of service that can be sustainably offered. | • Focus on optimised asset management decision making to maximise the value of available funding. |
| 4 | Expected reduction in future external funding (e.g. grants, , NDRRA funding) | | |
| 5 | There is likely to be an increase in the frequency and severity of | This may have a significant impact on Council’s facilities / buildings portfolio | • Factor this in to Council’s disaster management and contingency |

⁴ SDRC Strategic Asset Management Plan (2017)

Community Housing Asset & Services Management Plan



| Issue | Consequence | Implication | Recommendations |
|-------|--|---|-----------------|
| | droughts but also storm and flood events due to global climate change. | (i.e., increased damage , flooding events, bush fires and storm events. The required preventative and remediation activities would put more pressure on Council budgets going forward. Need for resilient structures to withstand storm events or bush fire resistance increases the cost of buildings. | planning. |

4.6.2 Community Housing Specific Demographic Profiles

Recent information from the *Queensland Housing Profiles for Toowoomba Housing Service Centre*⁵, includes:

Southern Downs Regional Council's geographical area falls within the Toowoomba Housing Service Centre (HSC) Region. The overall demand for social housing is moderate to minimal and private rents are below the State average and appear reasonable. Stanthorpe has 14 applications for social housing and Warwick has 12 (as at 30 June, 2016).

Toowoomba HSC profile reflects:

- 26.3% of applicants on the register as at 30 June 2016 were assessed as having a very high need for social housing,
- 26.0% of applicants on the register were assessed as having a high need for social housing.

Queensland HSC profile reflects:

- 31.7% of applicants on the register as at 30 June 2016 were assessed as having a very high need for social housing, and
- 33.4% of applicants on the register were assessed as having a high need for social housing

Toowoomba HSC private rental reflects:

- 30.3% of low income private rental tenants as at 30 June 2015 were paying 30% or more of their gross income on private rent

Queensland private rental statistics reflect:

- 42.5% of low income private rental tenants as at 30 June 2015 2015 were paying 30% or more of their gross income on private rent

4.7 Technological Change

Council's facility management services are likely to be affected by technological change. These changes may have both positive and negative consequences. The potential issues and implications of technological change for this service are shown below

Table 7: Technological Impacts on Buildings

Short Term Technological Change Issues (1-2 Years)

| Change | Expected Outcome | Implication |
|--------|------------------|-------------|
|--------|------------------|-------------|

⁵ *Queensland Housing Profiles for Toowoomba Housing Service Centre*⁵, Queensland Government Statistician's Office, Queensland Treasury pp 24 & 36

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| Change | Expected Outcome | Implication |
|---|--|---|
| Improved construction techniques and maintenance practices. | <ul style="list-style-type: none"> Better material technologies: <ul style="list-style-type: none"> Greater use of recycled materials and composites. LED lighting installed during upgrades. Non-slip toilet block flooring. UV fencing panels. Use of prefabricated structures where appropriate, e.g.: | <ul style="list-style-type: none"> Reduced total cost of ownership. Improved environmental sustainability of Council housing. |
| Increased emphasis towards lower carbon emissions and Better energy efficiency design and operation (Green Star, Nabers, BCA Section J) , e.g.: <ul style="list-style-type: none"> Solar energy Improved Insulation More efficient air-conditioning systems Shading of buildings to reduce solar heat loads | <ul style="list-style-type: none"> Adoption of energy efficient targets and technologies across Council facilities | <ul style="list-style-type: none"> Potentially higher capital costs offset by reduced lower operational costs of ownership Potential to generate revenue by selling excess power back to the grid at peak times and utilising battery power to augment loads at peak times. |
| Improved Corporate IT systems | <ul style="list-style-type: none"> Introduction of workflow and digital signature and customer self-service technologies. | <ul style="list-style-type: none"> Reduced use of paper forms. Quicker approvals. More efficient processes. Improved asset data quality for asset and service decision making. |
| Improved communications / Data mobility | <ul style="list-style-type: none"> Ability to access information systems in the field | <ul style="list-style-type: none"> Quicker diagnosis and rectification of facility related problems / maintenance requests. Reduced total cost of ownership. Improved asset data quality for asset and service decision making. |

Medium Term Technological Change Issues (3-5 Years)

| Change | Expected Outcome | Implication |
|--|--|---|
| Advent of smart devices and the "Internet of Things" (IoT) | <ul style="list-style-type: none"> Ability for facility / building elements to communicate directly with corporate IT systems (e.g., self-diagnostics). Self-reporting building systems: <ul style="list-style-type: none"> Meters Building monitors / management systems (heat / temp) Smart bins Light aware building tinting | <ul style="list-style-type: none"> Improved levels of service. Quicker diagnosis and rectification of facility related problems / maintenance requests. Reduced total cost of ownership. Improved asset data quality for asset and service decision making. |
| Use of drones for condition / engineering assessment / disaster management | <ul style="list-style-type: none"> Ability to capture better quality asset data. Ability to collect data in difficult to reach places (e.g., roofs). | <ul style="list-style-type: none"> Improved maintenance and renewal decision making Improved asset data quality for asset and service decision making. |

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| Change | Expected Outcome | Implication |
|--|--|---|
| Lower carbon Emission Buildings with more stringent requirements on new buildings | <ul style="list-style-type: none">• Increase emphasis on environmental impacts and carbon emissions (energy efficiency etc) | <ul style="list-style-type: none">• Potentially higher capital costs offset by reduced lower operational costs of ownership. |

5. Physical Asset Management

5.1 Overview

5.1.1 Scope

The assets within the scope of this Asset Management Plan are as follows:

Table 8: Asset Types in Scope of this Plan

| Scope | Asset Group | Facility Type | Asset Type |
|----------|-------------------|---|------------|
| In scope | Community Housing | Duplexes Units Laundries Shelter Carports | Buildings |

5.1.2 Asset Management Hierarchy

For valuation, depreciation and financial reporting purposes, each of the asset types shown above is broken down into the following component structures:

- Floor
- Building Envelope (Super-Structure)
- Fit-out
 - Floor coverings
 - Internal Screens
- Roof
- Services
 - Mechanical
 - Electrical
 - Hydraulic
 - Fire
 - Security

Community Housing Asset & Services Management Plan



5.2 Asset Summary

5.2.1 Asset Quantities and Valuations

The summary of all the facility assets within the scope of this plan is shown below:

Table 9: All Buildings and Other Structures Assets and Gross Replacement Value as at 30 June 2016⁶

| Asset Name | Street Address | Location | Gross Value | Annual Depreciation |
|--------------------------------------|------------------------|------------|---------------------|---------------------|
| Carport | 19-21 Granite Street | STANTHORPE | \$ 18,720 | \$ 175 |
| Common Laundry | 56 Fitzroy Street | WARWICK | \$ 18,000 | \$ 230 |
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| Pensioner Dwellings (7 & 8) | 56 Fitzroy Street | WARWICK | \$ 159,600 | \$ 2,438 |
| Pensioner Dwellings (Villa 1) | 56 Fitzroy Street | WARWICK | \$ 91,200 | \$ 1,393 |
| Pensioner Dwellings (Villa 2) | 56 Fitzroy Street | WARWICK | \$ 91,200 | \$ 1,393 |
| Pensioner Dwellings (Villa 3) | 56 Fitzroy Street | WARWICK | \$ 91,200 | \$ 1,393 |
| Pensioner Dwellings (Villa 4) | 56 Fitzroy Street | WARWICK | \$ 91,200 | \$ 1,393 |
| Pensioner Dwellings (7&8) | 54 Fitzroy Street | WARWICK | \$ 200,200 | \$ 2,529 |
| Pensioner Dwellings (5&6) | 54 Fitzroy Street | WARWICK | \$ 200,200 | \$ 2,529 |
| Pensioner Dwellings (9&10) | 54 Fitzroy Street | WARWICK | \$ 400,400 | \$ 5,059 |
| Pensioner Dwellings (1-4) | 54 Fitzroy Street | WARWICK | \$ 200,200 | \$ 2,529 |
| Shelter | 54 Fitzroy Street | WARWICK | \$ 10,350 | \$ 102 |
| Pensioner Unit Duplex | 29 Pine Crescent | DALVEEN | \$ 406,370 | \$ 6,246 |
| Pensioner Units | 35-37 Gordon Lane | ALLORA | \$ 215,000 | \$ 5,045 |
| Pensioner Units | 34 Arbutus Street | KILLARNEY | \$ 200,000 | \$ 4,813 |
| Pensioner Units | 18-20 Macintyre Street | LEYBURN | \$ 269,200 | \$ 3,668 |
| Pensioner Units | 10 Sterne Street | WARWICK | \$ 230,000 | \$ 6,381 |
| Pensioner Units | 10 Sterne Street | WARWICK | \$ 230,000 | \$ 6,381 |
| Pensioner Units 19 Granite (4 Units) | 19-21 Granite Street | STANTHORPE | \$ 486,115 | \$ 6,455 |
| Pensioner Units 21 Granite (Unit 1) | 19-21 Granite Street | STANTHORPE | \$ 139,515 | \$ 1,777 |
| Pensioner Units 21 Granite (Unit 2) | 19-21 Granite Street | STANTHORPE | \$ 139,515 | \$ 1,777 |
| Pensioner Units 21 Granite (Unit 3) | 19-21 Granite Street | STANTHORPE | \$ 139,515 | \$ 2,157 |
| Pensioner Units 21 Granite (Unit 4) | 19-21 Granite Street | STANTHORPE | \$ 145,728 | \$ 1,856 |
| Pensioner Units 21 Granite (Unit 5) | 19-21 Granite Street | STANTHORPE | \$ 145,728 | \$ 1,856 |
| TOTAL | | | \$ 5,082,665 | \$ 79,877 |

⁶ Source: APV Valuation 2016

Community Housing Asset & Services Management Plan



5.3 Asset Condition

Council undertakes regular inspections of all community housing properties to check their condition and provide current information to update a 10 Year Maintenance Plan. Three main types of inspections are carried out:

1. **Condition Assessments**
 - These are carried out by suitable qualified staff from Engineering Services
 - These inspections will be conducted every three years.
2. **Routine Property Inspections**
 - Conducted by Community Housing Officer at least annually including whenever a property is vacant through a tenancy termination.
3. **Pest Inspections**
 - Conducted annually by qualified contractors.

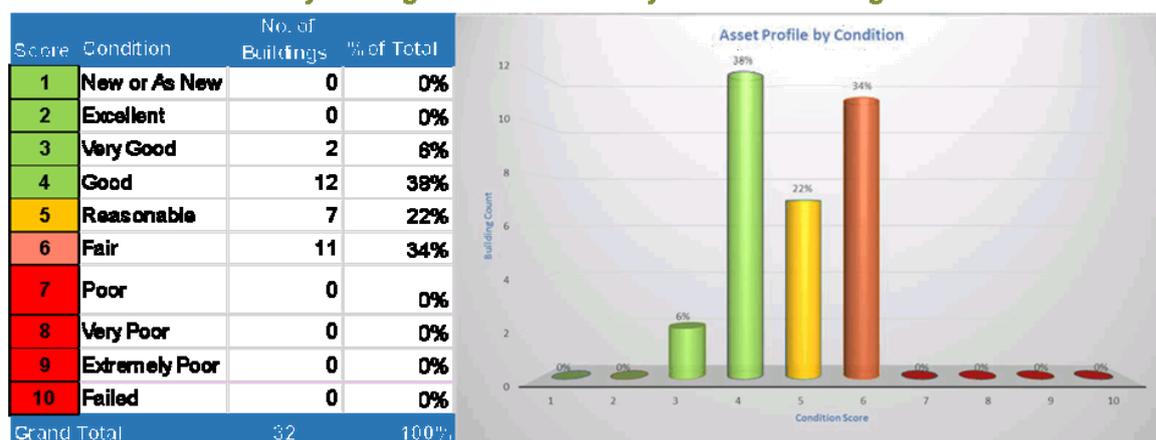
As noted, Council undertakes periodic condition assessments on a three year cycle with the last being late to 2016. This data has been utilised in this asset management plan. Inspectors apply the SDRC Service Level Manual as a guide in rating properties against Property Condition Standards and aim to identify maintenance and upgrade requirements. The Condition Standards outlined in the SDRC Service Level Manual align with the DHPW's S4 required rating for community housing properties.

The data included a condition rating for each building element. The overall condition rating was derived from the summation of the individual building elements condition scores weighted by typical values attributed to each building component for a residential dwelling. For this plan, the scoring system was converted to a 1-10 scale for improved clarity.

The intent is to upload this data into Council's future asset management system and to contribute to driving the maintenance management of the facilities. The intent is have an integrated work order management system and when completed, the attending officer will update the asset condition, note any remaining defects at the completion of each work order and identify completed work items.

The known condition distribution⁷ of all facility assets within the scope of this plan is shown below. A breakdown by hierarchy is contained in the next section.

Table 10: SDRC Community Housing –Condition Profile by Number of Buildings



Note that the above values reference the asset revaluation data which combines some property units under a one asset.

⁷ Based on the Asset Condition Score.

Community Housing Asset & Services Management Plan



The key information from the above condition profile is as follows:

- 14 Buildings/Structures are in good to very good condition (44%)
- 7 Buildings/Structures are in reasonable condition (22%)
- 11 Buildings/Structures are in fair condition (22%)

Another way of understanding, the condition profile is by reviewing it by replacement value and this is illustrated as follows:

Table 11: SDRC Buildings & Other Structures –Condition Profile by Replacement Value



The key information from the above condition profile is as follows:

- \$1.23 Million of Buildings are in good to very good condition (24%)
- \$1.51 Million of Buildings are in reasonable condition (30%)
- \$2.34 Million of Buildings are in fair condition (46%)

Key Issues

- There are 11 Buildings (\$2.34M by replacement value) which will require management attention in terms of either scheduling maintenance/renewals or reviewing long term future of the individual buildings on an individual case by case basis.

5.4 Risk Management

Council operates a Risk Management Framework (updated 2017) across Council based on the Australian Standard AS/NZS ISO 31000 Risk Management. There are a number of risks that have been previously identified that are directly related to buildings and these are identified in Table 12. In relation to buildings in particular, it is planned to assign a buildings hierarchy to each of the individual buildings and set the level of service (including maintenance and renewals priorities) accordingly.

The hierarchy is a function of the building utilisation, occupancy and failure impact. The buildings are assigned a rating of level 1 to 5 with those considered to be of a higher risk profile are categorised as Level 5 buildings. The rating assessment guideline is included as Appendix A. A general risk management matrix for buildings is included as Appendix B. This can be utilised as a basis to further develop risk registers for individual buildings and building types.

5.4.1 Related Buildings Risk Management Documents

Other risk related Facilities management documents include:

- An Asbestos Register
- Hazardous Materials Storage Instructions consistent with the Australian Standards
- Organisational Safety Management System

Table 12: SDRC Extract from Corporate Risk Management Framework for Community Housing Assets

| Risk Category | Risk Description | Risk Owner | Potential Exposure | Current Risk Rating | Controls | Control Effectiveness |
|------------------|--|-------------------------------|--------------------|---------------------|--|-----------------------|
| Asset Management | Inadequate asset management practices impacts on Council's ability to ensure acceptable levels of service from its infrastructure. | Director Engineering Services | Extreme | High | <ul style="list-style-type: none"> • Asset Management Policy • Low level Asset management plans existing – wastewater, water, buildings, recycled water, community housing • Asset Management Strategy • Reflect Road Condition System • Capital works plans • Budgets | Satisfactory |
| Service Delivery | Inadequate management of community housing negatively affecting Council's ability to operate community housing. | Manager Corporate Services | Moderate | Low | <ul style="list-style-type: none"> • Regular inspections of units • Communication with tenants • Reporting to DPHW • Budgeting in accordance with Maintenance & Capital Works Program | Good |

5.4.2 Risk Reduction Processes

The approach taken in risk reduction by Council for its building assets is to:

- Complete routine inspections of Council's buildings and facilities and associated assets at specified intervals to identify hazards and maintenance requirements which is underway.
- Initiate additional inspections, as required, in relation issues raised by tenants or Council employees through Council's customer request system;
- Record defects that may result in a potential hazard to the public;
- Assess the potential risk to building users due to defects identified which needs to be more formally recorded;
- Prioritise maintenance activities based on assessment of risk, taking into account the need to complete work in an efficient and cost effective manner, and the need to preserve the assets condition;
- Prepare appropriate work schedules;
- Undertake scheduled maintenance; and
- Record and document all actions taken at various stages throughout this process.

Community Housing Asset & Services Management Plan

5.5 Lifecycle Management Planning

For building assets, the following is a representation of the asset management life cycle. The first three stages (concept to Design) are typical for new capital works and upgrades and extensions to buildings. Buildings are then either constructed or acquired.

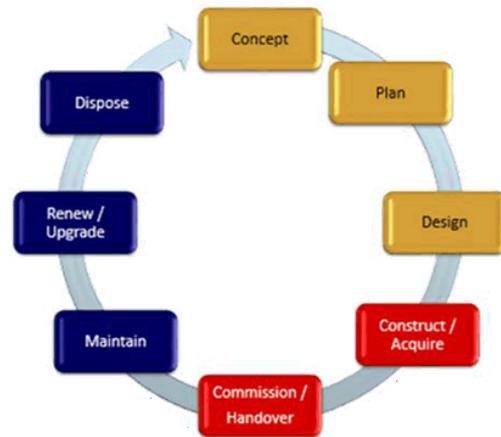


Figure 3: Asset Management Life Cycle

5.5.1 Operations and Maintenance

Operations and Maintenance Plans

In terms of maintenance activities, Council utilises the following definitions which are based around the *International Infrastructure Management Manual* (2015) NAMS Group:

- **Reactive maintenance** - is unplanned repair work carried out in response to service requests and management / supervisory directions. In the Community Housing area this has categorised into the following:
 - **Emergency Maintenance:** maintenance carried out immediately, based on risk and RTA provisions (Residential Tenancies and Rooming Accommodation Act 2008)
 - **Responsive Maintenance:** repairs that are not considered emergency repairs. These are responded to dependent upon priority level and budget capabilities, but usually within a 12 month timeframe.
- **Planned maintenance** - is repair work that is identified and managed through a maintenance management system (MMS) or standardised processes. MMS activities include inspection, assessing the condition against failure / breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.
- **Cyclic / Scheduled maintenance** - is replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, building roof replacement, etc. This work generally falls below the capital/maintenance threshold. Cyclic maintenance expenditure is included with the planned maintenance expenditure.

Council has yet to fully identify maintenance by category and a recommended task is to categorise maintenance once a new asset and maintenance management system is procured. By categorising maintenance, Council will be able to optimise its maintenance expenditure.

Benchmarking collated by the International Facility Manager's Association (IFMA)⁶ identified across a number of facility types that the total maintenance costs are minimised if planned/scheduled maintenance are in the order of 65-85% of the total maintenance cost. The following is the maintenance expenditure extracted from the Council LTFP budget for Community Housing.

⁶ Benchmarking for Facility Professionals –IFMA Foundation Whitepaper, 2013

Community Housing Asset & Services Management Plan



Table 13: SDRC Planned Operations and Maintenance Expenditure (Community Housing)

| | 17/18 | 18/19 | 19/20 | 20/21 | 21/22 | 22/23 | 23/24 | 24/25 | 25/26 | 26/27 |
|-----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Forecast | | | | | | | | | | |
| Approved | \$ 75,560 | \$ 56,410 | \$ 54,910 | \$ 59,410 | \$ 56,410 | \$ 53,410 | \$ 53,410 | \$ 53,410 | \$ 57,910 | \$ 53,410 |

5.5.2 Asset Renewal Plan

The general definition of asset is the replacement or refurbishment of an existing asset (or component) capable of delivering the same level of service as the existing asset. It is a periodically required expenditure, relatively significant (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it generally has no impact on revenue, but may reduce future operations and maintenance expenditure if completed at the optimum time.

Council has developed a detailed renewal plan for operational, LTFP purposes and for reporting to other stakeholders. Currently, asset renewal requests for facilities are considered as part of the annual review of the Capital Works Planning process. The data in the capital works program is reviewed annually and formally approved by Council. The process for reviewing the Year Capital Works Plan includes feedback from users/stakeholders as the starting point and then priorities developed out the stakeholder inputs and the Council designated preferences. The plan is then continually updated and adjusted on an annual basis.

In general, the focus of renewals approval and planning will be to renew assets in order to meet specified levels of service in a financially sustainable way. Council undertakes and records regular condition assessments on community housing portfolio.

Table 14: SDRC Planned Renewals Expenditure (Community Housing)

| | Com Housing | | Financial Forecasting and Financial Performance (2017/2018) | | | | | | | |
|-----------------|-------------|-----------|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 17/18 | 18/19 | 19/20 | 20/21 | 21/22 | 22/23 | 23/24 | 24/25 | 25/26 | 26/27 |
| Forecast | | | | | | | | | | |
| Approved | \$ 54,000 | \$ 61,600 | \$ 72,000 | \$ 63,800 | \$ 60,000 | \$ 71,200 | \$ 72,000 | \$ 70,000 | \$ 64,800 | \$ 82,200 |

Source: SDRC Community Housing LTPP Forecasts

5.5.3 New and Upgrade Plan

Council has no current plans for the acquisition of, upgrades or development of new community housing property. This will be reviewed on a regular basis as part of the ongoing management of existing properties or if external grant funding is made available to meet demand.

As per the previous section, any new and upgraded facility assets would be approved as part of development of the CAPEX Budget as approved by Council on a yearly basis.

5.5.4 Disposal / Rationalisation

Council does not have a formal rationalisation plan for facility assets. Should a property be deemed to be below standard or no longer appropriate (eg as identified through Council's Housing Needs Assessment), and a decision is made to dispose of/return the property, Council will negotiate with the DHPW and ensure compliance requirements are followed.

5.5.5 Financial Projections

The following expenditure summary is based on the above data and assumptions and has been split into the various maintenance types.

Table 15: SDRC Expenditure Summary (Community Housing)

| Year | Maintenance Expenditure | Renewal | Upgrade | New | TOTAL |
|------|-------------------------|------------------|---------|------|-------------------|
| 2018 | \$ 75,560 | \$ 54,000 | \$ - | \$ - | \$ 129,560 |
| 2019 | \$ 56,410 | \$ 61,600 | \$ - | \$ - | \$ 118,010 |
| 2020 | \$ 54,910 | \$ 72,000 | \$ - | \$ - | \$ 126,910 |
| 2021 | \$ 59,410 | \$ 63,800 | \$ - | \$ - | \$ 123,210 |
| 2022 | \$ 56,410 | \$ 60,000 | \$ - | \$ - | \$ 116,410 |
| 2023 | \$ 53,410 | \$ 71,200 | \$ - | \$ - | \$ 124,610 |
| 2024 | \$ 53,410 | \$ 72,000 | \$ - | \$ - | \$ 125,410 |
| 2025 | \$ 53,410 | \$ 70,000 | \$ - | \$ - | \$ 123,410 |
| 2026 | \$ 57,910 | \$ 64,800 | \$ - | \$ - | \$ 122,710 |
| 2027 | \$ 53,410 | \$ 82,200 | \$ - | \$ - | \$ 135,610 |

5.5.6 Measures of Sustainability – Benchmark Comparisons

Renewals

The Department of Local Government, Infrastructure Planning (DILGP) has included the Asset Sustainability Ratio as one of their key measures of sustainability⁹. The ratio is defined as follows:

Financial Management (Sustainability)

$$\frac{\text{Capital Expenditure on Replacement of Assets (Renewals)}}{\text{Depreciation Expenditure}}$$

The target range is greater than 90% per annum (on average over the long-term). From Council's most recent Buildings Revaluation the annual depreciation for Community Housing Assets is \$79,877. Based on the 90% target then the target annual renewal expenditure amount should be in the order of \$71,889.

Council's 10 year predicted average renewal expenditure is \$67,160 based on the current LTFP data.

Based on these figures, the actual Asset Sustainability Ratio (for buildings assets) is

$$\$67,160 / \$79,877 = 84 \%$$

This indicates that the average planned expenditure by Council on renewals across the building assets is slightly below the benchmark. The following should be noted that the asset class is relatively small and therefore is sensitive to even small changes in the amounts.

⁹ Source: Department of Local Government & Planning – Financial Management (Sustainability) Guideline 2013 Vers 1.1

Community Housing Asset & Services Management Plan



Maintenance

The current maintenance (Average of \$57,425) is around 1.13% of the replacement value of building assets (those which Council maintains) and is within the recommended State Government benchmark minimum of 1%¹⁰ (\$50,826). This indicates that Council is spending a reasonable amount on maintenance of its community housing buildings.

Summary

In summary, the expenditure amounts planned for maintenance and renewals indicate that the community housing assets are being sustainably managed.

¹⁰ Department of Housing and Public Works – Maintenance Management Framework – Policy for the Maintenance of Queensland Government Buildings-2012

6. Information Management

6.1 Current information Management

Council maintains a number of registers for all Council Properties which have been extracted from various Council databases. It is planned to develop a single Community Housing Property Register which combines and builds on these current Council data bases (including expanded/more relevant headings) . This will be linked into the proposed new AM system when it is rolled out.

The following are the current information sources, plans and registers that are utilised:

- 1. Property Register**
 - a. Community Housing Assets – property register extracted from SDRC spreadsheet
 - b. SDRC Pensioner Buildings – property details extracted from SDRC spreadsheet
- 2. Asset Condition Inspection Reports**
 - a. Condition Reports for each property
 - b. Unit Rectification Report (summary of results of individual reports)
 - c. Unit Rectification Report Less Upgrades (Identifying responsive maintenance items only)
- 3. History of Maintenance Requests & Progress:**
 - a. 3.1 Urgent & Responsive Maintenance
 - b. 3.2 Maintenance
 - c. Spreadsheet: internal external paint – floor coverings – hardware – all properties
- 4. 10 Year Forecast Maintenance Community Housing** (including replacement frequency, individual forecasts & summary with \$)
- 5. Community Housing Annual Planning Schedule** (including schedule for preventative maintenance)
- 6. ISR Certificate of Currency + Property Insurances**
- 7. SDRC Service Level Manual**
- 8. HPW Housing Profiles** (Housing needs)
- 9. SLAs** (handyman, lawn Maintenance, water & waste management maintenance)
- 10. Managing Community Housing Property Procedures**

6.2 Future Council Directions in Information Management

The recently adopted Asset Management Strategy has identified the following actions and strategy for implementation of an appropriate AM System which can be utilised across asset classes including community housing.

Table 16: SDRC AM information Strategy

Community Housing Asset & Services Management Plan

| AM System Dimension | Action | Task | Priority | Task Owner | Program Year |
|---------------------|---|--|----------|--|--------------|
| Technology | Perform AM application analysis | Develop AM systems roadmap | Medium | Manager Finance and IT | Year 1 |
| Technology | Define AM business requirements | Determine AM functional requirements for TechnologyOne implementation | Medium | Asset Custodians, Asset Management Team & Manager Finance and IT | Year 1 |
| Technology | Define AM business requirements | Identify AM systems gaps and opportunities | Medium | Asset Management Team & Finance | Year 1 |
| Technology | Define AM business requirements | Determine non-functional requirements for TechnologyOne implementation | Medium | Asset Custodians, Asset Management Team & Manager Finance and IT | Year 1 |
| Technology | Define AM business requirements | Determine AM application interface requirements | Low | Asset Management Team & Finance | Year 1 |
| Technology | Select and implement improved AM software | Implement TechnologyOne asset management solution | Medium | Asset Custodians, Asset Management Team & Manager Finance and IT | Year 1 |
| Technology | Select and implement improved AM software | Select and implement Capital Project Prioritisation / Optimal Decision Making software | Medium | Asset Custodians, Asset Management Team & Manager Finance and IT | Year 2 |

Source: Asset Management Strategy 2017

7. Improvement Plan

The following are the recommended improvements to assist in improving the management of Council's Community Housing assets.

| ID | Activity | Responsibility | Required by |
|-------------------|---|----------------|-------------|
| Governance | | | |
| 1 | Develop a Community Housing Operations Manual to integrate the following: <ul style="list-style-type: none"> • Copy of register • Inspection reports • Insurances • Maintenance Definitions and response times • Property procedures • Service Level Agreements | | 31/12/2018 |
| People | | | |
| 2 | Identify and develop a stakeholder database for input/review into standards (e.g., data standards, asset construction and maintenance standards) | | 31/12/2018 |
| Process | | | |
| 3 | Review level of integration and improving consistency with condition assessment processes, maintenance definitions, condition rating system etc with other asset managers across Council . | | 31/12/2018 |
| Data | | | |
| 4 | Identify and confirm accuracy of actual buildings recorded on asset register and valuations and ensure consistency with other data sources. | | On-going |
| 5 | Establish a single "point of truth" source for the complete asset register for community housing as part of the overall buildings portfolio. | | 31/03/2018 |
| Technology | | | |
| 6 | Support decision making at all levels with fit-for-purpose asset information management systems in conjunction with other asset managers across Council and Finance. | | 31/12/2018 |

Appendix A: General Facilities Risk Management Matrix Summary

Community Housing Asset & Services Management Plan



| General Details | | Risk Assessment | | Treatment Strategy |
|--|------------|-----------------|-------------|--|
| Risk | Likelihood | Consequence | Risk Rating | |
| Asbestos found in public buildings. | Likely | Catastrophic | Extreme | <ul style="list-style-type: none"> All buildings surveyed for asbestos. Asbestos replacement program by Council (as work is conducted to relevant structure)). Preparation of Asbestos Management Plan Policy. |
| Asset condition deteriorates at a greater than acceptable rate due to failure to adequately fund maintenance (reactive and programmed) programs or renewal programs | Likely | Minor | Moderate | <ul style="list-style-type: none"> Professional Asset Management staff. Use of Industry 'best practice' processes for asset management. Asset inventory and condition status maintained. Whole of life management of assets adopted. |
| Asset value decreases at greater than acceptable rate due to failure to adequately fund preventative maintenance programmes, or intervention maintenance programmes. | Likely | Minor | Moderate | <ul style="list-style-type: none"> Annual budget process. Annual assessment of asset condition and prioritisation of funding needs. |
| Increase in staffing levels in response to community demand for services | Likely | Minor | Moderate | <ul style="list-style-type: none"> Adequate strategic planning for future accommodation needs |
| Design or layout does not provide access to the disabled in accordance with requirements of the Disability (Access to Premises – Buildings) Standards 2010 | Likely | Major | Extreme | <ul style="list-style-type: none"> Disability Access Audit completed. All new assets designed in accordance with the requirements for disabled access. |

**Community Housing Asset & Services
 Management Plan**



| General Details | | Risk Assessment | | Treatment Strategy |
|---|------------|-----------------|-------------|--|
| Risk | Likelihood | Consequence | Risk Rating | |
| Faulty electrical system results in building user becoming electrocuted. | Likely | Catastrophic | Extreme | <ul style="list-style-type: none"> • Inspection and maintenance contracts with external electrician. • RCDs fitted to all buildings. • Routine and regular switchboard inspection and maintenance. • Public Liability Insurance. |
| Fire suppression equipment fails | Likely | Catastrophic | Extreme | <ul style="list-style-type: none"> • Inspection and maintenance service contractor. • Regular scheduled inspection and testing of fire suppression equipment. • Public Liability Insurance. |
| Emergency lighting fails during an emergency Fire detection system fails resulting in fire getting out of control. | Likely | Catastrophic | Extreme | <ul style="list-style-type: none"> • Routine and regular inspection and testing of emergency lighting. • Routine and regular inspection and testing of fire system • Public Liability Insurance. |
| Destruction of Corporate building | Possible | Major | High | <ul style="list-style-type: none"> • Maintain adequate insurance • Disaster Management Plan updated and current • Offsite storage of data backups |
| Increased injury risk to users due to age and condition Inadequate maintenance program. | Likely | Moderate | High | <ul style="list-style-type: none"> • Capital works and maintenance program in place. • Communication with clubs and lease holders. |
| Fire in kitchen of public building. | Likely | Catastrophic | Extreme | <ul style="list-style-type: none"> • Fire response equipment (extinguishers, hose and reels) placed in buildings. • Kitchen equipment regularly inspected for faults. • Fire blankets provided in kitchen areas. • Staff training in fire response and emergency evacuation. |

**Community Housing Asset & Services
 Management Plan**



| General Details | | Risk Assessment | | Treatment Strategy |
|--|------------|-----------------|-------------|--|
| Risk | Likelihood | Consequence | Risk Rating | |
| Non compliance with relevant legislation, standards, codes of practice, etc | Likely | Major | Extreme | <ul style="list-style-type: none"> • Non-compliance works to be given priority. • Undertake regular inspection and maintenance regimes. • Allocation of appropriate funding and resources. |
| Poor or inappropriate maintenance practices accelerates building portfolio deterioration | Possible | Major | High | <ul style="list-style-type: none"> • Maintenance programs and treatments developed by experienced staff. • Experienced and competent maintenance personnel employed on maintenance tasks. • Competent and experienced contractors used for maintenance tasks. |
| Inappropriate construction and maintenance methods expose work personnel to unacceptable risks | Likely | Catastrophic | Extreme | <ul style="list-style-type: none"> • Selection process for Contractors considers OH&S status. • OH&S requirements incorporated into Contract documentation. • Regular inspections of contract works and contractor performance. |
| Poor management practices by Committees of Management, user groups, lessees, etc (e.g. storage of flammable liquids) results in property damage. | Likely | Moderate | High | <ul style="list-style-type: none"> • Leases, agreements, etc set minimum requirements. • Develop building policy that applies equally to all user groups. • Currency of insurances is verified annually. • Regular inspection programmes |
| Break-in and/or inappropriate behaviour | Possible | Moderate | Moderate | <ul style="list-style-type: none"> • Access controlled to authorized personnel. • Access codes controlled. • Staff key return policy on resignation or termination. • Regular inspection of building security/doors/windows/locks. • Inspection and review of systems in place • Regular review of other sites without systems |

**Community Housing Asset & Services
 Management Plan**



| General Details | | Risk Assessment | | Treatment Strategy |
|---|------------|-----------------|-------------|--|
| Risk | Likelihood | Consequence | Risk Rating | |
| Building user slips on surface that has insufficient traction | Likely | Moderate | High | <ul style="list-style-type: none"> • Programmed regular building inspections. • Dedicated maintenance budget. • Onsite surveillance and clean up of slippery material from floor areas. • Use of floor materials with appropriate slip ratings in buildings. Public Liability Insurance. |
| Building user trips and injures themselves | Likely | Moderate | High | <ul style="list-style-type: none"> • Programmed regular building inspections. • Dedicated maintenance budget. • Onsite surveillance. • Public Liability Insurance. |
| Damage to buildings causing closure of infrastructure | Possible | Moderate | Moderate | <ul style="list-style-type: none"> • Staff temporarily repair damage. • Contractor engaged. • Routine maintenance inspections. |
| Illegal or unauthorized entry into public buildings results in damage to property. Damage to buildings causing closure of infrastructure | Likely | Moderate | High | <ul style="list-style-type: none"> • Access controlled to authorized personnel. • Access codes controlled. • Staff key return policy on resignation or termination. • Regular inspection of building security/doors/windows/locks. • Use of CCTV monitoring if appropriate |
| Flood / Storm damage results in water entry to building. | Likely | Moderate | High | <ul style="list-style-type: none"> • Programmed regular building inspections. • Dedicated maintenance budget. • Property Insurance. |

Appendix B: Asset Condition Rating Scale

A summary of the condition rating scale is shown below.

Figure 4: SDRC Asset Condition Rating Scale

| Rating | Condition Rating Description |
|--------|--|
| 1 | A new or near new asset with no visible signs of deterioration. |
| 2 | An asset in excellent overall condition. There would be only very slight condition decline but it would be obvious that the asset was no longer in new condition. |
| 3 | An asset in very good overall condition but with some early stages of deterioration evident, but the deterioration still minor in nature and causing no serviceability problems. |
| 4 | An asset in good overall condition but with some obvious deterioration evident, serviceability would be impaired very slightly. |
| 5 | An asset in fair overall condition deterioration in condition would be obvious and there would be some serviceability loss. |
| 6 | An asset in Fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance cost would be rising. |
| 7 | An asset in poor overall condition deterioration would be quite severe and would be starting to limit the serviceability of the asset. Maintenance cost would be high |
| 8 | An asset in very poor overall condition with serviceability now being heavily impacted upon by the poor condition. Maintenance cost would be very high and the asset would at a point where it needed to be rehabilitated. |
| 9 | An asset in extremely poor condition with severe serviceability problems and needing rehabilitation immediately. Could also be a risk to remain in service |
| 10 | An asset that has failed is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the asset in service. |

Appendix C: Supporting Data and Information Inputs for Community Housing Assets

1. Property Register

- Community Housing Assets – property register extracted from SDRC spreadsheet
- SDRC Pensioner Buildings – property details extracted from SDRC spreadsheet

2. Asset Condition Inspection Reports

- Condition Reports for each property
- Unit Rectification Report (summary of results of individual reports)

3. History of Maintenance Requests & Progress:

- 3.1 Urgent & Responsive Maintenance
- 3.2 Maintenance to be actioned
- 3.3 Maintenance actioned

4. Long Term Financial Plan Community Housing (including replacement frequency, individual forecasts & summary with cost estimates)

5. Budget for all Properties 2017-2018

6. ISR Certificate of Currency + Property Insurances

7. SDRC Asset Management Strategy

8. HPW Housing Profiles (Housing needs)

9. SLAs (handyman, lawn Maintenance, water & waste management maintenance)

10. Managing Community Housing Property Procedures

12.5 Material Change of Use - Gleneden Family Farm, 375 North Branch Road, Maryvale

Document Information

| | | |
|---|---|--|
|  Southern Downs <small>REGIONAL COUNCIL</small> | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Planning Officer | ECM Function No/s: MCU\01834 |

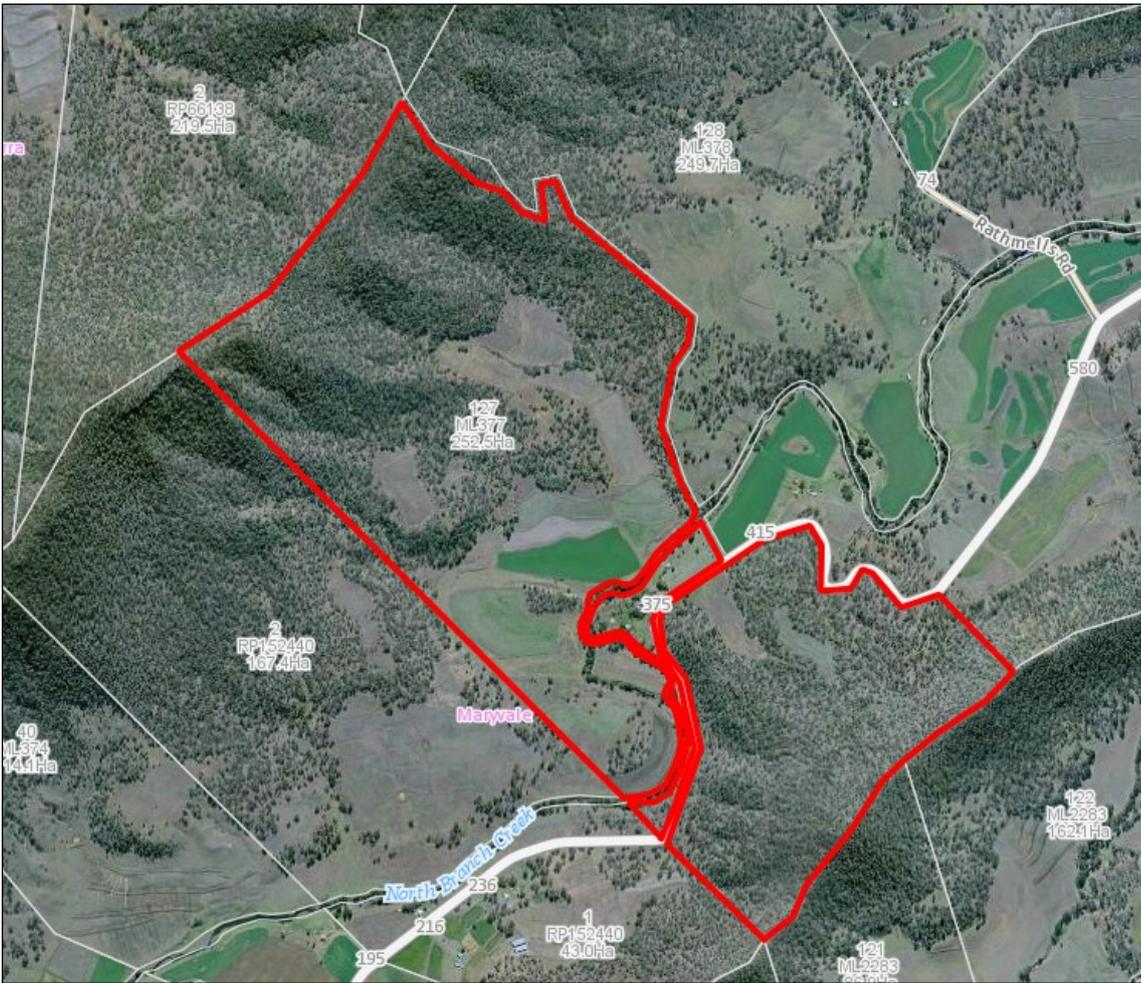
| | |
|-----------------------------|--|
| APPLICANT: | Gleneden Family Farm |
| OWNER: | Fiona L Morris |
| ADDRESS: | 375 North Branch Road, Maryvale |
| RPD: | Lot 127 ML377, Parish of Gladfield, County of Merivale |
| ZONE: | Rural (Basalt uplands precinct) |
| LAND USE AREA: | 252.5 hectares |
| PROPOSAL: | Educational establishment (Rural heritage display, holistic farming tours and workshops), Food and drink outlet (Mobile café), High impact industry (Abattoir and processing and packaging meat produced on site), Outdoor sport and recreation (Nature based outdoor recreation activities), Shop (Farm and produce shop), Tourist park (Camping) |
| LEVEL OF ASSESSMENT: | Impact |
| SUBMITTERS: | One (1) submission against the proposal Two (2) submissions in support the proposal One (1) late submission in support the proposal |
| REFERRALS: | Nil |
| FILE NUMBER: | MCU\01834 |

Recommendation Summary

THAT the application for Educational establishment (Rural heritage display, holistic farming tours and workshops), Food and drink outlet (Mobile café), High impact industry (Abattoir and processing and packaging meat produced on site), Outdoor sport and recreation (Nature based outdoor recreation activities), Shop (Farm and produce shop), Tourist park (Camping) on land at 375 North Branch Road, Maryvale, described as Lot 127 ML377, Parish of Gladfield, County of Merivale, be approved subject to conditions.

Report

The subject site is approximately 252.5 hectares, and fronts both sides of North Branch Creek and North Branch Road. North Branch Road is a constructed, sealed road. The land is currently used for farming, and contains a dwelling and a number of sheds.



The applicant proposes to operate a number of activities at the site in conjunction with continued rural uses, with the intention of creating an eco-tourism destination which showcases the natural landscape, sustainable food culture and rural heritage.

375 North Branch Road Camping Areas and Vehicle Access Map



The applicant has advised that the development will be staged as follows:

- Stage 1: 2017-2018 – Outdoor sport and recreation (Nature based outdoor recreation activities), (Educational establishment (Rural heritage displays & Holistic farming tours, Workshops), Tourist park (Low impact bush camping), Shop (Farm produce shop in existing building).
- Stage 2: 2019 onwards – Food and drink outlet (Mobile café), High impact industry (Abattoir for processing and packaging meat produced on site)

The applicant has advised that there will be on site car parking for at least one tour bus and 10 smaller vehicles. It is proposed that the car parking areas will remain grassed. The car parking areas can be accessed from the two access points shown in the map below.

375 North Branch Road Day Visitor Area Map



1. Shade structure, 2. Displays and tours parking, 3. Coach parking, 4. Farm shop parking, 5. Gravelled parking area, 6. Temporary farm shop, 7. Toilet, 8. Rubbish bins, 9. Future farm shop site, 10. Vehicle access, 11. Main day use area outline.

A breakdown of the different uses proposed for the site is provided below:

Educational establishment (Rural heritage display, holistic farming tours and workshops) and Outdoor sport and recreation (Nature based outdoor recreation activities)

The applicant intends to offer rural heritage displays, farm tours and nature based outdoor recreation activities to the public on an approximately fortnightly basis.

The applicant has provided the following information about the activities provided:

We provide guided nature based outdoor recreation activities including (but are not limited to)

- *Bushwalking*
- *Canoeing*
- *Climbing*
- *Conservation activities*

- *Fishing*
- *Geocaching*
- *Kayaking*
- *Mountain bike riding*
- *Nature studies*
- *Orienteering*
- *Rafting*
- *Rock climbing*
- *Rogaining*
- *Trail Running*
- *Touring*

Visitors include families, tour groups, community groups, schools, nursing homes etc.

Our rural displays include the preparation and serving of authentic Australian camp oven dampers and billy tea when requested. We have a suitable camp-fire area which is set up near the demonstration area. We will obtain a temporary food business license for a “regular temporary premises, which operate weekly, monthly, or at any other regular intervals” where, “temporary premises are used to sell food at an occasional event, such as a fete, fair, festival, market or show, usually lasting a matter of hours or days. The food business usually operates from a temporary structure set up for the event, such as a market stall, tent or barbeque stand and it may include parts of structures and land. The structure is usually dismantled after the event.” FOOD STANDARDS AUSTRALIA NEW ZEALAND (Appendix 9). As this is only a requested activity it may not be required at regular intervals. For stage 1 we will set up the temporary area as required for the food license and dismantle it after it is finished. We expect the duration will only be for a few hours for the visitor number indicated in the table below. We will prepare and serve the tea and damper from this temporary structure and cook using the campfire. For stage 2 (2019 onwards) we will use the licensed mobile food trailer/caravan (see details in mobile café section).

Details of the expected attendance for the recreation activities are show in the table below:

| | Event Frequency | Event Duration | Visitor Numbers | Equivalent Persons* | Cars / Coaches |
|---------|-----------------|----------------|-----------------|---------------------|----------------|
| Average | Fortnightly | 2 hours | 20 | 1.67 | 5/1 |
| Maximum | Weekly | 3 hours | 40 | 5 | 10/1 |

The applicant also proposes to run infrequent workshops from the site. They have provided the following information about the proposed workshops:

We offer our visitors workshops on a variety of topics including:

- *Rural Heritage – e.g. blacksmithing, bullock driving, whip making, timberwork*
- *Sustainable, holistic farming & skills*
- *Nature based activities – e.g. Seed collecting, plant propagation, plant identification, wildlife management*
- *Homesteading – Bread making, preserves, etc.*

Workshops will occur between the hours of 8am and 5pm unless the nature of a workshop activity dictates otherwise.

For workshops where food is prepared a licensed mobile kitchen will be is used.

Details of the expected attendance for the workshops are show in the table below:

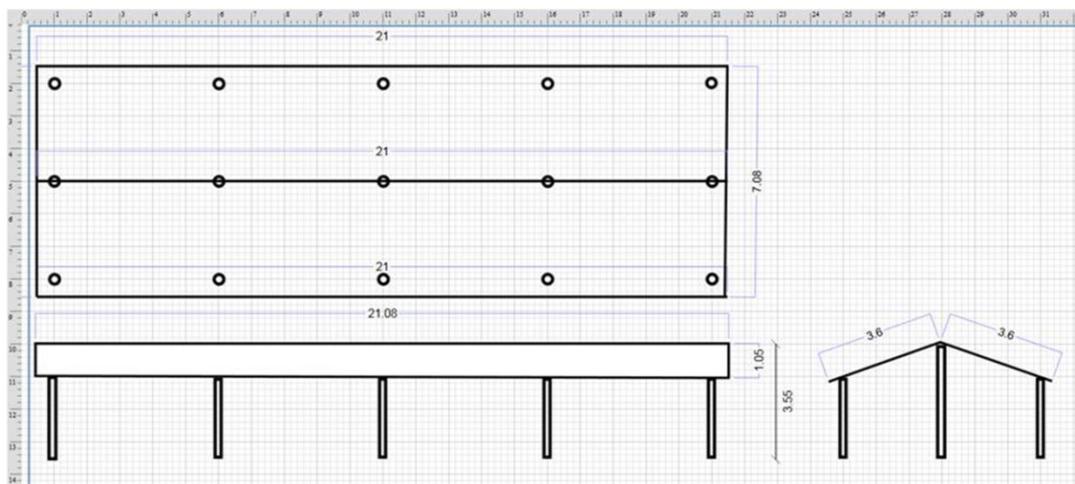
| | Event Frequency | Event Duration | Visitor Numbers | Equivalent Persons* | Cars or Coaches |
|---------|-----------------|----------------|-----------------|---------------------|-----------------|
| Average | Quarterly | 4 hours | 6 | 1 | 4/x |
| Maximum | Monthly | 6 hours | 12 | 3 | 8/x |

The applicant has stated that they intend to

re-construct the wagon shed they utilised for shade and shelter at our previous location for visitors comfort. The same shade structure and amenities will be used for the workshops and for the outdoor sport and recreation activities as they will be held at alternative times.

Elevations of proposed wagon shed:

Gleneden Family Farm Shade Structure Elevations



Scale 1:100



Shop (Farm and produce shop)

The applicant proposes to open a shop at the site to sell food produced from the site, and will allow other small scale producers from the region to sell their produce there.

The applicant has proved the following information about the proposed shop:

The farm shop will be open daily from approximately 8am until 5pm to the general public and our existing visitors. Due to our rural location it is not anticipated that visitor numbers will be high. The shop is also a point of pickup for customers who order our products online and allows us to directly connect these with the source of their food. We also supply our products to local retail shops in the town centres. This encourages our customers to shop locally and allows us to show our support for other local businesses.

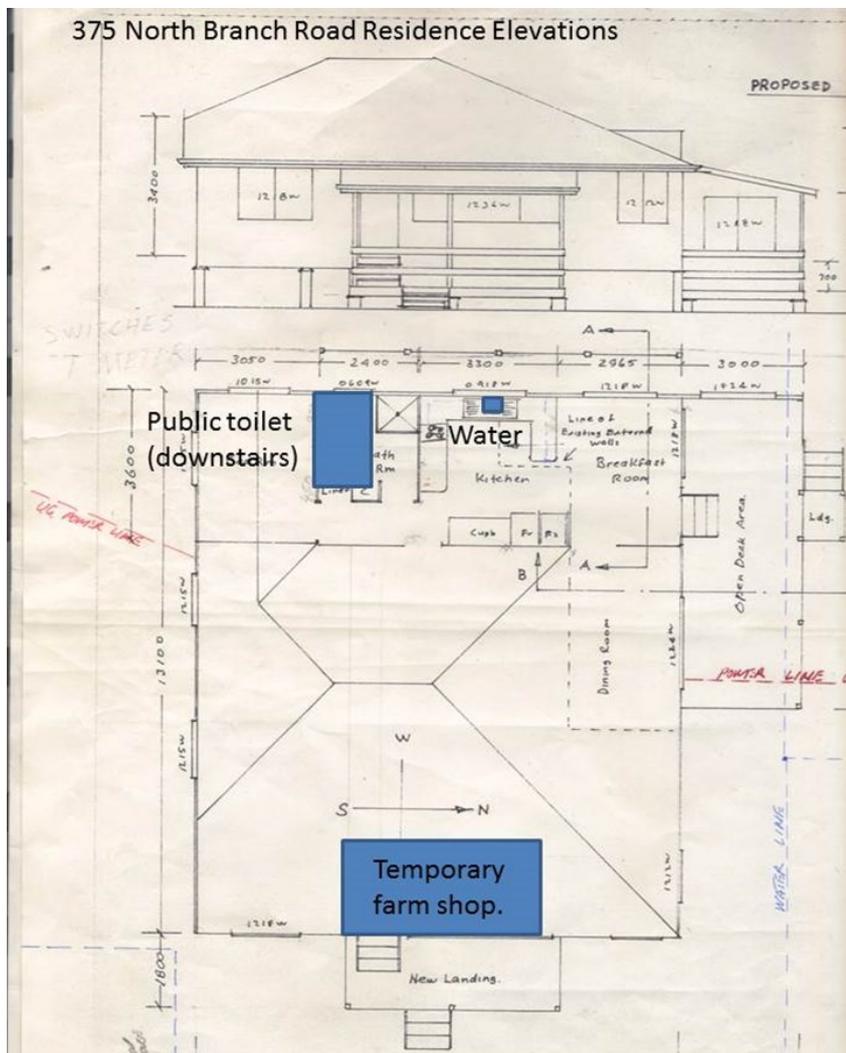
The Gleneden Family Farm shop will predominately sell our farm produce including packaged meat (processed and packaged from our accredited facility), fruit & vegetables and other value-added farm produce (processed & packaged using our licensed mobile kitchen) e.g. jams, pickles, sauces, breads, dried fruit, etc. We will have suitable refrigerated and frozen storage facilities. Any local food produce will be sold at the farm shop suitably appropriately packaged, labelled and stored.

It is proposed that the operation of the shop will occur in two stages:

Stage 1 – Immediate: The shop will be located in part of the existing dwelling located at the site.

Stage 2 – 2019 onwards: A new shop building will be constructed.

Elevations and floor plan of existing dwelling to house the farm shop:



The applicant has specified that the proposed new show building to be built in 2019 will have the appearance of a small timber cottage, with an estimated floor area of approximately 40 square metres. The following images have been provided as an example of the type of building proposed for the shop:



Expected number of customers is shown in the table below.

| | Event Frequency | Event Duration | Visitor Numbers | Equivalent Persons | Cars or Coaches |
|---------|-----------------|----------------|-----------------|--------------------|-----------------|
| Average | 2xDaily | 15 mins | 2 | 0.0208 | 2/x |
| Maximum | 10xDaily | 30 mins | 5 | 1.25 | 10/x |

Tourist park (Camping)

The applicant proposes to offer two camping sites which can be migrated around six locations on the property.

The applicant has state the following about the proposed camping areas:

Our campers come mainly in small groups for short duration stays. We cater for fully self-contained grey nomad style vans and those equipped for light-weight, self-contained, minimum-impact camping.

Our farm has a small number of bush camping appropriate areas at locations spread around the property. To minimise environmental impact by visitor pressure, and to ensure a high quality bush camping experience numbers are limited to one group per camping area. It is a condition of entry that campers adhere to clearly communicated minimal impact camping guidelines.

We focus on self-contained campers who value nature and understand the importance of reducing their environmental impact. By incorporating our camping areas into the migratory rotation of our production systems around the farm, we are able to stack multiple income-generating enterprises into our overall system without interrupting or compromising our productive capacity or damaging the appearance or health of our natural landscape. We are able to place our campers strategically around the farm to fit in with our food and fibre production. This also enables us to monitor our camping areas for overuse damage such as vegetation trampling or soil compaction and move the activity on to a new location before these situations become problems.

The Southern Downs Region is a popular destination for campers seeking higher impact styles of camping which cater for motorbikes, 4WD enthusiasts, family activities (play areas, pools etc.), and glamping. Our visitors actively seek out our niche to avoid these styles of camping for a more low impact, National Park style approach.

Campers and grey nomads do not need infrastructure and amenities when they have already invested in self-contained camping equipment or caravans. They are actively seeking short term camping sites which have no other campers, no infrastructure, are affordable and have a rural/natural aspect.

Campers are self-contained not requiring amenities. A ground level septic toilet is available for emergencies, 100-600m from camping sites.

Campers are strictly to remove all waste. Vermin proof bins available for emergencies.

Details of maximum and average length of stay are shown in the table below.

| | Event Frequency | Event Duration | Visitor Numbers | Equivalent Persons* | Cars or Coaches |
|---------|-----------------|----------------|-----------------|---------------------|-----------------|
| Average | Weekly | 2 days | 4 | 4 | 1/x |
| Maximum | 2xWeekly | 3 days | 8 | 8 | 2/x |

The areas of the site proposed for rotational camping use are show on the map below:

375 North Branch Road Camping Areas and Vehicle Access Map



Due to the small scale and self-contained nature of the proposed camping area, the applicant has requested that Council's Local Law requirements be varied for their Campgrounds permit. They wish to use the toilet, shower and basin in the existing dwelling as the only facilities available to guests. They have also advised that they do not intend to provide a dump point for black water on site.

Food and drink outlet (Mobile café)

The applicant plans to either hire, buy, or build a mobile kitchen. This kitchen will be registered and used as per the licence requirements. The mobile café will be used to operate on farm food and drink sales mainly on weekends and during events. The applicant states that vermin proof bins will be used with the café, and any waste from the mobile café will be disposed of at a Council waste facility.

The applicant has provided the following information about the proposed mobile café:

It will allow us to prepare and serve our Gleneden Family Farm produce in a truly paddock-to-plate, farmer-to-consumer manner on our farm and at local events, markets and festivals. It will also allow us to hold food related workshops and catering for day long workshops & tours.

The mobile café will be opened when required for food preparation for day workshops, tours and displays (approximately fortnightly). The mobile café may also be used on weekends and at local markets and events.

If the café is open at night and we need to provide outside lighting for our customers safety, we will ensure that it is designed, constructed and operated so it does not cause nuisance or impact to neighbouring properties and motorists or shine upwards into the night sky.

The expected operating times for the mobile café are shown in the table below:

| | Event Frequency | Event Duration | Visitor Numbers | Equivalent Persons | Cars or Coaches |
|---------|-----------------|----------------|-----------------|--------------------|-----------------|
| Average | 2 Days/Week | 30 mins | 6 | 0.125 | 3/x |
| Maximum | 3 Days/Week | 60 mins | 12 | 0.5 | 6/x |

High impact industry (Abattoir and processing and packaging meat produced on site)

The applicant has provided the following information in regards to the proposed on-site abattoir:

We plan to build a small scale animal processing facility on Gleneden Family Farm to process and package our animals. With such a facility animals can be grazed nearby in the lead up to slaughter and moved gently through the facility each day until no visible signs of stress are apparent. Animals can then be humanely dispatched without experiencing the usual stress of this situation. The ultimate aim is that our animals only leave the farm in a packet. We maintain control over our whole supply chain, animal welfare standards are maintained and the quality of our produce is higher.

The processing facility will be small scale and only process our animals. An example of the exterior design is provided below. As this processing facility will be family run in conjunction with our other uses, we anticipate processing approximately fortnightly. The processing facility will be constructed and outfitted as required by the 'Australian standard for the hygienic production and transportation of meat and meat products for human consumption' and accredited by Safe Food Queensland. Building shape size and structure is uncertain at this stage as it will be dependent on compliance with Safe Foods requirements and building codes.

The applicant has specified that the intention is to construct a building similar in design to the image below for the on-site abattoir:



Site Plan: Location of on-site abattoir:

375 North Branch Road Small Scale Meat Processing and Packing Facility Map



1. Small scale meat processing and packing facility, 2. Vehicle access points

All wastes from the proposed Abattoir will be removed by an accredited removal service. The applicant has specified that the maximum number of animals to be processed at the proposed on-site abattoir each year will be as shown in the table below:

| | Cattle | Sheep/goats | Pigs | Birds |
|--------------|--------|-------------|------|-------|
| Maximum/year | 100 | 100 | 200 | 500 |

Submissions

The application underwent public notification from 27 July 2017 to 17 August 2017. During this period, three submissions were received in relation to the proposed development. Two submissions were received in support of the proposal, and one submission was received against.

One late submission in favour of the proposed development was also received.

The issues raised in the submission against the proposal are:

Rubbish

- If the proposed development grows, there could be an increase in rubbish in the area, especially plastic bags. The submitters state that there is a risk that their cattle on the adjoining property will swallow plastic bags.
- Adjoining property owners will spend the years ahead picking up campers rubbish that flows through the fence.

Council's comment:

The proposed development is of a small scale, and will not be able to significantly expand without another approval. They intend to operate the site with ecological and sustainability principles, and it is expected that there is minimal risk of any significant littering occurring.

Any approval can condition that a suitable number of bins are located on the site to ensure that littering does not occur and that the disposal of waste occurs at the Maryvale Waste Transfer Station or Warwick Central Waste Management Facility.

Dogs

- Dogs will chase cattle on adjoining properties.
- Dogs might be left behind and will mate with dingoes

Council's comment:

It is not unusual for guests of Tourist parks to be travelling with their dogs and many caravan parks within the region allow guests to have their pet dogs provided they are kept under effective control at all times. It is considered appropriate that dogs are allowed to be brought onto the site by guests. Any approval will specify that no other domestic animals are to be brought to the site and that any dog is to be kept in effective control while at the site.

Assessment against the Planning Scheme

This application required assessment against the Rural zone code, Industry uses code, Retail and commercial uses code, Sport and recreation code, Tourist park and relocatable home park code, the Carparking and loading code, the Landscaping code, the Outdoor lighting code, the Physical infrastructure code, the Biodiversity areas overlay code, the Bushfire hazard overlay code.

Rural zone code

The purpose of the Rural zone code is to:

- *Provide for a wide range of rural uses including cropping, intensive horticulture, intensive animal industries, animal husbandry, animal keeping and other primary production activities;*
- *Provide opportunities for non-rural uses that are compatible with agriculture, the environment and the landscape character of the rural area where they do not compromise the long term use of the land for rural purposes*

The local government purpose of the zone code is as follows:

- (a) *Protect rural land for rural use.*
- (g) *Provide opportunities for diversification to support on going economic viability through pursuit of new markets and industries associated with rural production or the natural environment. Encouragement will be given to activities that complement or value-add to existing rural activities and do not conflict with natural resource value or nearby rural activities.*
- (j) *Provide for tourism uses associated with surrounding rural activities or within localities with environmental values where such uses do not give rise to conflicts which could prejudice the existing economic activity in the area or impact on natural resources, environment or landscape character.*

The purpose of the code will be achieved through the following overall outcomes:

- (iv) *The productive capacity of all rural land is protected for rural use and associated value adding activities. The productive and potentially productive areas of land are protected for on going agricultural use. This land is not built on unless there is an overriding need for development and incompatible uses are not located in a manner that inhibits normal farming practice.*
- (viii) *Non-rural uses including tourist uses and industries to value add to rural enterprises:*
 - a. *are located, designed, oriented, constructed and operated to minimise impact on existing rural uses and are buffered from productive land; and*
 - b. *do not alienate good quality agricultural land, strategic cropping land or potential strategic cropping land; and*

- c. *are located on cleared land to avoid the need for additional clearing of vegetation; and*
- d. *are designed to minimise environmental impacts; and*
- e. *are located, designed, oriented, constructed and operated to avoid hazards such as bushfire, landslip and flood; and*
- f. *are accessed by roads that are of an adequate standard for the traffic generated by the use; and*
- g. *are located so that they do not contribute to urban sprawl or ribbon development along roads or contribute to piecemeal or unplanned development of areas.*

Basalt uplands precinct outcomes

- (i) *The scenic amenity and landscape character values as well as the agricultural values in this precinct are protected from development that could impact in a negative manner on these values.*
- (vii) *While this area may be suitable for larger tourist uses they are only located in areas where they do not affect existing natural and scenic values, where no vegetation is cleared as a result of the development, where site access is adequate and appropriate for the traffic generated by the use, where productive agricultural land is not alienated and where the use does not conflict with the prevailing character of the surrounding area.*

The proposal involves a number of activities that will be operated in conjunction with the existing rural use of the land. Many of these activities are centred around value-adding to the rural activity at the land and raising awareness of the rural and ecological heritage of the area. There is a focus on ensuring that tourist uses at the site are in conjunction with rural production, and that there is no compromise to the character of the area.

The campgrounds, outdoor sport and recreation, and food and drink outlet aspects of the proposal include minimal permanent structures. If the Tourist park was to stop operating, the parts of the land used for Campgrounds could easily be returned to agricultural land. The structures for the proposed abattoir building, shop building, and wagon shed will maintain a rural appearance.

The proposed development complies with all Acceptable outcomes of the Rural zone code except the following:

Rural zone code – Basalt uplands precinct

Scenic amenity

The code requires that in the Basalt uplands precinct, all new buildings are set back at least 100 m from the Cunningham Highway and 60 m from all other roads in the precinct.

The proposed future shop will be approximately 20m from North Branch Road.

The associated Performance outcome is:

PO3 - Basalt uplands

The existing high level of scenic amenity in this precinct is retained.

The proposed future shop will be a small building which will have the appearance of a small timber cottage, with an estimated floor area of approximately 40 square metres. It is not expected that the building will have an impact on the scenic amenity of the area. Any approval can condition that the design and materials of any new buildings must be approved by the Director Planning, Environment, and Corporate Services prior to building approval being issued.

Industry uses code

The purpose of the Industry uses code is to ensure that industry, and warehouse uses are located on suitable sites having regard to site characteristics and access and are consistent with the built form and character and amenity of the locality and the environment of the area including water quality, air quality, soil quality, vegetation and wildlife.

The purpose of the code will be achieved through the following overall outcomes.

All industry and warehouse uses:

- (a) Occur only on land that is suited to the development and operation of industrial uses;*
- (b) Are located, designed and operated in a manner that prevents unacceptable environmental and amenity impacts on adjoining land uses;*
- (c) Are sited and designed in a manner that is appropriate to the character, including heritage character and environmental values of the locality;*
- (d) Have adequate and safe vehicle access;*

The industrial use proposed for the site is a small abattoir to process meat produced at the site. No meat from outside sources will be processed at the site. Access to the proposed abattoir will be from a separate access point from North Branch Road.

The design of the proposed abattoir building is expected to be in character with the surrounding area, and any approval can include appropriate conditions to ensure that there are not unacceptable environmental and amenity impacts.

The proposed development complies with the Industry uses code except for the following:

Location

The code requires that the land is not in a Bushfire hazard area as shown on the Bushfire hazard overlay maps. The area of the site where the proposed abattoir building will be located is within the Bushfire hazard overlay.

The associated Performance outcome is:

PO1 The physical characteristics of the land are suitable for industrial use.

The suitability of the site for all aspects of the development will be addressed in the assessment against the Bushfire hazard overlay code later in the report.

Infrastructure

PO11 The use is serviced with appropriate infrastructure. The use is connected to all services including reticulated water, sewerage, stormwater, electricity and communications available in the locality.

Due to the rural location of the proposed development, reticulated water and sewerage are not available to the site. Any approval can condition that a potable water source is used for the proposed abattoir, and that details of the water source are provided to Council prior to the use commencing. Any approval can also include appropriate conditions to ensure that wastes from the use are disposed of appropriately.

Retail and commercial uses code

The purpose of the Retail and commercial uses code is to ensure that business activities are located, designed and operated in a manner that contributes to the character of the locality including safety, convenience and built form character.

The purpose of the code will be achieved through the following overall outcomes:

All uses:

- (c) *Are sited and designed in a manner that is appropriate to the character, including heritage character and environmental values of the locality in which they are situated;*
- (e) *Have adequate and safe vehicle and pedestrian access;*
- (f) *Generate traffic on access roads that is within the capacity of the road and consistent with the types of traffic and frequency of traffic movement existing on the access roads;*

Access to the site is via North Branch Road, which is a sealed road. For the first stage, the proposed shop will operate from a part of the existing dwelling building on the site. It is proposed that a new shop building will be constructed at a later stage. The proposed future shop will be a small building which will have the appearance of a small timber cottage, with an estimated floor area of approximately 40 square metres. It is not expected that the building will have an impact on the scenic amenity of the area.

The food and drink outlet aspect of the proposed development is a mobile café, which will be either built, bought, or leased by the applicants. It is not expected that the mobile café will have any significant effect on the amenity and character of the area.

The proposed development complies with the Retail and commercial uses code except for the following:

Location

The code requires that the land is not in an area identified as bush fire hazard on the Bushfire hazard overlay maps.

The associated Performance outcome is:

PO3 The physical characteristics of the land are suitable for industrial use.

The suitability of the site for all aspects of the development will be addressed in the assessment against the Bushfire hazard overlay code later in the report.

Built form and streetscape

The code requires that where the site adjoins land in the Rural residential or Rural zone a landscaped setback at least 20 m wide is provided along the primary street frontage of the site (apart from vehicle access points) to allow for landscaping in accordance with the Landscaping code.

The applicant proposes to include a car parking area for the proposed new shop up to the property frontage to North Branch Road.

The associated Performance outcome is:

PO5 Retail and commercial buildings and other structures are designed and constructed in a manner that complements the existing built form in the immediate area.

The proposed development is not expected to have a significant visual impact on the surrounding area. The existing gateway that will provide access to the part of the property where the proposed new shop will be located is set back approximately eight metres from the property frontage. As such, that gate will form part of the driveway to the shop's parking area. It is considered appropriate that any approval include a condition requiring that all car parking areas are set back at least 10 metres from the North Branch Road frontage of the site to allow for the setback to be landscaped.

Sport and recreation facility code

The purpose of the Sport and recreation facility code is to ensure that sport and recreation uses and development are compatible with surrounding development and minimise impacts on surrounding areas.

The purpose of the code will be achieved through the following overall outcomes:

- (d) *Adverse impacts on ecological values are minimised where recreation and open space areas include natural habitats such as bushland, wetlands or waterways, or act as a buffer between natural and developed areas.*

The nature of the outdoor sport and recreation uses proposed for the site are those of a rural and environmental nature, such as fishing, bushwalking, orienteering, etc. These nature based recreation activities will be conducted on a small scale, and minimal adverse ecological impacts are expected. The proposed use complies with the Sport and recreation facility code.

Tourist park and relocatable home park code

The purpose of the Tourist park and relocatable home park code is to ensure that these uses are developed in a manner that provides acceptable levels of amenity for long term and tourist residents living in residential parks and mitigating external impacts on surrounding communities and the environment.

The purpose of the code will be achieved through the following overall outcomes:

- (a) *Tourist parks and Relocatable home parks are located on sites that are free from environmental hazards, have minimal impacts on the environment and are visually compatible with the surrounding neighbourhood.*
- (c) *Tourist parks and Relocatable home parks have adequate and convenient services and facilities.*
- (e) *Tourist parks and relocatable home parks have safe and legal vehicle access.*

Only two camp sites will be operating at the site at any one time, which will rotate between a number of areas at the site. This is a very small scale of camping operation and is likely to have minimal impacts. If approval is granted for the Tourist park, the applicant will still be required to get a Permit for camping under Council's *Subordinate Local Law No.1.8 (Operation of Caravan Parks)*.

The applicant has specified that it will be self-contained camping, and one toilet, shower and basin will be located in the main use area for emergencies. The applicant has stated that they do not intend to provide a dump point at the site. Due to the scale and nature of the camping, the above facilities are considered appropriate, provided that the facilities are suitable for disability access.

Any approval can be conditioned to require an emergency evacuation plan and procedures to ensure guests are provided with adequately shelter during emergency situations such as bushfire and fierce storms.

The code requires Tourist parks and Relocatable home parks to comply with the Performance Criteria of the Guidelines on Good Design for Caravan Parks and Relocatable Home Parks – Solutions for Queensland 1997 (the Guidelines). The Guidelines are predominantly relevant to larger Tourist and residential parks.

The proposed development does not comply with all guidelines in regards to Toilet and ablution facilities. In order to operate the campsites, the applicant will be required to obtain a Permit for camping under Council's *Subordinate Local Law No.1.8 (Operation of Caravan Parks)*. The Local Law Permit stipulates what will be required for ablutions and facilities for the Tourist park.

The proposed development does not comply with the guidelines in regards to Internal access.

The associated Performance outcomes states as follows:

- P1 *The entrance/exit road(s) have adequate width to allow two vehicles towing caravans to safely pass one another, The office is located near the entrance/exit road(s) and a holding area provided for the temporary parking of a vehicle and caravan while conducting the check-in/check-out.*
- P2 *The internal road system design caters for all anticipated vehicle use in the park, enabling suitable manoeuvrability and safety, and avoiding congestion.*

As there is a maximum of two camping sites operating at one time, it is very unlikely that both will be trying to use the same access point at once. If this was to occur the internal road to the

entrance has adequate space for vehicles to pull over and let a vehicle towing a caravan pass while entering the property.

It is considered that the proposed development meets the requirements of the Tourist park and relocatable home park code.

Biodiversity areas overlay code

The purpose of Biodiversity areas overlay code is to:

- (a) *conserve and enhance the nature conservation and biodiversity values of terrestrial and aquatic ecosystems;*
- (b) *maintain and enhance ecological processes;*

The purpose of the code will be achieved through the following overall outcomes.

- (a) *Significant conservation areas are conserved to ensure their ongoing contribution to the natural environment and biological diversity of the area.*
- (c) *The natural environment and biodiversity values of wetlands and waterways are conserved.*

A key aspect of the proposed development to protect and enhance ecological processes. The various aspects of the proposed development are designed to have minimal impact on any areas of significant biodiversity. There are three (3) creek crossings as part of the proposed development. These creek crossings are presently used for farm maintenance with the subject property including land on the northwest and southeast side of North Branch Creek. No clearing of trees is proposed and any approval should be conditioned for all creek crossings to be carried out in accordance with the 'Riverine Protection Permit Exemption Requirements', dated 06/12/2016 and prepared by the Department of Natural Resources and Mines. The proposed development complies with the Biodiversity areas overlay code.

Bushfire hazard overlay code

The purpose of the Bushfire hazard overlay code is to control development in bushfire prone areas to minimise danger to people and damage to property.

The purpose of the code will be achieved through the following overall outcomes.

- (a) *Development in areas at risk from bushfire is compatible with the nature of the hazard.*
- (b) *The risk to people, property and the natural environment from bushfire is minimised.*

The proposed development involves minimal new structures, and does not result in more people permanently residing in the Bushfire hazard overlay. There is clear, unobstructed access to North Branch Road from the parts of the site being used for the proposal. The nature of the use being tourist oriented means that in a Bushfire event people would leave the area, and it would be unlikely that any of camping facilities would operate. It is considered that the proposal does not increase the risk to people or property in the event of a bushfire.

The proposed development complies with the requirements of the Bushfire hazard overlay code, except for the following:

Material change of use

The code requires that development is not to be located on land that is subject to bushfire hazard as shown on the overlay map.

The entire subject day use area of the site and some of the rotational camping areas are located within the Bushfire hazard overlay.

The associated Performance outcome states as follows:

PO3 Any proposed use does not compromise the safety of people or property from bushfire.

The proposed use is located adjacent to North Branch Road, and has clear vehicle access to the road. Any approval can condition that for the Tourist Park aspect of the development, an emergency evacuation plan and procedures must be prepared and made available to all guests. The proposed development is not expected to increase the potential bushfire impact of the site. It is considered that the proposed development can meet the Performance outcome.

Carparking and loading code

The purpose of the Carparking and loading code is to ensure that provision for vehicle access and parking:

- (a) *is adequate to meet the demand likely to be generated by development;*
- (b) *is designed to be safe and minimise adverse environmental impacts;*
- (c) *is constructed to a satisfactory standard in keeping with the character and standards in the locality*

The purpose of the code will be achieved through the following performance outcomes.

- (a) *Carparking and loading is provided to meet the needs of development for adequate and convenient parking in a manner that does not compromise the safety or amenity of surrounding areas.*

The code requires that car parking be provided in accordance with Table 9.4.2.4:

| Development | Minimum number of spaces |
|---|---|
| Business activities if not a supermarket. | (a) 1 space per 30 m ² of gross floor area and any outdoor use area; plus (b) Bicycle parking racks at a rate of one bike parking space per 20 car parks where the car park on site exceeds 50. |
| Outdoor sport and recreation | (a) 20 spaces per playing field or 6 spaces per court whichever is applicable; plus (b) Bicycle parking racks a rate of one space per 10 car parks provided in accordance with (a) above. |
| Tourist Park | In accordance with the <i>Guidelines on Good Design for Caravan Parks and Relocatable Home Parks – Solutions for Queensland 1997</i> . |

Given the rural nature of the site, rather than having specifically marked car parking spaces, the applicant proposes to set aside an area on the property in the vicinity of the proposed shop building. This area will allow customers to park on site and turn around to exit, without the need to reverse. Additional parking is available behind the existing dwelling and an area for a tour bus to park has been shown near the proposed wagon shed. The applicant has specified that there will be adequate space for at least 10 cars, and a tour bus. This exceeds the number required by the code. Any approval can condition that the areas available for car parking are clearly marked.

Landscaping code

The subject site includes areas of natural landscaping. Any approval can condition that the landscaping is retained and maintained.

Outdoor lighting code

Any approval can be conditioned to achieve compliance with the Outdoor lighting code.

Physical infrastructure code

The property is not connected to Council's reticulated water supply and relies on rainwater harvesting from the buildings to supply water. The proposed development complies 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.

Infrastructure Charges

As the proposed abattoir will be of a small scale, and no meat from outside sources will be processed at the site. This will not create any additional load on Council's infrastructure, and as such, no Infrastructure Charges are payable for this aspect of the development.

| Development Type | Network | Charge Rate | Proposed | Credit | Charge |
|----------------------------|---------|------------------------------------|----------------------------------|--------|---------------|
| Accommodation (short term) | All | 25% of \$1000/tent or caravan site | 2x \$250 | | \$500 |
| Commercial | Other | 30% of \$70/m ² GFA | 40 square metres x (30% of \$70) | | \$840 |
| TOTAL: | | | | | \$1340 |

| Office use only | | | |
|-----------------|------------------------|-----------------|--------------|
| Network | Proportion of Charge | Charge/ Network | Receipt Code |
| Roads | 20% | \$960 | RC241 |
| Parks | 5 % (STA) 10% (COM) | \$380 | RC243 |
| Water | 30% | NA | RC244 |
| Sewerage | 35% | NA | RC245 |
| Stormwater | 10% | NA | RC242 |

The infrastructure charge is payable prior to the change of use of the land happening in accordance with Section 648H of the *Sustainable Planning Act 2009*.

Conclusion

An application has been received for an Educational establishment (Rural heritage display, holistic farming tours and workshops), Food and drink outlet (Mobile café), High impact industry (Abattoir and processing and packaging meat produced on site), Outdoor sport and recreation (Nature based outdoor recreation activities), Shop (Farm and produce shop), Tourist park (Camping) on land at 375 North Branch Road, Maryvale.

The land is located within the bushfire hazard overlay. The site has access to sufficient water for firefighting and clear access to North Branch Road.

The applicant has advised that the development will be staged as follows:

- Stage 1: 2017-2018 – Outdoor sport and recreation (Nature based outdoor recreation activities), (Educational establishment (Rural heritage displays & Holistic farming tours, Workshops), Tourist park (Low impact bush camping), Shop (Farm produce shop in existing building).
- Stage 2: 2019 onwards – Food and drink outlet (Mobile café), High impact industry (Abattoir for processing and packaging meat produced on site)

New buildings proposed as part of the proposal include; new wagon shed, new shop building (approximately 40 square metres), and small abattoir building.

The proposed farm shop will initially operate from a room in the existing dwelling building. The shop will be used to sell food produced on site and goods from other small rural producers. At a later stage, a new shop building with the appearance of a small cabin will be constructed and the farm.

The applicant has specified that recreational activities and rural heritage displays will be offered on a fortnightly basis, and workshops will be run up to monthly. The applicant plans to either hire, buy, or build a mobile kitchen. The mobile café will be used to operate on farm food and drink sales mainly on weekends, and during the heritage displays and workshops.

The applicant proposes small scale self-contained bush camping, consisting of two sites at once. The areas available for camping will be rotated to allow regeneration of the land. The applicant has advised that they wish to provide minimal amenities and no dump point. A septic toilet is available at the main day use area for emergencies. The applicant will be required to obtain a permit for camping under Council's *Subordinate Local Law No.1.8 (Operation of Caravan Parks)* prior to operating the bush camping aspect of the proposed development.

The applicant proposes to construct a small scale abattoir and meat processing facility on the site. This building would be accessed from a different point on North Branch Road to the rest of the proposed uses, and would only be used for processing meat from animals produced on the property.

Four submissions were received in relation to the application, including one late submission. Of these, three were in favour of the proposed development, and there was one objection. The issues raised in the objection are rubbish and wild dogs.

Elevations and designs have not been provided for the future shop and abattoir building. As such, it is recommended that Council condition any approval to require that the design and layout of the new buildings be approved by the Director Planning, Environment and Corporate Services, prior to any building approval being issued.

The proposed development is aimed at tourists and will result in a diversification of activity to support the ongoing rural use of the land. Appropriate conditions can be included in any approval to ensure that the proposal results in minimal impact to the operation and character of the surrounding area. The proposed development is recommended for approval.

As the proposed development includes a number of different aspects operating somewhat independently, the recommended conditions have been split into two schedules according to use. Schedule 1 applies to all aspects of the proposed development, and Schedule 2 contains additional conditions that apply to the High impact industry (Abattoir and processing and packaging meat produced on site).

Options

THAT Council:

1. Adopt the officer's recommendation.
2. Adopt an alternative recommendation.
3. Refuse the application with reasons.

Recommendation

THAT the application for Material Change of use for Educational establishment (Rural heritage display, holistic farming tours and workshops), Food and drink outlet (Mobile café), High impact industry (Abattoir and processing and packaging meat produced on site), Outdoor sport and recreation (Nature based outdoor recreation activities), Shop (Farm and produce shop), Tourist park (Camping) on land at 375 North Branch Road, Maryvale, described as Lot 127 ML377, Parish of Gladfield, County of Merivale, be approved subject to the following conditions:

Schedule 1 - Southern Downs Regional Council Conditions applying to all uses

Approved Plans

1. The development of the site is to be generally in accordance with the following proposal plans submitted with the application, and subject to the final development being amended in accordance with the conditions of this approval.

| Plan Name | Plan No. | Date |
|---|-------------|------------|
| 375 North Branch Road Property Map | MCU\01834-1 | 04/05/2017 |
| 375 North Branch Road Day Visitor Area Map | MCU\01834-2 | 04/05/2017 |
| 375 North Branch Road Camping areas and Vehicle Access Map | MCU\01834-3 | 04/05/2017 |
| Gleneden Family Farm Shade Structure Elevations | MCU\01834-5 | 04/05/2017 |
| 375 North Branch Road – Shop in existing residence elevations | MCU\01834-6 | 04/05/2017 |

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

Staging

3. The development may proceed in stages, provided that any road access and infrastructure services required to service a particular stage are constructed with that stage. Unless otherwise expressly stated, the conditions must be read as being applicable to all stages.
4. The stages are approved as follows:
 - o Stage 1: Outdoor sport and recreation (Nature based outdoor recreation activities), (Educational establishment (Rural heritage displays & Holistic farming tours, Workshops), Tourist park (Low impact bush camping), Shop (Farm produce shop in existing building).
 - o Stage 2: Food and drink outlet (Mobile café), High impact industry (Abattoir for processing and packaging meat produced on site), Shop (Farm produce shop in new shop building)

Stages are not required to be undertaken in any chronological order.

5. The following **must be completed within 3 months** of this approval:
 - i) Building, Plumbing and Drainage works specified in conditions 15 to 18.
 - ii) The amenities as specified in condition 26
 - iii) Car parks and Vehicle Access as specified in conditions 31 to 34.
 - iv) A Disaster Management Plan
 - v) Water supply and Waste Water as specified in conditions 36 to 38

Land Use and Planning Controls

6. All structures are to location a minimum of 20 metres away from the creek line of North Branch Creek.
7. The frequency of the Rural heritage displays and Holistic farming tours is limited to once per

week. They shall generally operate only between the hours of 7.00am to 7.00pm. The maximum number of people in attendance shall not exceed 40 people.

8. The frequency of the Farm Workshops is limited to twice per month. They shall generally operate only between the hours of 7.00am to 7.00pm. The maximum number of people in attendance shall not exceed 12 people.
9. The shop is only permitted to sell food products and crafts produced on site, other local produce and crafts, and camping supplies. The shop building must have a Gross Floor Area of no more than approximately 50 square metres. The shop shall generally operate only between the hours of 8.00am to 6.00pm.
10. This approval allows for two (2) camping sites to operate at any one time. The maximum number of guests accommodated must not exceed eight (8). No person is to camp at the site for more than 3 days consecutively.
11. The two campsites may be situated in any of the areas shown in purple on Plan No. MCU\01834-3 "375 North Branch Road Camping areas and Vehicle Access Map".
12. A Disaster Management Plan is to be submitted to and approved by the Director Planning, Environment and Corporate Services. The Disaster Management Plan is to address prevention and evacuating procedures for bushfire and flood and to ensure guests are adequately sheltered during emergency situations such as fierce storms. The Disaster Management Plan is to address prevention and evacuating procedures for **bushfire and creek flooding**, and include emergency contact information. A copy of the Disaster Management Plan is to be made available for guests.

Building and Site Design

13. The Shop building is to be set back at least 20 metres from the property frontage to North Branch Road.
14. The design, colours and materials of the building of the proposed new Shop building are to be in accordance with the rural character of the area. **Details of the design, colours and materials of the building and pavement are to be submitted to and approved by the Director Planning, Environment and Corporate Services prior to the issue of any Development Permit for Building Work.** The building is to be constructed in the approved design, colours and materials.
15. A copy of the Certificate of Compliance for Plumbing and Drainage Works is to be provided to Council. (See advisory note below.)
16. Prior to the use commencing, the property is to be provided with suitable facilities, including disability access.
17. A copy of the Form 11 (Certificate of Classification) issued for the use of part of the existing dwelling for a Shop is to be provided to Council prior to the use commencing. (See advisory note below.)
18. A copy of the Form 11 (Certificate of Classification) issued for the building works for the new Shop building is to be provided to Council prior to the use commencing. (See advisory note below.)

Amenity and Environmental Controls

19. During the construction phase of the development, all wastes must be separated into recyclables (where possible) and landfill wastes, and disposed of at the Warwick Waste Facility.
20. A sufficient number of suitable waste receptacles must be provided in the main day use area of site at all times. The waste receptacles must be available for customers using all aspects of the development including bush camping. Waste receptacles must be regularly serviced to prevent unsightly accumulations of waste or environmental harm being caused. All wastes are to be suitably collected and disposed of so as not to adversely impact on the

environment. Where collection is not possible, waste must be removed with the same regularity and disposed of at the Maryvale or Warwick Waste Facility.

21. Advertising Devices relating to the use may **only** be erected on the subject land, i.e. Lot 127 ML377. The location, size, type and content of any advertising sign or device located on the land is to be compatible with the rural character of the surrounding area. No advertising signs or devices are to be located on any other land, unless all applicable approvals are obtained under the Planning Scheme and the relevant local laws. No advertising signs or devices are to be located within the road reserve.
22. Any external lighting is to be installed and maintain the lighting fixtures so that they do not emit glare or light above the levels stated in Australian Standard AS:4282-1997 Control of Obtrusive Effects of Outdoor Lighting.
23. Potable water supply points are provided within a convenient location at the main day use area.
24. Any water supply point which provides water not suitable for drinking is labelled '**UNSUITABLE FOR DRINKING**' and provided with a symbol which is easily recognisable by non-English speaking people.
25. All campers must be fully self-contained, including shower and toilet facilities.
26. Domestic animals, other than dogs, are not permitted to be brought onto the land by any person staying at the Tourist park. Any dog brought onto the site by a person staying at the Tourist park is to be kept under effective control. Any dogs kept on site by the operator/manager/caretaker must be kept in accordance with Council's Subordinate Local Law No. 2 (Animal Management) 2011, and must be kept under effective control at all times.
27. The applicant is to provide amenities for use by the day visitors. The amenities required under Council's Subordinate Local Law No.1.8 (Operation of Caravan Park) may be utilised for day visitors. The following facilities are required:
 1. Male: 1
 2. Female: 1
 3. Unisex facilities may be provided in lieu of gender specific facilities.
28. No camping infrastructure, such as rubbish bins, lighting, sullage point etc. are to be located within 50 meters of a creek.
29. The watercourse on the land is not to be used for the washing of people, clothing, utensils, motor vehicles or the like. Measures must be introduced to ensure the waterway is not used for these purposes e.g. Signage
30. All creek crossing are to be in accordance with the Department of Natural Resources and Mines – Riverine protection permit exemption requirements, version 1.02 and dated 06/12/2016.

Fencing, Landscaping and Buffers

31. Any existing landscaping at the day use area of the site must be retained and maintained.

Car Parking and Vehicle Access

32. All vehicle access points to the site are to be upgraded to be sealed from the road to the property boundary in accordance with Council's standard. (Council's Engineering Services Department can provide details regarding Council's standard.)
33. A 3.0 metre wide all-weather driveway is to be constructed from North Branch Road to any use areas of the site. The driveways may remain grass, provided they are appropriately maintained and do not cause a dust nuisance. If complaints are received (which in the opinion of an authorised person is not frivolous, vexatious nor based on mistaken belief) or the driveway becomes eroded with material becoming deposited outside of the site or potholes form that would increase noise associated with vehicle movements, the driveways shall be constructed in gravel to Council's standards.

34. At least ten (10) car parking spaces and one (1) coach parking space are to be provided on site. All car park areas are to be set back at least ten (10) metres from the North Branch Road frontage of the site.

The car park areas are to be signed and defined by a low physical barrier along the edge of the car parking area and driveways. The carpark areas may remain grass, provided they are appropriately maintained and do not cause a dust nuisance. If complaints are received (which in the opinion of an authorised person is not frivolous, vexatious nor based on mistaken belief) or the vehicle entrance and driveway become eroded with material becoming deposited outside of the site or potholes form that would increase noise associated with vehicle movements, the carpark shall be constructed in gravel to Council's standards.

35. Adequate sight distances must be provided for all ingress and egress movements at the access driveways in accordance with *Australian Standard AS2890.2 "Parking facilities - Off street commercial vehicle facilities"*.

Roadworks

36. Any roadworks and drainage works damaged during construction of the development are to be reinstated to the pre-existing condition, unless otherwise required by the Director Engineering Services.

Water Supply and Waste water

37. All sewage generated from this property must be disposed of by means of an on-site sewage facility (OSSF) in accordance with the AS/NZS 1547:2012 - *On-site Domestic Wastewater Management, Queensland Plumbing and Wastewater Code* and the *Standard Plumbing and Drainage Regulation 2003*.
38. Prior to the commencement of the use, a report demonstrating that adequate provision has been made for the supply of water, including a drinking water supply, is to be submitted to and approved by the Director Planning, Environment and Corporate Services. If water is to be supplied for the development from a spring/bore/dam on the site, written advice must be supplied from the Department of Natural Resources and Mines that water may be lawfully supplied from that source. A water supply is to be provided in accordance with the approved report. (To be used when short term accommodation in a rural area).
39. The site must be provided with a water storage reservoir having a minimum of 5000 litres of water for emergency fire fighting purposes. Such storage must be provided in addition to the water supply capacity required for the use and must be provided in the form of either an accessible dam, swimming pool or rainwater tank. If storage is to be provided in a rainwater tank, water storage for fire fighting purposes must be provided either in a separate rainwater tank or a reserve section in the main water supply tank on which:
- (a) the domestic take off from the tank is at or above the 5000 litre point; and
 - (b) standard rural fire brigade fittings are fitted to the tank outlet for access by rural fire services vehicles.

Infrastructure Charges Notice

40. Payment of \$1200.00 is to be made to Council in accordance with the Infrastructure Charges Notice attached to the decision notice. If the development is staged, the payment of Infrastructure Charges may also be staged. If payment is made more than two years after the date of the Infrastructure Charges Notice, the charge will increase in line with the Road and Bridge Construction Index for Queensland.

Advisory Notes

- (i) Unless otherwise stated, all conditions of this approval are to be complied with to the satisfaction of the Director Planning, Environment and Corporate Services, prior to the use commencing, and then compliance maintained at all times while the use continues.
- (ii) Any proposal to increase the scale or intensity of the use on the subject land, that is

assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the *Sustainable Planning Act 2009* and would have to comply with the requirements of the Planning Scheme.

- (iii) It is encouraged that you arrange for a free compliance inspection to be carried out prior to the use commencing. This will involve a physical inspection of the premises along with an internal audit of Council's records. Written advice will be provided for your records advising if compliance with the conditions has been achieved.
- (iv) Applications for licence under the *Food Act 2006* are to be submitted to Council prior to the commencement of the Mobile cafe. Applications for Design Approval and Approval to Operate (including applications for licence under the *Food Act 2006*) are to be submitted to and approved by Council for the food premise, prior to the issue of a Development Permit for Building Work.
- (v) An application must be submitted and approved by Council for a permit under Council's *Subordinate Local Law No.1.8 (Operation of Caravan Parks)*.
- (vi) **Plumbing and Drainage Approval is to be obtained** in accordance with the *Plumbing and Drainage Act 2002* for the proposed plumbing and drainage works. The application for Plumbing and Drainage approval must be submitted to Council with the appropriate **forms, plans and fees** associated with this application. A **Certificate of Compliance must be issued** for the works prior to the use commencing.
- (vii) **Building Approval is to be obtained** for a building in accordance with the *Planning Act 2016* for the proposed building work for all proposed buildings on site. The building application must be submitted to a Building Certifier with the appropriate **forms, plans and fees** associated with this application. The building plans are to accord with the plans approved in this approval. The building is to be constructed in accordance with the Building Approval prior to the commencement of the use. A **Form 21 (Final Inspection Certificate)/Form 11 (Certificate of Classification) must be issued for the building works prior to the use commencing.**
- (viii) **Building Approval is to be obtained** in accordance with the *Sustainable Planning Act 2009* for a Change of Classification of Building to allow the use of the existing residential building for Shop purposes. The application must be submitted to a Building Certifier with the appropriate **forms, plans and fees** associated with this application. **Building works and modification of the existing building may be required to be undertaken** as part of the approval so as to accord with the requirements of the *Building Act 1975*.
- (ix) The supply of water for human consumption, food preparation, food utensil washing or personal hygiene, including the supply of water for drinking water, showers, baths, hand basin and kitchen sinks, must be connected to a drinking water supply, in accordance with the *Plumbing Code of Australia* and the *Australian Drinking Water Quality Guidelines* produced by the *National Health and Medical Research*.
- (x) Council does not have accurate flood information for this property and therefore cannot determine the height of a Defined Flood Event (DFE). Therefore there is no guarantee of flood immunity.
- (xi) An application must be submitted and approved by Council for a permit under Southern Downs Regional Council's Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation).

Aboriginal Cultural Heritage

- (xii) All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the "cultural heritage duty of care"). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from www.datsima.qld.gov.au

Schedule 2 – Additional Southern Downs Regional Council Conditions applying to the High impact industry (Abattoir and processing and packaging meat produced on site)

Approved Plans

41. The development of the site is to be generally in accordance with the following proposal plans submitted with the application, and subject to the final development being amended in accordance with the conditions of this approval.

| Plan Name | Plan No. | Date |
|--|-------------|------------|
| 375 North Branch Road Small Scale Meat Processing and Packing Facility Map | MCU\01834-4 | 04/05/2017 |

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

Land Use and Planning Controls

43. All structures are to location a minimum of 20 metres away from the creek line of North Branch Creek.
44. Only animals from the subject site shall be processed at the on-site Abattoir and processing & packaging building.
45. Prior to the commencement of the use, a copy of the Safe Foods Queensland Licence is to be provided to Council.
46. The maximum number of animals to be processed each year shall not exceed the quantity shown in the table below:

| | Cattle | Sheep/goats | Pigs | Birds |
|---------------|--------|-------------|------|-------|
| Maximum/ye ar | 100 | 100 | 200 | 500 |

47. ~~There is to be no deep burial area located on-site for the leftover animal waste products from~~

Building and Site Design

48. The design, colours and materials of the Abattoir building are to be in accordance with the rural character of the area. **Details of the design, colours and materials of the building and pavement are to be submitted to and approved by the Director Planning, Environment and Corporate Services prior to the issue of any Development Permit for Building Work.** The building is to be constructed in the approved design, colours and materials.
49. A copy of the Form 11 (Certificate of Classification) issued for the building works for the Abattoir building is to be provided to Council prior to the use commencing. (See advisory note below.)

Amenity and Environmental Controls

50. All wastes are to be suitably collected and disposed of so as not to adversely impact on the environment. **No wastes from the Abattoir are to be disposed of on site.**
51. The cleaning of plant equipment and vehicles must be carried out in an area where wastewater can be suitably managed so as not to cause contaminants to release into waterways or overland flow paths.
52. All equipment, goods and materials must be located in a building or screened from view from all roads, other public places and adjoining land by fencing and/or dense landscaping.

Water Supply and Waste water

53. Prior to the issue of building approval for the abattoir building, a report demonstrating that adequate provision has been made for the supply of water, including a drinking water supply, is to be submitted to and approved by the Director Planning, Environment and Corporate Services. If water is to be supplied for the development from a spring/bore/dam on the site,

written advice must be supplied from the Department of Natural Resources and Mines that water may be lawfully supplied from that source. A water supply is to be provided in accordance with the approved report.

Advisory Notes

- (xiii) **Building Approval is to be obtained** for the abattoir building in accordance with the *Planning Act 2016* for the proposed building work. The building application must be submitted to a Building Certifier with the appropriate **forms, plans and fees** associated with this application. The building plans are to accord with the plans approved in this approval. The building is to be constructed in accordance with the Building Approval prior to the commencement of the use. **A Form 11 (Certificate of Classification) must be issued for the building works prior to the use commencing.**
- (xiv) The General Environmental Duty under the *Environmental Protection Act* prohibits unlawful environmental nuisance caused by noise, aerosols, particles dust, ash, fumes, light, odour or smoke, beyond the boundaries of the property during all stages of the development including earthworks, construction and operation.

Attachments

1. Submissions [View](#)

| | | |
|---|---|------|
| SOUTHERN DOWNS REGIONAL COUNCIL WARWICK BRANCH RECEIVED | | |
| 17 AUG 2017 | | |
| Action Officer | ✓ | File |
| Isk | | |
| Dst | | |
| Fwd | | |

10284 CUNDINGHAM HWY
MARYVALE 4370.

The Manager
Planning Dept SDRC

Dear Sir or Madam,

We object to the proposed development at Gleneden Maryvale. While having a great deal of respect for the applicants, we believe this is merely the tip of the iceberg. Once permission is granted for this type of development there is the chance + the risk it could grow to major proportions.

Then we would have the excessive litter + rubbish problem + especially plastic bags. We have very valuable cattle just next door to this project + cattle swallow plastic bags with disastrous consequences. It is not a very pleasing thought that we + future owners will spend all the years ahead, picking up camper's rubbish that blow through the fence.

"Dog friendly camping" Great for the proprietor but not so good for the owners of the cattle which are being chased by dogs during the day + night. Attention must also be made of the dogs that are left behind + mate up with dingoes.

Please just let this valley remain a farming + grazing area + allow the peace that has existed for more than a century never supreme.

Yours sincerely
F. Roche

F. K + M T. ROCHE

Southern Downs Regional Council



DOC0257916

To: The assessment manager

We are writing to express our support for the development application currently in process submitted by Rohan and Fiona Morris of Gleneden Family Farm.

Recent years have seen a dramatic decline in the number of small family farms. We believe that these enterprises contribute far more to their communities than the larger corporate entities that have replaced them.

As small family farmers ourselves we are convinced that a key pathway to family farms remaining viable is by diversifying income streams and by value adding such as the Morris family plan to do.

Any conditions placed upon this development need to be sensitive of the small scale of operation. It is unreasonable to expect each of the micro enterprises that make up this plan to be regulated in exactly the same way as specialised larger businesses

We have personally known the Morris family for several years prior to their move to the southern downs and can vouch for their integrity and ethical approach to farming and business.

This application represents a local expression of a much wider global movement driven by mostly younger farmers that seeks to regenerate communities with diversified farming businesses. Please make them welcome in southern downs by approving this application with realistic conditions.

Yours Sincerely

Ray and Samantha Palmer
Symara Organic Farm
Ray 0407 730 753
Sam 0429 667 053

Homestead@symarafarm.com.au

Find us on Facebook

Ray and Samantha Palmer

Symara Organic Farm
Ray 0407 730 753
Sam 0429 667 053

symarafarm.com.au

JA & JR Purvis
215 North Branch Road
Maryvale QLD 4370

31st July 2017-07-31

The Assessment Manager
Southern Downs Regional Council
PO Box 26
Warwick QLD 4370



To Whom it May Concern

Re: Development permit Application No: MCU/01834
By: Rohan, Fiona, Eden & Jethro Morris. Gleneden Family Farm at
375 North Branch Road, Maryvale 4370, on Lot 127 on Plan ML377.

We are very pleased to have such an enterprising family as immediate neighbours. We have seen some of their facilities and activities and applaud their drive and commitment. They want only the best for the country.

We can only encourage the Southern Downs Regional Council to provide all the support needed for the Morris family to be an active and successful part of the growing community of farmers helping to bridge the gap between city dwellers and their primary producers.

Yours sincerely

Jean Purvis



12.6 Material Change of Use - Louise Binnion, 214 Caves Road, Stanthorpe

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Planning Officer | ECM Function No/s: MCU\01866 |

| | |
|-----------------------------|--|
| APPLICANT: | Louise Binnion |
| OWNER: | Robert B Binnion |
| ADDRESS: | 214 Caves Road, Stanthorpe |
| RPD: | Lot 2 RP153743, Parish of Stanthorpe, County of Bentinck |
| ZONE: | Rural (Granite belt precinct) |
| LAND USE AREA: | 48290 square metres |
| PROPOSAL: | Tourist park, Educational establishment, and Short-term accommodation, Over 3 stages |
| LEVEL OF ASSESSMENT: | Impact |
| SUBMITTERS: | Three (3) |
| REFERRALS: | Nil |
| FILE NUMBER: | Louise Binnion |

Recommendation Summary

THAT the application for Material Change of Use for Tourist park, Educational establishment, and Short-term accommodation, Over 3 stages on land at 214 Caves Road, Stanthorpe, described as Lot 2 RP153743, Parish of Stanthorpe, County of Bentinck, be approved subject to conditions.

Report

The subject site is approximately 4.8 hectares and contains a dwelling, a granny flat, and storage shed. The site fronts Caves Road and Funkers Gap Creek.



The applicant proposes to operate a retreat and renewal centre at the property, which will contain the following aspects:

- Educational establishment (Workshops and lectures)
- Tourist park (Up to 10 sites)
- Short-term accommodation (Up to 5 cabins)

The applicant has stated that they do not intend to operate the site as a caravan park, and that guests staying at the site will be there by either application, interview, or invitation only. The intention is to provide a place for quiet reflection, where guests can relax and partake in activities including bushwalking, kayaking and birdwatching. In addition to the accommodation, support services will be offered such as lectures, support groups, and workshops.

The applicant proposes to stage the development as follows:

Stage 1

- Amenities block - 4 ensuite bathrooms and laundry
- 4 Camping sites – sewerred
- 6 Camping sites - unsewerred (to be located away from areas where branches might fall)
- 3m wide carport on the existing shed
- 40' shipping container for storage
- Pontoon on creek (3m x 3m max)
- HSTP - as per engineers specifications

Stage 2

- Shelter shed - 12m x 8m - constructed over amenities block
- Extension of existing shed - games room - by 12m
- 5 cabins (1 bedroom - 5m x 6m)

- Gazebo (6m x 6m metal carport)
- Caretaker residence
- Roof over sewerage sites (3m x 8m steel carport)
- Shed (games room) extension (12m)
- Bird hide (9m²)

Stage 3

- Activities centre 12 x 15 m with a commercial kitchen

The applicant has stated that at the completion of all stages, 30 parking spaces will be available throughout the site for the different aspects of the development.

It is proposed that the development will be connected to Council's reticulated water supply. The water supply to the site is only a 50mm restricted flow line. This is further discussed below.

It is proposed that a part-time cleaner and gardener will be employed on an as required basis, and during Stages 1 and 2 a caterer will be hired for the weekend retreats held up to six times per year. Once Stage 3 is completed, it is expected that catering for retreats will be provided from the commercial kitchen located within the activities centre. The applicant has advised that the reception area for the proposed development will be at the existing dwelling.

Site plan and legend



Details of each aspects of the proposed development are provided below:

Stage 1

As part of Stage 1, the applicant proposes to provide 10 camp sites on the property. The applicant has stated generally that a maximum of 20 guests will be permitted to stay at the 10 camp sites, with the only exception being when guests bring their children, which is permitted but not encouraged. The sites are located amongst the treed areas of the site. Of the proposed camp sites, six will be unsewered tent sites, and four will be suitable for caravans and will include a sullage point. Tracks and car parking spaces will be provided to all campsites.

The applicant has specified that an amenities block containing 4 ensuite bathrooms and a laundry will be provided in close proximity to the campsites. The applicant has stated that a Geotechnical Engineer will be engaged to design the wastewater disposal systems for the site. Two additional composting toilets are proposed further from the camping areas along the walking tracks.

It is proposed that a pontoon be located on the bank of Funkers Gap Creek to allow guests to kayak and birdwatch. Advice has been received that the Department of Natural Resources and Mines has no requirements for the installation of a removable pontoon to the bank of the watercourse adjacent to freehold land providing there is minimal disturbance or excavation to the riverbank.

Stage 2

Five cabins are proposed as part of Stage 2 of the development. Each cabin will be suitable for two guests, accommodation 10 guests in total. The cabins will include an ensuite, and will all be connected to an on-site wastewater treatment system to be designed by the applicants Geotechnical Engineers. A car parking space will be provided adjacent to each of the cabins.

A caretakers residence is proposed as part of Stage 2 of the development. The applicant has stated that if bookings for the site become regular, they would like to hire an onsite caretaker to help manage the bookings and maintenance of the site, and look after the property when the owners are away. No floor plans or elevations have been provided for the proposed caretakers accommodation, though the applicant has stated that the caretakers residence will be located 15 metres from the northern property boundary.

Stage 2 also includes the construction of a shelter shed at the amenities building, an extension to an existing shed for a games room, and construction of a gazebo and bird hide throughout the property.

Stage 3

Stage 3 includes the construction of an activities centre with a commercial kitchen. No floor plans or elevations have been provided for the proposed activity centre, though the applicant has stated that the building will be located 20 metres from the eastern property boundary. The activities centre will be used for support groups, lectures, and workshops.

The applicant has provided the following details about the maximum number of guests at each type of activity proposed:

| SERVICE | Attendants (maximum) | Frequency per year |
|---------------------------------------|---------------------------------|-------------------------------|
| Support | | |
| Workshops and support groups (weekly) | 12 | 10 weeks x 4 p.a. |
| Weekend retreats | 12 | 4 – 6 p.a. |
| Public lectures | Up to 30 | 4 – 6 p.a. |

Submissions

The application underwent Public Notification from 8 August 2017 to 29 August 2017. During this period, three (3) people lodged properly made submissions in relation to the proposal. The issues raised in the submissions are:

Owners consent for pontoon

- *It is assumed that canoeing will occur on the "dam" on Funkers Gap Creek. A large portion of the dam is privately owned by the landowner located to the southwest (Lot 2 RP164506). Therefore for canoeing to occur on the dam as part of this application, owners consent is also required from the land owner of Lot 2 RP164506.*
- *I have been approached by Louise and Robert Binnion of 214 Caves Road on the subject of using the body of water that sits between my family property of 60 Caves Road, Stanthorpe and their property. They wish to put a pontoon on this dam which is in fact Funkers Gap Creek. In the first instance I raised no objection because of the nature of their development which I believed to be 2/3 cabins to operate as a 'farmstay' for weekend tourists or similar use.*

The reason I am now looking at this development in a different light is due to the fact that I have become aware of the full nature of this development which would perhaps mean more than the casual use by kayakers on this dam. My family property has a large frontage to this dam and as such would make us liable to litigation because of the public liability should some body come to grief while using this facility. I have since spoken to the applicants to formally withdraw my previous 'no objection's' to the use of the dam in question for such purposes.

The applicant has provided the following response:

On Friday, 23 June, 2017 we received correspondence from the Department of Natural Resources and Mines saying that, "there is no requirements for the installation of a removable pontoon to the bank of the watercourse adjacent to freehold land providing there is minimal disturbance or excavation to the riverbank." This was sent by Julie Douglas, Senior Land Officer, Department of Natural Resources & Mines Land Services.

We plan to purchase only 2 kayaks and we do not expect to have any more than that on the water at any one time. They would mostly be used for bird watching. Our property insurance will cover any incidents that may occur in relation to kayaks used by our guests.

He has never contacted us in any way to withdraw this permission.

Council's comment:

It is noted that the owner of Lot 2 RP164506 has formally notified Council through a submission that they do not consent to any part of their land being used for recreational activities associated with the proposed development.

The Department of Natural Resources and Mines is the administering body for use of waterways. They will be the organisation that determines how the dammed area of Funkers Gap Creek, including sections mapped as being part of private lots, may be used. Any approval can condition that no recreational use of the dammed area of Funkers Gap Creek is permitted unless written approval from the Department of Natural Resources and Mines (DNRM) is provided to Council stating that the dammed area of Funkers Gap Creek is able to be used for commercial recreational use.

Scale of development

- *This property is only 4.8 hectares, which is significantly smaller than that required by the Planning Scheme for short-term accommodation.*

- *There will be 10 sites as part of stage 1, which could accommodate between 20 and 40 people, depending on the number of guests per site. Stage 2 will include five ecocabins, each accommodating two guests. This equates to a total of 30 to 50 people. It is questioned as to why such extensive accommodation is required given the proposal indicates that the maximum number of attendees for weekend retreats is 12 people*
- *If Council were to approve the proposed development, it would be desirable that restrictions are imposed on the number of sites and persons to be accommodated per site to ensure there is no more than 10 people camping at any one time.*

The applicant has provided the following response:

We have no intention of expanding more than stage 3 as we want to maintain the peaceful environment we currently have. It is what our guests will come for.

We have plans for running weekend retreats/workshops 4-6 times per year for up to 12 people. This will require 12 separate bedrooms, tent or caravan sites, as it is not satisfactory to us to expect strangers to share a bedroom.

In addition to that we want to provide 'retreat' accommodation on a week by week basis – a peaceful place where people can unwind, rejuvenate and renew. This is independent of the workshops. These guests may come on their own, or with a partner at a time that suits them, assuming we have a vacancy. They may choose to just enjoy the beautiful natural surroundings with or without coaching sessions from Louise.

Our guests will mostly be adults. We do not forbid it but we also do not encourage children to be guests here. That would mean a maximum of 2 people per camping site making no more than 10 – 20 guests camping.

If we are able to erect the 5 one bedroom eco-cabins, which we cannot see happening in the foreseeable future, there could be a further 5 – 10 guests assuming they were all booked at the same time which is very unlikely.

We thought that it would be advantageous to have a partner that could live onsite to help with both the clients and the property maintenance to allow us to go on holidays. Without that we would never be able to take a break. That is why we applied in Stage 2 for a caretaker's residence.

Council's comment:

The scale of development is addressed in the assessment against the Planning Scheme below. Any approval can condition the maximum number of guests permitted on site for any aspect of the development.

Traffic

- *The proposed development frontage onto the narrow winding section of Caves Road is unsafe for traffic reasons and potential traffic issues involving caravan/car movement, stopping, parking on the street, associated visitors and the movement of normal through-traffic. It would endanger motorists generally including people negotiating vehicles in and out of the proposed development adjoining properties.*
- *For years now I have been concerned about the safety of the 'S' bend, incorporating a crest and narrow roadway at our front gates. On some occasions I have seen the tracks on the applicants' footpath area where a vehicle has failed to remain on the roadway taking the bend.*
- *There is no street lighting and the lines of sight are inadequate when approaching or negotiating the 'S' bend which is adjacent to the proposed development. It appears that any car/caravan/mobile home merely travelling through the S' bend, stopping, parking etc., is at risk from some other oncoming driver, unfamiliar with the road, maintaining the speed limit.*

- *A serious upgrade of the existing roadway would be necessary to provide safe access/exit to/from the development.*

The applicant has provided the following response:

We have not had any negative experiences in regard to traffic safety in the 3 years that we have been here.

There will never be a need for anyone to park on the roadway or the verge. There is ample space for any visitors to our property to park on site. The entrances and gates will be modified to ensure enough space so that when entering the property, no part of a caravan will extend on to the road if stationary.

We believe that sensible drivers will slow down on this corner. There will always be irresponsible drivers on our roads travelling too fast for the conditions but no more incidence in Caves Road than in any other location. To claim that we would be creating a dangerous situation by our development, when all visiting vehicles have off road parking provided and vehicles slowing down at the gate towing a caravan, will have ample space to pull fully off the road, seems hypocritical to us.

An increase in traffic volume will be negligible on Caves road, where traffic flow is very light.

Council's comment:

Advice from Council's Engineering Department was received stating that there are no significant road issues. The access for 214 Caves Road is in the most suitable location for visibility. The access is sealed and should be retained sealed at a minimum. The access looks wide enough to accommodate for a vehicle entering and exiting the road. There is a change in speed from the east, from 60km/hr to 80km/hr. The speed transition is better suited after the bend and it will be arranged for this to be relocated past the end of the s bend.

Caves Road is considered adequate for the level of traffic expected from this development. Any approval can condition entrance works to ensure safe access to Caves Road.

Effluent disposal

- *The development has its own natural sloping surface drainage down to Funkers Gap Creek and the proposed effluent disposal for travellers would affect the underground water as well.*
- *A Home Sewerage Treatment Plant to receive the dumping of accumulated waste/effluent from caravans etc., would not be in the interests of our environment. This is leaching country with underground water, the contamination of which has to be affected and Funkers Gap Creek which subsequently flows into Quart Pot Creek is nearby.*
- *I also feel obliged to make further comment regarding the proposed treatment plant. The soil along the length of Funkers Gap Creek up to the residence in the application is extremely permeable. Funkers Gap Creek runs into Quart Pot Creek and on to the Severn River. Therefore I would expect that Council would send in their own appropriate engineers to assess the suitability, soil-wise, for the proposed sewerage treatment plant as I am aware that this soil can become a quagmire.*

The applicant has provided the following response:

A HSTP is not the old type of soak away systems like previous generations installed. It has a holding tank that deals with all the bad microbes. When the water is treated, it is used to water the garden or lawns. If it was dangerous to humans, Council would not permit it to be sprinkled above ground where children can play in it. Council regulations also require any HSTP to be a certain distance from the creek. When the system has been completely installed, Council plumbers inspect it to make sure that it meets regulations. We can trust the Council and the professionals to get this right.

We are required to hire a geo tech engineer to assess our property after the soil tests have been done, and to draw up plans that are appropriate for waste management of the development on this block. It is unrealistic to expect us to provide any information regarding HSTP's. The engineer is the professional, and will draw up a plan for us according to his expertise and our particular site.

Council's comment:

Council's Plumbing Inspector has stated that the on-site wastewater treatment system will need to be designed by a suitably qualified Hydraulic Engineer, and the system will be assessed during the Plumbing and Drainage approval. The proposed system will be assessed to ensure compliance and suitability to the soil conditions of the area.

As such, it is considered appropriate that the design of the wastewater treatment system is not provided to Council until the applicant intends to obtain Plumbing approval for the development.

Water supply

- *According to Council's mapping system, the subject property is supplied with a 50mm poly line, although this line is actually measured as a 30 mm line.*
- *Over the years, people who have built family homes in our area have been refused water by the Council because of the small 1" (1.25" outside diameter) water main then and now supplying the earlier Caves Road residents with water. I understand that this policy has over-riden new owners I offers to install the piping at their own expense. The Tourist Park would comprise multiple cabins, an amenities building with four ensuite bathrooms and laundry, individual sites accommodating campers, caravans/mobile homes plus a caretakers residence and a commercial kitchen is akin to a not so small settlement and much more demanding than a residence with two people living there.*
- *I suggest that the water supply would not be adequate and it is a matter for consideration as to how the demand would affect us and other residents in so far as water pressure is concerned. I believe a larger water main would have to be installed and others who have been without town water for so long should be treated equally.*
- *It is considered that this reduced service would be insufficient to service the proposed development and could not be used for fire fighting purposes. The subject property is included within the Bushfire hazard overlay as well as being identified as a Medium bushfire risk as mapped by the State government.*
- *I am reminding the council at this point that town water has been denied to some permanent residents of Caves Road because of the inadequate supply main which is only a one(1) inch poly pipe. If this development is allowed (even for the first stage), then the council will have no choice but to also allow those permanent residents (15 occupied sites on Caves Road, Spiller Lane and Fernview Lane) the same facility/service.*

The applicant has provided the following response:

In our considerable correspondence with the town planning department of SDRC in both Stanthorpe and Warwick offices about our proposal over a period of 2 years, there was never any mention made of there being any problem with water supply for the development.

Should we experience a bush fire, (and there has been none in the 40 years prior to our purchase according to the previous owners, Peter and Barbara Powers) water can be accessed from the creek. There is also an electric pump on the creek with 2" pipe to 3 separate locations on the property.

Council's comment:

The subject site currently has a restricted flow connection to the 50mm water main, which is not suitable for additional connections for commercial uses.

Advice received from Council's Engineering department states that the restricted flow water supply is not suitable for a commercial connection, and that no new connections are to occur on this line.

Any approval can condition that the water supply (including potable water) for the proposed development is not sourced from Council's reticulated water supply, and that a report demonstrating that adequate provision has been made for the supply of water, including a drinking water supply, is to be submitted to and approved by the Director Planning, Environment and Corporate Services, prior to the use commencing.

Education establishment use

- *It appears that the definition (for educational establishment) is aimed at formal schooling. I would submit that this and like applications need to be closely monitored and only highly qualified applicants should be considered where the credibility of a formal education system is attributed by attaining the title of Education Establishment.*
- *I would respectfully suggest that an applicant would have to provide evidence of where and how knowledge and developing of skills are to be implemented. Formal evidence of qualifications/expertise, training gained, background, teaching experience, curriculum development, published articles by the applicant and testimonials should be presented to assess whether or not an applicant is competent to conduct an Educational Establishment. Similarly, scrutiny should be given to guest speakers.*

The applicant has provided the following response:

If we ran workshops with no more than 6 attendees, Louise would be able to do her work on this property with no council approval. It is only because we have requested a larger number (12) that we are required to submit an application.

Again we stress that the title of Educational Establishment was not our choice of words. It is merely a council term.

It is not the council's job to check the qualifications of every professional person who happens to do some form of teaching in the Southern Downs Region.

Council's comment:

The Southern Downs Planning Scheme defines Educational establishment as "Premises used for training and instruction designed to impart knowledge and develop skills. The use may include outside hours school care for students or on-site student accommodation." It was determined that this use definition best fits the lectures, support groups, and workshops offered by the applicant.

Many different types of activities can be included in an Educational establishment, and there are no requirements for applicants to provide details of any persons who will be providing educational activities at the site.

Amenity

- *The application does not include any elevations of the many proposed buildings and structures. It is noted that the mandatory information to be supplied as part of the application includes elevations of the buildings. It is necessary that this information be provided during the public notification process and to Council prior to any approval is considered, as the elevations of the many buildings could greatly impact on the amenity of the area. In addition to this point, there are no details in relation to the 40 foot shipping container and how the appearance of this structure is going to be improved, as it is proposed 15 metres from the side boundary.*

The applicant has provided the following response:

The local councils in the state of QLD do not require floor plans for buildings before development approval. Applicants would incur a lot of unnecessary expenses for that if the application was not approved.

The shipping container will be maintained in good condition as appropriate for the boutique nature of our eco-retreat. It would barely be seen through the trees from the road.

Our block is such that the Tourist Park is not visible from the road or from Don's house. There will be no big signs advertising that there is a park here – Only a sign or two with the property name, Saba Sanctuary. We do not want to attract undesirable people onto our place. We will not permit any noisy parties or heavy drinking to be done here as it is offensive to us, and disrespectful to our neighbours. We are not a public caravan park and guests come by application, interview or invitation only.

Council's comment:

The impacts of the proposed development on the amenity of the surrounding area are addressed in the assessment against the Planning Scheme below.

Any approval can condition that the details of the design, colours and materials, including floor plans and elevations of the building and pavement are to be submitted to and approved by the Director Planning, Environment and Corporate Services prior to the issue of any Development Permit for Building Work. This will ensure that they are assessed to confirm that they are in keeping with the existing character of the area.

Property value

- *The impact of a Tourist Park and Education Centre would be out of proportion and adversely affect the value of our property substantially.*

Council's comment:

No evidence or market related verification has been supplied validating the claim that the proposed development would devalue property. Council would be unable to rely upon this ground as a reason to refuse this application.

Assessment against the Planning Scheme

This application required assessment against the Rural zone code, the Short-term accommodation code, the Tourist park and relocatable home park code, the Carparking and loading code, the Healthy waters code, the Landscaping code, the Outdoor lighting code, the Physical infrastructure code, the Biodiversity areas overlay code, the Bushfire hazard overlay code, the Flood hazard overlay code.

Rural zone code

The purpose of the Rural zone code is to:

- *Provide opportunities for non-rural uses that are compatible with agriculture, the environment and the landscape character of the rural area where they do not compromise the long term use of the land for rural purposes; and*
- *Protect or manage significant natural features, resources and processes, including the capacity for primary production.*

The local government purpose of the zone code is as follows:

- (e) *Protect the landscape character and its associated visual and scenic amenity by ensuring that development is sensitive and responsive to the scenic amenity of the area, maintenance of vegetation cover in significant areas, and control of signage.*
- (f) *Minimise the potential for conflict between rural uses and other uses.*

- (g) *Provide opportunities for diversification to support on going economic viability through pursuit of new markets and industries associated with rural production or the natural environment. Encouragement will be given to activities that complement or value-add to existing rural activities and do not conflict with natural resource value or nearby rural activities.*
- (j) *Provide for tourism uses associated with surrounding rural activities or within localities with environmental values where such uses do not give rise to conflicts which could prejudice the existing economic activity in the area or impact on natural resources, environment or landscape character.*

The purpose of the code will be achieved through the following overall outcomes

- (viii) *Non-rural uses including tourist uses and industries to value add to rural enterprises:*
 - a. *are located, designed, oriented, constructed and operated to minimise impact on existing rural uses and are buffered from productive land; and*
 - b. *do not alienate good quality agricultural land, strategic cropping land or potential strategic cropping land; and*
 - c. *are located on cleared land to avoid the need for additional clearing of vegetation; and*
 - d. *are designed to minimise environmental impacts; and*
 - e. *are located, designed, oriented, constructed and operated to avoid hazards such as bushfire, landslip and flood; and*
 - f. *are accessed by roads that are of an adequate standard for the traffic generated by the use; and*
 - g. *are located so that they do not contribute to urban sprawl or ribbon development along roads or contribute to piecemeal or unplanned development of areas.*
- (xiii) *There is limited reduction in the vegetation cover within the zone and ecological corridors are protected.*
- (xiv) *Advertising devices are not erected in locations where they detract from the scenic amenity of the Region.*

Granite Belt precinct outcomes:

- (iii) *Tourist uses are established to an extent that does not prejudice the productive capacity of the land or result in alienation of agricultural land. Tourist uses and operations are located on the least productive areas of the site on areas that do not require vegetation clearing. They have adequate access and are appropriately buffered and separated from other uses.*
- (iv) *The scenic values of the land are maintained and new development involving substantial built development is screened and set back from road frontages.*

The proposed development will include new buildings for short-term accommodation, the caretakers residence, and activity centre. It is expected that minimal clearing will be required for the construction of these buildings. Any approval can include an advisory note instructing the applicant that approval is to be obtained from the Department of Natural Resources and Mines (DNRM) prior to any remnant vegetation being removed.

The proposed tourism use relies on the natural landscape and amenity of the site, and will operate in a manner that aims to minimise environmental impacts from the use. Many locations in this area operate similar activities aimed at attracting the tourism market in the region. All new buildings will be set back from Caves Road to ensure that the visual amenity of the area is not impacted. The proposed uses are not in conflict with any surrounding rural uses. The proposed use complies with the requirements of the Rural zone code.

Short-term accommodation code

The purpose of the Short term accommodation code is to ensure that short term accommodation located in the Rural zone is located, designed and operated in a manner that responds in a positive manner to the natural or rural setting and is consistent with the character of the surrounding area.

The purpose of the code will be achieved through the following overall outcomes:

- (a) *Short term accommodation including cottages and cabins integrates visually and functionally with the surrounding area.*
- (b) *Short term accommodation is located on a site that is large enough to provide adequate buffering from the adverse impacts of agricultural activity and other existing uses within the locality.*
- (e) *The short term accommodation is sited and designed and operated in a manner that does not impact in a negative manner on the environment including remnant vegetation, surface and ground water and soil.*
- (f) *The short term accommodation has adequate infrastructure for the use including water supply, waste water disposal, stormwater control, telecommunications and electricity.*

The applicant is proposing five cabins suited to up to two (2) guests per cabin. The short-term accommodation cabins are proposed as part of Stage 2 of the development. No floor plans or elevations have been provided, but any approval can condition that the design, material, and colours of the cabins must be approved by the Director Planning, Environment, and Corporate Services prior to Building approval being issued. This would ensure that the cabins will integrate visually with the surrounding area.

Short-term accommodation buildings are proposed to be positioned in areas where no remnant vegetation must be removed to construct the cabins. As such, some of the suitable locations are approximately 20 metres from adjoining properties. Due to the lot sizes, existing dwellings, and granite outcrops, the adjoining properties are not expected to be used for cultivation or large scale horticulture.

The proposed development complies with the Short-term accommodation code except for the following:

Site

The code requires that where the use is for more than 2 dwellings (including dwellings not used for short term accommodation) or accommodates more than 10 guests the site has an area of at least 15 ha.

The site is approximately 4.8 hectares.

The associated Performance outcome is:

PO1 Short term accommodation is located on a site that has sufficient area to accommodate the building, associated land uses, necessary services and buffers.

It is not expected that the adjoining properties will be used for rural activity that will require a significant buffer to mitigate any impacts from rural activity. The proposed cabins will connect to on-site wastewater disposal systems. It will be a condition of any approval that these systems are designed by an appropriately qualified persons, and that a copy of the Certificate of Compliance for Plumbing and Drainage Works is to be provided to Council. This will ensure that the site is capable of supporting the infrastructure required for the short-term accommodation.

The code requires that the land is not located in an area identified as having bush fire hazard on the Bushfire hazard overlay.

The part of the land proposed for short-term accommodation is located within the Bushfire hazard overlay.

The associated Performance outcome is:

PO2 The physical characteristics of the land are suitable for the use.

The suitability of the site for all aspects of the development will be addressed in the assessment against the Bushfire hazard overlay code later in the report.

Protection from impacts and hazards

The code requires that the short term accommodation shall have adequate provision for firefighting. A bushfire prevention program including a cleared buffer area of at least 20 metres around the accommodation building is maintained. The buffer is cleared of ground litter and dead trees.

The applicant proposes to locate the cabins in areas which will not require trees to be removed. This will involve some cabins being located in close proximity to existing mature trees.

The associated Performance outcome is:

PO8 The short term accommodation is protected from fire hazard.

The suitability of the site for all aspects of the development will be addressed in the assessment against the Bushfire hazard overlay code later in the report.

Amenity

The code requires that all buildings, carparking areas, accesses and other infrastructure associated with the Short-term accommodation are set back at least 100 m from all boundaries.

The applicant proposes to locate one of the cabins approximately 20 metres from the northern property boundary. Another cabin is proposed to be located approximately 40 metres from the northern property boundary. The other three short-term accommodation cabins are proposed to be between 65 and 90 metres from the nearest property boundaries.

The associated Performance outcome is:

PO9 Uses are located and designed that

- *An adequate visual buffer is provided between the use and adjoining uses;*
- *Noise, odour, traffic and lighting impacts on adjoining properties are minimised; and*
- *The visual impact of the use is minimised.*

The land surrounding the proposed short-term accommodation is predominantly treed. This will assist to create a buffer to ensure that any light, noise and visual impacts of the cabins is minimised. Any approval can condition that the design, material, and colours of the cabins must be approved by the Director Planning, Environment, and Corporate Services prior to Building approval being issued to ensure that the cabins will integrate visually with the surrounding area.

Infrastructure

PO14 The use is designed and managed to minimise the requirement to supplement on site water storages from the urban water supply.

The subject site is connected to a restricted flow line of Council's reticulated water supply. There are very strict requirements for connections to restricted mains. Council's Engineering Department has advised that the restricted flow water supply is not suitable for a commercial connection, and that no new connections are to occur on this line.

Tourist park and relocatable home park code

The purpose of the Tourist park and relocatable home park code is to ensure that these uses are developed in a manner that provides acceptable levels of amenity for long term and tourist residents living in residential parks and mitigating external impacts on surrounding communities and the environment.

The purpose of the code will be achieved through the following overall outcomes:

- (a) *Tourist parks and Relocatable home parks are located on sites that are free from environmental hazards, have minimal impacts on the environment and are visually compatible with the surrounding neighbourhood.*
- (c) *Tourist parks and Relocatable home parks have adequate and convenient services and facilities.*
- (e) *Tourist parks and relocatable home parks have safe and legal vehicle access.*

The proposal involves up to 10 camp sites for two people per site. This is a relatively small scale of Tourist park. The applicant has advised that they do not intend to advertise the site as a caravan park, but instead guests are only permitted by either application, interview, or invitation. If approval is granted for the Tourist park, the applicant will still be required to obtain a Permit for camping under Council's Subordinate Local Law No.1.8 (Operation of Caravan Parks).

All campsites are located outside of the flood hazard area. The site is accessed from Caves Road, which is a constructed, sealed road. Any approval can be conditioned to require an emergency evacuation plan and procedures to ensure guests are provided with adequately shelter during emergency situations such as bushfire and fierce storms.

The code requires Tourist parks and Relocatable home parks to comply with the Performance Criteria of the Guidelines on Good Design for Caravan Parks and Relocatable Home Parks – Solutions for Queensland 1997 (the Guidelines). The Guidelines are predominantly relevant to larger Tourist and residential parks.

In order to operate the campsites, the applicant will be required to obtain a Permit for camping under Council's Subordinate Local Law No.1.8 (Operation of Caravan Parks). The Local Law Permit stipulates what will be required for ablutions and facilities for the Tourist park.

The proposed development does not comply with the guidelines in regards to Internal access.

The associated Performance outcomes state as follows:

- P1 The entrance/exit road(s) have adequate width to allow two vehicles towing caravans to safely pass one another, The office is located near the entrance/exit road(s) and a holding area provided for the temporary parking of a vehicle and caravan while conducting the check-in/check-out.*
- P2 The internal road system design caters for all anticipated vehicle use in the park, enabling suitable manoeuvrability and safety, and avoiding congestion.*

The applicant has advised that the southern access is to be used for guest admission to the site. This access provides better sight lines and is sealed. The gate is four metres wide and is set back approximately 15 metres from Caves Road. This provides adequate space for a vehicle to temporarily park outside the gate if required. If two vehicles were to be using the entrance at once, the internal road to the entrance is relatively straight with long sight distances, and has adequate space for vehicles to pull over and let a vehicle towing a caravan pass while entering the property. An approval can condition that the internal driveways to all campsites are all weather, and are suitable for emergency vehicles.

It is considered that the proposed development meets the requirements of the Tourist park and relocatable home park code.

Biodiversity areas overlay code

The purpose of Biodiversity areas overlay code is to:

- (a) *conserve and enhance the nature conservation and biodiversity values of terrestrial and aquatic ecosystems;*
- (b) *maintain and enhance ecological processes;*

The purpose of the code will be achieved through the following overall outcomes.

- (a) *Significant conservation areas are conserved to ensure their ongoing contribution to the natural environment and biological diversity of the area.*
- (c) *The natural environment and biodiversity values of wetlands and waterways are conserved.*

The proposed development is a predominantly tourism use which relies on the natural landscape and amenity of the site, and is expected to operate in a manner that aims to minimise environmental impacts from the use. There may be a need to remove some trees for the proposed activities centre, and possibly in order to meet the Bushfire Attack Level (BAL) assessments required for Building approval. It is recommended that an Advisory note is included in any approval, stating that the Department of Natural Resources and Mines (DNRM) is to be contacted for approval prior to any remnant vegetation being removed.

The proposed development complies with the Biodiversity areas overlay code.

Bushfire hazard overlay code

The purpose of the Bushfire hazard overlay code is to control development in bushfire prone areas to minimise danger to people and damage to property.

The purpose of the code will be achieved through the following overall outcomes.

- (a) *Development in areas at risk from bushfire is compatible with the nature of the hazard.*
- (b) *The risk to people, property and the natural environment from bushfire is minimised.*
- (c) *Development does not result in a material increase in the extent or severity of bushfire.*

The nature of the use being tourist oriented means that in a Bushfire event people would leave the area, and it would be unlikely that any of the educational workshops, camping, or short-term accommodation facilities would operate.

Any approval can condition that a water supply is made available for bushfire fighting purposes, and that clear, unobstructed vehicle access is provided to all buildings included in the proposed development. It is considered that the proposal does not increase the risk to people or property in the event of a bushfire.

Material change of use

The code requires that development is not to be located on land that is subject to bushfire hazard as shown on the overlay map.

The entire subject day use area of the site and some of the rotational camping areas are located within the Bushfire hazard overlay.

The associated Performance outcome states as follows:

PO3 Any proposed use does not compromise the safety of people or property from bushfire.

The proposed use is located adjacent to Caves Road, and has clear vehicle access to the road. Any approval can condition that for the Tourist Park and Short-term accommodation aspects of the development, an emergency evacuation plan and procedures must be prepared and made available to all guests. Any approval can condition that a suitable water supply is made available exclusively for firefighting. The proposed development is not expected to increase the potential

bushfire impact of the site. It is considered that the proposed development can meet the Performance outcome.

Flood hazard overlay code.

The purpose of the Flood hazard overlay code is to manage development outcomes in the floodplain so that risk to life, property, community and the environment during future flood events is minimised, and to ensure that development does not increase the potential for flood damage on site or to other property.

The purpose of the code will be achieved through the following overall outcomes.

- (a) *Development maintains the safety of people on the development site from flood events and minimises the potential damage from flooding to property.*
- (b) *Development does not result in adverse impacts on people's safety, the environment or the capacity to use land within the floodplain.*

No buildings or works are proposed to be located within the flood hazard area with the exception of the pontoon and a roofed gazebo. Due to the short-term stay nature of the accommodation activities it is expected that guests would not be staying at the site in a flood event. The proposed development does not result in adverse impacts on people's safety and minimises the potential damage from flooding to property.

Carparking and loading code

The purpose of the Carparking and loading code is to ensure that provision for vehicle access and parking:

- (a) *is adequate to meet the demand likely to be generated by development;*
- (b) *is designed to be safe and minimise adverse environmental impacts;*
- (c) *is constructed to a satisfactory standard in keeping with the character and standards in the locality*

The purpose of the code will be achieved through the following performance outcomes.

- (a) *Carparking and loading is provided to meet the needs of development for adequate and convenient parking in a manner that does not compromise the safety or amenity of surrounding areas.*

The code requires that car parking be provided in accordance with Table 9.4.2.4. Table 9.4.2.4 specifies that for a Tourist park, the amount of parking spaces required must be in accordance with the *Guidelines on Good Design for Caravan Parks and Relocatable Home Parks – Solutions for Queensland 1997*, which requires one parking space per site, plus an additional visitor parking site near the reception/office for every 10 sites. The applicant has advised that the reception area for the proposed development will be at the existing dwelling. This requires a total of 11 sites for the Tourist park aspect of the proposed development.

As Short-term accommodation cabins and Educational establishment are not individually listed in Table 9.4.2.4, the number of parking spaces is to be determined by Council:

| Development | Minimum number of spaces |
|--|---------------------------------|
| Any other use if code or impact assessable | As determined by Council |

It is considered appropriate that one space be provided for each short-term accommodation cabin. Due to the proposed scale of workshops and support groups, it is considered appropriate that 12 spaces be required for the Educational establishment aspect of the proposed development.

As such, a total of 28 car parking spaces are required to service the proposed development. The applicant has proposed to include a total of 30 parking spaces. This exceeds the number required by the code. Any approval can condition that the areas available for car parking are clearly marked.

Healthy waters code

The purpose of the Healthy waters code is to ensure that development including community infrastructure is planned, designed, constructed and operated to manage stormwater and waste water in ways that help protect the environmental values specified in the Environmental Protection (Water) Policy 2009.

The purpose of the code will be achieved through the following overall outcomes:

- (a) *Development impacts on the environment, natural landforms, wetlands, water courses and riparian corridors arising from altered stormwater quality and flow are avoided or minimised during development and construction activities; and*
- (b) *Development impacts of waste water other than contaminated stormwater are avoided or minimised and the quality of surface and groundwater is protected; and*
- (c) *Development facilitates an efficient use of water resources; and adverse impacts as a result of flooding and the effects of drainage are avoided.*

The proposed development is located outside of the Flood hazard area, and is not expected to result in any significant stormwater impacts. Any approval can condition that any an on-site sewage facility (OSSF) is designed in accordance with the AS/NZS 1547:2012 - *On-site Domestic Wastewater Management, Queensland Plumbing and Wastewater Code* and the *Standard Plumbing and Drainage Regulation 2003*.

The proposed development complies with, or can be conditioned to comply with the requirements of the Healthy waters code.

Landscaping code

The subject site includes areas of natural landscaping. Any approval can condition that the existing landscaping is retained and maintained, and that additional landscaping be included for to screen the cabins and activity centre from adjoining residences.

Outdoor lighting code

Any approval can be conditioned to achieve compliance with the Outdoor lighting code.

Physical infrastructure code

The purpose of the Physical infrastructure code is to ensure that new premises are connected to adequate utility services and that those services are protected from any potential adverse impact and to ensure that new premises have adequate, appropriate access to the road network.

The purpose of the code will be achieved through the following outcome:

- (a) *Appropriate infrastructure is provided to support land use and development in a manner that meets the needs of the community and promotes ecological sustainability.*

The proposed development complies with the requirements of the Physical infrastructure code, except for Water supply.

Water supply

The code requires that in the Low density residential, Medium density residential, Principal centre, District centre, Specialised centre, Mixed use and Industry zones, development is connected to a

water reticulation system. Connection also occurs in all other zones on land where a reticulated water system exists.

The subject site is connected to Council's reticulated water supply via restricted flow on a 50mm water main.

The associated Performance outcome is

PO1 All uses are provided with a supply of potable and general use water adequate for

- *The purposes of the development;*
- *Fire fighting; and*
- *Landscaping*

Advice received from Council's Engineering department states that the restricted flow water supply is not suitable for a commercial connection, and that no new connections are to occur on this line. Any approval can condition that the water supply (including potable water) for the proposed development is not sourced from Council's reticulated water supply, and that a report demonstrating that adequate provision has been made for the supply of water, including a drinking water supply, is to be submitted to and approved by the Director Planning, Environment and Corporate Services, prior to the use commencing.

The proposed development complies with the Code in regards to Waste water disposal, Energy, Roads and Rail, Development near underground utility services, and Crime prevention and safety.

Infrastructure Charges

Although the site has a restricted flow connection to Council's water supply, this connection cannot be used to supply water for the proposed development. As such, the additional 30 percent discount proportion shall apply as if there is no connection to the reticulated water supply.

No charge applies to Educational facilities under the *Adopted Infrastructure Charges Resolution (No.2) 2015*.

| Development Type | Network | Charge Rate | Proposed | Credit | Charge |
|--------------------------|---------------------|------------------------------------|-------------------|--------|----------------|
| Accommodation short term | Transport and Parks | 25% of \$1000/tent or caravan site | 10 sites x \$250 | | \$2,500 |
| | Transport and Parks | 25% of \$5000/cabin | 5 cabins x \$1250 | | \$6,250 |
| TOTAL: | | | | | \$8,750 |

| Office use only | | | |
|-----------------|----------------------|-----------------|--------------|
| Network | Proportion of Charge | Charge/ Network | Receipt Code |
| Roads | 20% | \$7000 | RC241 |
| Parks | 5% | \$1750 | RC243 |
| Water | 30% | NA | RC244 |
| Sewerage | 35% | NA | RC245 |
| Stormwater | 10% | NA | RC242 |

The infrastructure charge is payable prior to the change of use of the land happening in accordance with Section 648H of the *Sustainable Planning Act 2009*.

Conclusion

The subject site is approximately 4.8 hectares, has frontage to Caves Road and Funkers Gap Creek, and contains a dwelling, a granny flat, and storage shed.

The applicant proposes to operate a retreat and renewal centre at the property, which will contain the following aspects:

- Educational establishment (Workshops and lectures)
- Tourist park (Up to 10 sites)

- Short-term accommodation (Up to 5 cabins)

The applicant proposes to stage the development as follows:

Stage 1

- Amenities block - 4 ensuite bathrooms and laundry
- 4 Camping sites – sewerred
- 6 Camping sites - unsewerred (to be located away from areas where branches might fall)
- 3m wide carport on the existing shed
- 40' shipping container for storage
- Pontoon on creek (3m x 3m max)
- HSTP - as per engineers specifications

Stage 2

- Shelter shed - 12m x 8m - constructed over amenities block
- Extension of existing shed - games room - by 12m
- 5 cabins (1 bedroom - 5m x 6m)
- Gazebo (6m x 6m metal carport)
- Caretaker residence
- Roof over sewerred sites (3m x 8m steel carport)
- Shed (games room) extension (12m)
- Bird hide (9m²)

Stage 3

- Activities centre 12 x 15 m with a commercial kitchen

The applicant has states that at the completion of all stages, 30 parking spaces will be available throughout the site for the different aspects of the development. An amenities block containing 4 ensuite bathrooms and a laundry will be provided in close proximity to the campsites, and two composting toilets will be provided by the walking tracks on the site. An on-site wastewater treatment plant will be designed to service the amenities of the proposed development.

A caretakers residence is proposed as part of Stage 2 of the development. The applicant has stated that if bookings for the site become regular, they would like to hire an onsite caretaker to help manage the bookings and maintenance of the site, and look after the property when the owners are away.

Floor plans and Elevations were not provided for the proposed buildings. To ensure that they are assessed to confirm that they are in keeping with the existing character of the area, it is recommended that any approval include a condition that the details of the design, colours and materials, including floor plans and elevations of the building and pavement are to be submitted to and approved by the Director Planning, Environment and Corporate Services prior to the issue of any Development Permit for Building Work.

Three submissions were received in relation to the application. The issues raised in the submissions were: Owners consent for pontoon, Scale of development, Traffic, Amenity, Water supply, Effluent disposal, Education establishment use, and Property value.

Advice received from Council's Engineering department states that the restricted flow water supply is not suitable for a commercial connection, and that no new connections are to occur on this line. It is recommended that any approval include a condition stating that the water supply (including potable water) for the proposed development is not sourced from Council's reticulated water supply.

The proposed development generally complies with the requirements of the Southern Downs Planning Scheme, and is recommended for approval, subject to conditions.

Options

1. Adopt the officer's recommendation.
2. Adopt an alternative recommendation.
3. Refuse the application with reasons.

Recommendation

THAT the application for Material change of use for Tourist park, Educational establishment, and Short-term accommodation, Over 3 stages on land at 214 Caves Road, Stanthorpe, described as Lot 2 RP153743, Parish of Stanthorpe, County of Bentinck, be approved subject to the following conditions:

Schedule 1 - Southern Downs Regional Council Conditions

Approved Plans

1. The development of the site is to be generally in accordance with the following proposal plans submitted with the application, and subject to the final development being amended in accordance with the conditions of this approval.

| Plan Name | Plan No. | Date |
|--------------------|-------------|-----------------------|
| Site Plan (Map) | MCU\01866-1 | Received 29 June 2017 |
| Site Plan (Legend) | MCU\01866-2 | Received 29 June 2017 |

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

Staging

3. The development may proceed in stages, provided that any driveway access and infrastructure services required to service a particular stage are constructed with that stage. Unless otherwise expressly stated, the conditions must be read as being applicable to all stages.
4. The stages are approved as follows:

Stage 1

- o 10 Camp sites
- o Amenities block - 4 ensuite bathrooms and laundry
- o 3m wide carport on the existing shed
- o 40' shipping container for storage
- o Pontoon on creek (3m x 3m max) (provided that approval is obtained from DNRM)
- o HSTP - as per engineers specifications

Stage 2

- o Shelter shed - 12m x 8m - constructed over amenities block
- o Extension of existing shed - games room - by 12m
- o 5 cabins (1 bedroom - 5m x 6m)
- o Gazebo (6m x 6m metal carport)
- o Caretaker residence
- o Roof over sewerer sites (3m x 8m steel carport)
- o Shed (games room) extension (12m)
- o Bird hide (9m²)

Stage 3

- o Activities centre 12 x 15 m with a commercial kitchen

Stages are not required to be undertaken in any chronological order.

Land Use and Planning Controls

5. This approval allows for the use of the site for the following uses only:
 - Tourist Park (Up to 10 sites)

- Short-term accommodation (Up to 5 cabins)
 - Educational establishment (Lectures, support groups, and workshops)
6. The maximum number of guests accommodated in the 10 camp sites at any one time must not exceed 20 persons, excluding children.
 7. The maximum number of guests accommodated in the short-term accommodation cabins at any one time must not exceed 10 persons with a maximum of two people per cabin.
 8. No person is to reside in any building identified for short term accommodation or campsite for more than 45 days consecutively, or more than 90 days in any 12 month period.
The approved accommodation must not be occupied by persons for the purpose of permanent accommodation, excluding those persons in a manager's residence for the premises.
 9. Workshops and support groups operated at the site must not exceed 12 guests, and shall operate no more than once per week.
 10. Public lectures at the site must not exceed 30 guests, and shall occur no more than 8 times per year.
 11. A Disaster Management Plan is to be submitted to and approved by the Director Planning, Environment and Corporate Services. The Disaster Management Plan is to address prevention and evacuating procedures for bushfire and flood and to ensure guests are adequately sheltered during emergency situations such as fierce storms.
 12. No recreational use of the dammed area of Funkers Gap Creek is permitted unless written approval from the Department of Natural Resources and Mines (DNRM) is provided to Council stating that the dammed area of Funkers Gap Creek, including the section mapped as being part of Lot 2 RP164506, is able to be used for commercial recreational use.

Building and Site Design

13. The Caretakers residence building is to be set back at least 15 metres from the northern property boundary.
The design, colours and materials of the building are to be in accordance with the rural character of the area. **Details of the design, colours and materials, including floor plans and elevations, of the building are to be submitted to and approved by the Director Planning, Environment and Corporate Services prior to the issue of any Development Permit for Building Work.** The building is to be constructed in the approved design, colours and materials.
14. The Short-term accommodation cabins are to be set back at least 20 metres from the northern property boundary.
The design, colours and materials of the building are to be in accordance with the rural character of the area. **Details of the design, colours and materials, including floor plans and elevations, of the building are to be submitted to and approved by the Director Planning, Environment and Corporate Services prior to the issue of any Development Permit for Building Work.** The building is to be constructed in the approved design, colours and materials.
15. The Activities centre building is to be set back at least 20 metres from the eastern property boundary.
The design, colours and materials of the building are to be in accordance with the rural character of the area. **Details of the design, colours and materials, including floor plans and elevations, of the building are to be submitted to and approved by the Director Planning, Environment and Corporate Services prior to the issue of any Development Permit for Building Work.** The building is to be constructed in the approved design, colours and materials.
16. A copy of the Certificate of Compliance for Plumbing and Drainage Works is to be provided to Council. (See advisory note below.)
17. Copies of the Form 21 (Final Inspection Certificate)/ Form 11 (Certificate of Classification) issued for the building works for all buildings are to be provided to Council prior to the use commencing. (See advisory note below.)

Amenity and Environmental Controls

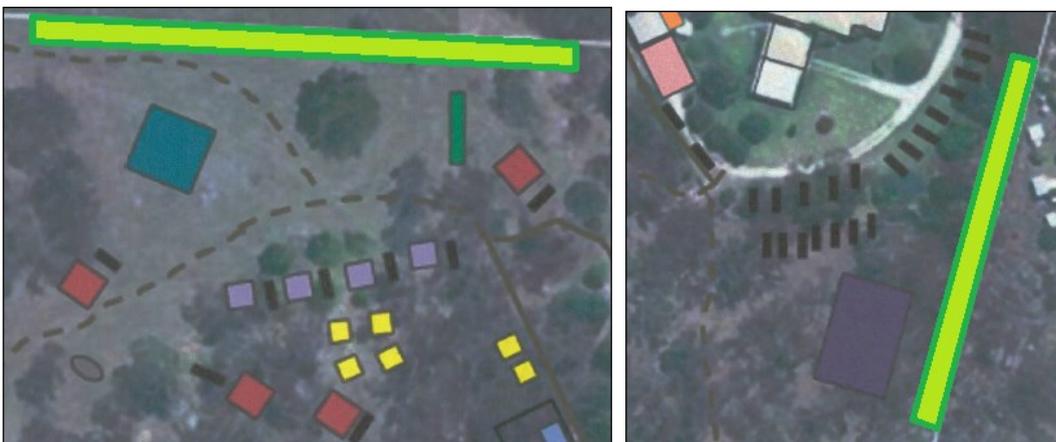
18. During the construction phase of the development, all wastes must be separated into recyclables (where possible) and landfill wastes, and disposed of at the Stanthorpe Waste Facility.
19. Noise levels emitted from the premises must not exceed 5dB(A) above the background noise levels in

the locality when measured at the boundary of an affected residential dwelling.

20. Amplified music shall not be permitted in the Educational Establishment.
21. Any fixed noise emitting device (e.g. air conditioning unit, refrigeration unit, compressor, generator etc.) located outside the Educational Establishment must be placed within an appropriate acoustic enclosure.
22. A sufficient number of suitable waste and recycling receptacles must be provided on site at all times. Waste and recycling receptacles must be regularly serviced to prevent unsightly accumulations of waste being caused. Where collection is not possible, waste must be removed with the same regularity and disposed of at the Stanthorpe or Northern Granite Belt Waste Management Facility.
23. Advertising Devices relating to the retreat may **only** be erected on the subject land, i.e. Lot 2 RP153743. The location, size, type and content of any advertising sign or device located on the land is to be compatible with the rural character of the surrounding area. No advertising signs or devices are to be located on any other land, unless all applicable approvals are obtained under the Planning Scheme and the relevant local laws. No advertising signs or devices are to be located within the road reserve.
24. An adequate supply of potable water, compliant with the National Health and Medical Research Council's Australian Drinking Water Guidelines 2011, must be made available on site. A Drinking Water Management Plan is to be prepared and provided to Council's Environmental Services Department. Council can provide a template to use for the plan.
25. Any water supply point which provides water not suitable for drinking is labelled '**UNSUITABLE FOR DRINKING**' and provided with a symbol which is easily recognisable by non-English speaking people.
26. Any external lighting is to be installed and maintain the lighting fixtures so that they do not emit glare or light above the levels stated in Australian Standard AS:4282-1997 Control of Obtrusive Effects of Outdoor Lighting.
27. Domestic animals, other than dogs, are not permitted to be brought onto the land by any person staying at the Tourist park. Any dog brought onto the site by a person staying at the Tourist park is to be kept under effective control. Any dogs kept on site by the operator/manager/caretaker must be kept in accordance with Council's Subordinate Local Law No. 2 (Animal Management) 2011, and must be kept under effective control at all times.
28. Any composting toilets must be located at least 50 metres from any waterway, and not within any part of the site mapped as being located in the Flood hazard overlay.
29. Firewood must be supplied for campers by the operator to minimise the potential destruction of native vegetation by patrons of the camping grounds.

Fencing, Landscaping and Buffers

30. Existing landscaping is to be retained and maintained.
31. Prior to the construction of any Short-term accommodation cabins, Caretakers residence, or Activity centre, tree planted buffer strips of five (5) metres width are to be provided adjacent to the northern and eastern property boundaries within in the location shown below as to minimise the visual impact of the development from adjoining properties. The buffer strips are to include a variety of plant species and heights.



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

Car Parking and Vehicle Access

33. Access to the site for the Tourist park, Short-term accommodation, and Educational establishment is to be via the southern access only.
34. Vehicle access is to be maintained to a sealed standard in accordance with Council's standard. (Council's Engineering Services Department can provide details regarding Council's standard.)
- If necessary, the property access gateway must be located within a setback such that all vehicles proposed to enter and/or exit the land are able to stand clear of the carriageway whilst the property gateway is being opened and/or closed.
35. A 3.0 metre wide all-weather gravel driveway is to be constructed from Caves Road to all buildings and camp sites.
36. Car parking shall be provided on site in accordance Plan No MCU\01866-1 received 29 June 2017 prepared by Louise Binnion. All car parking, driveway and loading areas shall be drained, laid out and regularly maintained.
37. The carpark may remain grass, provided it is appropriately maintained and does not cause a dust nuisance. If complaints are received (which in the opinion of an authorised person is not frivolous, vexatious nor based on mistaken belief) or the vehicle entrance and driveway become eroded with material becoming deposited outside of the site or potholes form that would increase noise associated with vehicle movements, the carpark shall be constructed in gravel to Council's standards.
- The car park area is to be defined by a low physical barrier along the edge of the car parking area and driveways.

Roadworks

38. Any kerbing and channelling, roadworks and drainage works damaged during construction of the development are to be reinstated to the pre-existing condition, unless otherwise required by the Director Engineering Services.
39. Signage must be provided along the internal driveway so that it can be easily read when exiting the property via motor vehicle whether day or night. This signage is to clearly demonstrate, via images and text, the correct side of the road to drive on in Australia. (Council's Planning Department can provide details regarding Council's standard).

Stormwater Drainage

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

Water Supply and Waste water

41. All sewage generated from this property must be disposed of by means of an on-site sewage facility (OSSF) in accordance with the AS/NZS 1547:2012 - *On-site Domestic Wastewater Management, Queensland Plumbing and Wastewater Code* and the *Standard Plumbing and Drainage Regulation 2003*.
42. An Environmental Authority for Environmentally Relevant Activity No. 63 (Sewerage treatment) is to be obtained in accordance with the *Environmental Protection Act 1994* prior to the commencement of any Environmentally Relevant Activity, or written advice is provided by the Department of Environment and Heritage Protection that an ERA is not required.
43. The restricted flow water supply is not suitable for a commercial connection. The development is not to use Council's restricted reticulated water supply as the potable water source for the use.
44. Prior to the issue of any Building Approval associated with the development, a report demonstrating that adequate provision has been made for the supply of water, including a drinking water supply, is to be submitted to and approved by the Director Planning, Environment and Corporate Services. If water

is to be supplied for the development from a spring/bore/dam on the site, written advice must be supplied from the Department of Natural Resources and Mines that water may be lawfully supplied from that source. A water supply is to be provided in accordance with the approved report.

45. The applicant is to ensure that water usage is minimised and that all water fixtures and fittings including landscape watering systems, are to be water efficient devices and the applicant is to implement water reduction strategies as part of the development.
46. The site must be provided with a water storage reservoir having a minimum of 5000 litres of water for emergency fire fighting purposes for each Short Term Accommodation building. Such storage must be provided in addition to the water supply capacity required for the use and must be provided in the form of either an accessible dam, swimming pool or rainwater tank. If storage is to be provided in a rainwater tank, water storage for fire fighting purposes must be provided either in a separate rainwater tank or a reserve section in the main water supply tank on which:
 - (a) the domestic take off from the tank is at or above the 5000 litre point; and
 - (b) standard rural fire brigade fittings are fitted to the tank outlet for access by rural fire services vehicles.

Infrastructure Charges Notice

47. Payment of \$8750 is to be made to Council in accordance with the Infrastructure Charges Notice attached to the decision notice. If the development is staged, the payment of Infrastructure Charges may also be staged. If payment is made more than two years after the date of the Infrastructure Charges Notice, the charge will increase in line with the Road and Bridge Construction Index for Queensland.

Advisory Notes

- (i) Unless otherwise stated, all conditions of this approval are to be complied with to the satisfaction of the Director Planning, Environment and Corporate Services, prior to the use commencing, and then compliance maintained at all times while the use continues.
- (ii) Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the *Sustainable Planning Act 2009* and would have to comply with the requirements of the Planning Scheme.
- (iii) It is encouraged that you arrange for a free compliance inspection to be carried out prior to the use commencing. This will involve a physical inspection of the premises along with an internal audit of Council's records. Written advice will be provided for your records advising if compliance with the conditions has been achieved.
- (iv) Applications for licence under the Food Act 2006 are to be submitted to Council prior to the construction of the commercial kitchen on site.
- (v) An application must be submitted and approved by Council for an approval to operate under Council's Local Law No. 1. (Administration) 2011, in accordance with Council's Subordinate Local Law No. 1.8 (Operation of Caravan Parks). Please consult with Council's Environmental Health section to ensure compliance with the Local Law requirements.
- (vi) An application must be submitted and approved by Council for a permit under Local Law for rental accommodation.
- (vii) **Plumbing and Drainage Approval is to be obtained** in accordance with the *Plumbing and Drainage Act 2002* for the proposed plumbing and drainage works. The application for Plumbing and Drainage approval must be submitted to Council with the appropriate **forms, plans and fees** associated with this application. A **Certificate of Compliance must be issued** for the works prior to the use commencing.
- (viii) **Building Approval is to be obtained** for all buildings in accordance with the *Planning Act 2016* for the proposed building work. The building application must be submitted to a Building Certifier with the appropriate **forms, plans and fees** associated with this application. The building plans are to accord with the plans approved in this approval. The building is to be constructed in accordance with the Building Approval prior to the commencement of the use. A **Form 21 (Final Inspection Certificate)/Form 11 (Certificate of Classification) must be issued for the building works prior to the use commencing.**

- (ix) The supply of water for human consumption, food preparation, food utensil washing or personal hygiene, including the supply of water for drinking water, showers, baths, hand basin and kitchen sinks, must be connected to a drinking water supply, in accordance with the *Plumbing Code of Australia* and the *Australian Drinking Water Quality Guidelines* produced by the *National Health and Medical Research*.
- (x) No clearing of remnant vegetation or regulated regrowth vegetation is to occur under this approval. A Development Permit for Operational Works must be obtained from the Department of Infrastructure, Local Government and Planning for the clearing of any remnant vegetation, unless exempt under Schedule 24 of the *Sustainable Planning Regulation 2009*.
- (xi) The Flood hazard overlay is based on a 1% Annual Exceedance Probability (AEP) flood event and therefore doesn't guarantee flood immunity.
- (xii) If making any alterations to the access to Caves Road, an application must be submitted and approved by Council for a permit under Southern Downs Regional Council's Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation).

Aboriginal Cultural Heritage

- (xiii) All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the "cultural heritage duty of care"). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from www.datsima.qld.gov.au

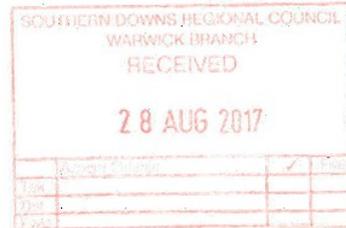
Attachments

1. Submissions [View](#)

216 Caves Road
STANTHORPE QLD 4380

28 August 2017

The Assessment Manager
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370



Dear Sir/Madam,

Submission to Material Change of Use – MCU\01866
214 Caves Road, Stanthorpe

In addition to my previous submission in relation to MCU\01866, please find below additional points for Council's consideration.

It is noted that the application includes the installation of a pontoon and canoeing on Funkers Gap Creek. Whilst on the aerial image the pontoon is shown on the applicant's land, it is noted that the bed and banks of Funkers Gap Creek is owned by the Crown, regardless of what a local governments mapping system shows. It is acknowledged that the DNRM have indicated that there are no requirements for the installation of the pontoon, however in relation to this development application, owners consent is required.

It is assumed that canoeing will occur on the "dam" on Funkers Gap Creek. A large portion of the dam is privately owned by the landowner located to the south-west (Lot 2 RP164506). Therefore for canoeing to occur on the dam as part of this application, owners consent is also required from the land owner of Lot 2 RP164506.

The applicant has indicated that the development is small in scale, however there will be 10 sites as part of stage 1, which could accommodate between 20 and 40 people, depending on the number of guests per site. Stage 2 will include five eco-cabins, each accommodating two guests. This equates to a total of 30 to 50 people. It is questioned as to why such extensive accommodation is required given the proposal indicates that the maximum number of attendees for weekend retreats is 12 people (page 2 of the application). Page 3 of the application then indicates that there will be a maximum of 10 campers in Stage 1 and a maximum of 8 people in the cabins for Stage 2. Unfortunately these numbers are inconsistent throughout the application and do not add up in terms of the extent of the number of sites. If Council were to approve the proposed development, it



would be desirable that restrictions are imposed on the number of sites and persons to be accommodated per site to ensure there is no more than 10 people camping at any one time.

The Southern Downs Planning Scheme requires a minimum of 15 hectares for such a development, unless it can be demonstrated that there is sufficient area to accommodate the building, associated land uses, necessary services and buffers. This property is only 4.8 hectares, which is significantly smaller than that required. In addition, the Planning Scheme requires a 100 metre setback to all boundaries for all infrastructure associated with the development. The proposed development quite clearly does not comply with either of these provisions and is not considered to be small scale. The proposed development will not be adequately screened from adjoining properties and has the potential to greatly impact on the amenity of the area. A development of this nature would be more appropriately located on a larger property, where suitable separation distances could be achieved.

In addition to point two of my first submission, which is in relation to water supply, according to Council's mapping system, the subject property is supplied with a 50 mm poly line, although this line is actually measured as a 30 mm line. It is considered that this reduced service would be insufficient to service the proposed development and could not be used for fire fighting purposes. The subject property is included within the Bushfire hazard overlay as well as being identified as a Medium bushfire risk as mapped by the State government.

The application does not include any elevations of the many proposed buildings and structures. It is noted that the mandatory information to be supplied as part of the application includes elevations of the buildings. It is necessary that this information be provided during the public notification process and to Council prior to any approval is considered, as the elevations of the many buildings could greatly impact on the amenity of the area. In addition to this point, there are no details in relation to the 40 foot shipping container and how the appearance of this structure is going to be improved, as it is proposed 15 metres from the side boundary. It is noted that Council has a strong stance on the appearance of shipping containers, particularly where they are visible from adjoining properties or roadways. Therefore details of its treatment should have been submitted as part of the application and be available for viewing as part of the public notification.

It would be appreciated if greater detail could be supplied in relation to waste water disposal for the proposed development. This information should include the identification of any on-site disposal/irrigation areas and greywater disposal.

It is considered that there has been insufficient information submitted as part of the application for a decision to be made by Council and for submitters to properly consider all aspects of the development. There is no information submitted for the building approval sought as part of the application.

We ask Council to refuse this application due to the lack of land owners consent, missing mandatory information, inconsistencies in the information provided, non compliance with the planning scheme and gross lack of information necessary for

Council and submitters to adequately assess the impacts this development might have.

Please don't hesitate to contact me if you wish to discuss this matter.

Yours sincerely,


Donald Russell


Shirlee Russell

TO: THE ASSESSMENT MANAGER
SOUTHERN DOWNS REGIONAL COUNCIL
WARWICK QLD



FROM: LAURENCE PATRICK SPILLER
135 CAVES RD (P.O. Box 78)
STANTHORPE QLD 4380

HAVING RECEIVED NOTIFICATION FROM LOUISE AND ROBERT BINNION OF 214 CAVES ROAD OF THEIR INTENTIONS TO DEVELOP THAT SITE INTO WHAT THEY DESCRIBE AS FROM RESIDENTIAL

TO TOURIST PARK AND EDUCATIONAL ESTABLISHMENT

THEIR LETTER STATED (QUOTE) NOT A BIG COMMERCIAL ENTERPRISE, JUST A SMALL HOST FARM RETREAT (UNQUOTE). THE THREE STAGE STATEMENT HOWEVER PROMPTED MYSELF TO VIEW THE DOCUMENTS AT COUNCIL'S STANTHORPE OFFICE.

THE APPLICANTS CLAIM THEY HAVE NO WISH TO DISTURB THE (QUOTE) QUIET AND PRIVACY OF LIVING ON ACREAGE IN CAVES ROAD (UNQUOTE). HAVING VIEWED THE DOCUMENTS AND NOTING THE ULTIMATE AIM OF THE DEVELOPMENT (TO THE 3RD STAGE, THE DESCRIPTION OF 'SMALL HOST FARM' IS A CONTRADICTION IN TERMS AND JUSTIFIES COUNCIL'S RESPONSE FOR 'CHANGE OF USE' FOR LAND IN THIS VICINITY WHICH IN ITSELF IS UNDESIRABLE AND THE VARIOUS FACILITIES ETC., THE COMMERCIAL KITCHEN, THE SEWAGE WASTE FACILITY, THE CARETAKER'S ACCOMMODATION MEANS THIS DEVELOPMENT IS TO BE A FULL BLOWN COMMERCIAL OPERATION, PERHAPS AS A CARAVAN PARK. WHATEVER THE INTENTIONS, THE 1ST STAGE WILL REQUIRE A SUBSTANTIAL FINANCIAL INVESTMENT - THROUGH TO THE 3RD STAGE, A MASSIVE FINANCIAL INVESTMENT. SUCH INVESTMENTS ARE NOT MADE FOR (QUOTE) "FARM RETREATS". THE GRANITE BELT IS DOTTED WITH SUCH FACILITIES ALREADY, QUITE SIMPLE AND WITH MINIMAL INVESTMENT BUT MORE THAN ADEQUATE.

I HAVE NOTED THAT POTABLE WATER IS TO BE SUPPLIED FOR EACH SITE. I AM REMINDING THE COUNCIL AT THIS POINT THAT TOWN WATER HAS BEEN DENIED TO SOME PERMANENT RESIDENTS OF CAVES RD BECAUSE OF THE INADEQUATE SUPPLY MAIN WHICH IS ONLY A ONE(1) INCH POLY PIPE. IF THIS DEVELOPMENT IS ALLOWED (EVEN FOR THE 1ST STAGE), THEN THE COUNCIL WILL HAVE NO CHOICE BUT TO ALSO ALLOW THOSE PERMANENT RESIDENTS (15 OCCUPIED SITES ON CAVES RD, SPILLER LANE AND FERNVIEW LANE) THE SAME FACILITY/SERVICE. I HAVE NOT INCLUDED MY OWN TWO PROPERTIES ON CAVES ROAD IN THAT NUMBER.

CAVES ROAD IS BY AND LARGE THE QUINTESSENTIAL "QUIET COUNTRY LANE" AS ACKNOWLEDGED BY THE APPLICANTS, AND WHY THIS AREA IS QUITE UNIQUE. HOWEVER THE ONLY BLACK SPOTS ARE, AS IT HAPPENS, IN THE IMMEDIATE VICINITY OF THE PROPOSED DEVELOPMENT. CAVES RD AND OLD CAVES RD MERGE INTO ONE ACCESS/EXIT FROM/TO NEW ENGLAND HIGHWAY WITH ACCESS/EXIT TO HIGH STREET (TO/FROM STANTHORPE) DIRECTLY OPPOSITE WHICH MAKE IT

Southern Downs Regional Council



DOC0258053

DIFFICULT TO NEGOTIATE (NEW ENGLAND HIGHWAY BEING A VER BUSY HIGHWAY). HOWEVER, AFTER ACCESSING CAVES RD AND HEADING WEST, TWO BLACK SPOTS ARE ENCOUNTERED, 1ST IS A BEND WITH A CREST IN THE MIDDLE, PROPERTY ACCESS TO THE RIGHT AND THEN LEFT AND A 2ND BLACK SPOT IS WHERE THE ENTRANCE/EXIT TO THIS DEVELOPMENT WILL BE. THERE HAS BEEN MANY INCIDENTS AT THIS SPOT AND I WOULD THINK THE VIGILANCE OF LOCALS HAS BEEN THE ONLY REASON THERE HAS NOT BEEN A FATALITY THERE, GIVEN THAT THE SECOND BLIND SPOT IMMEDIATELY FOLLOWS THE 1ST BLIND SPOT. IT GOES WITHOUT SAYING THAT THIS SECTION OF CAVES ROAD WOULD BE UNABLE TO CARRY THE TYPE OF TRAFFIC THIS DEVELOPMENT WOULD ATTRACT BEYOND STAGE 1.

I FEEL OBLIGED TO POINT OUT TO COUNCIL THAT A PREVIOUS APPLICATION TO SUBDIVIDE IN THIS AREA WAS DENIED ON ENVIRONMENTAL GROUNDS.

I ALSO FEEL OBLIGED TO MAKE FURTHER COMMENT REGARDING THE PROPOSED TREATMENT PLANT. THE SOIL ALONG THE LENGTH OF FUNKERS GAP CREEK UP TO THE RESIDENCE IN THE APPLICATION IS EXTREMELY PERMEABLE. FUNKERS GAP CREEK RUNS INTO QUART POT CREEK AND ON TO THE SEVERN RIVER. THEREFORE I WOULD EXPECT THAT COUNCIL WOULD SEND IN THERE OWN APPROPRIATE ENGINEERS TO ASSESS THE SUITABILITY, SOIL-WISE, FOR THE PROPOSED SEWERAGE TREATMENT PLANT AS I AM AWARE THAT THIS SOIL CAN BECOME A QUAGMIRE. IT IS A FEATURE OF OUR ENVIRONMENT HERE AND ALWAYS WILL BE. (I HAVE HAD MY TRACTOR ON THIS SITE TO REMOVE A VEHICLE FROM THIS SITUATION).

THE DEVELOPMENT SITE IS BEING WRAPPED IN TINSEL BUT THEN IF YOU HAVE SOMETHING TO SELL, IT IS JUST GOOD BUSINESS TO ENHANCE THE PRODUCT AS MUCH AS POSSIBLE.

I WOULD FURTHER POINT OUT TO COUNCIL THAT PREVIOUS OWNERS OF 214 CAVES RD, NAMELY PETER AND BARBARA POWER, DID NOT PARTICULARLY WANT TO LEAVE THERE AFTER ALMOST 40 YEARS DURING WHICH THEY BUILT-UP A VERY BEAUTIFUL GARDEN. SO AS ONE OPTION THEY ENDEAVOURED TO SUBDIVIDE THE BLOCK (SACRIFICING PART OF THEIR GARDEN). THEY WERE TOLD BLUNTLY, "IF IT INVOLVES A SUBDIVISION, DON'T WASTE YOUR TIME". IT WOULD HAVE BEEN A BETTER OUTCOME THAN THIS PROPOSED DEVELOPMENT BUT OF COURSE, THAT IS MY OPINION.

YOURS FAITHFULLY,

L. P. SPILLER.


18-8-17

P.O. Box 102,
Stanthorpe,
Queensland 4380.
23rd August, 2017.



To :The Assessment Manager,
Southern Downs Regional Council,
P.O. Box 26
Warwick
Q. 4370

From Guiseppa A Lancuba

I have been approached by Louise and Robert Binnion of 214 Caves Road on the subject of using the body of water that sits between my family property of 60 Caves Road, Stanthorpe and their property. They wish to put a pontoon on this dam which is in fact Funkers Gap Creek.

In the first instance I raised no objection because of the nature of their development which I believed to be maybe 2/3 cabins to operate as a 'farmstay' for weekend tourists or similar use.

The reason I am now looking at this development in a different light is due to the fact that I have become aware of the full nature of this development which would perhaps mean more than the casual use by kayakers on this dam. My family property has a large frontage to this dam and as such would make us liable to litigation because of the public liability should somebody come to grief while using this facility. If lifesavers are not safe from action by the people they save from the surf then nobody is safe .

I have since spoken to the applicants to formally withdraw my previous 'no objection's' to the use of the dam in question for such purposes.

I note that at some stage the development is to have a commercial sewerage treatment plant on the site which does not sound compatible with that site for a number of reasons given the nature of the sandy/loamy soil in the area and the fact that Funkers Gap Creek often floods.

I would also like to add that I travel Caves Road itself constantly and would think that the road itself would need an upgrade to handle the

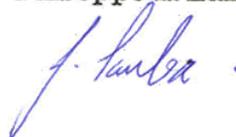
Southern Downs Regional Council



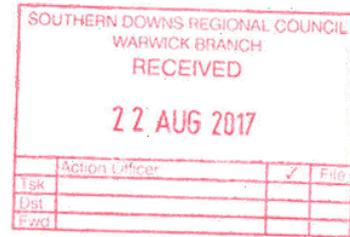
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extra traffic at 214 Caves Road as there are many close calls at that corner.

Giuseppe A Lancuba



216 Caves Road
Stanthorpe
Qld 4380
20 August 2017



The Assessment Manager
Southern Downs Regional Council
PO Box 26
Warwick
Qld 4370

Dear Sir/Madam,

Re: HAVE YOU SAY -Development Permit Application MCU/01866 to
The Southern Downs Regional Council by Rob and Louise Binnion of 214
Caves Road, Stanthorpe.

My name is Donald Alfred Russell. I reside with my wife, Shirlee Margaret Russell at 216 Caves Road, Stanthorpe - next door to the applicants and the property in question. I am retired and have lived at this address for the past twenty-four years. At the time of my retirement I was a senior lecturer having been admitted to the Degree of Bachelor of Arts with a Double Major in Sociology at The Queensland University. I spent many years gaining practical and academic experience in the field in which I was engaged.

SUMMARY

I respectfully object to the proposed development at 214 Caves Road and its being zoned as a Tourist Park and Educational Establishment. In support of this objection, I wish to lodge the following comments -

The zoning of the land in question from Residential to Tourist Park, Educational Establishment (3 stages) on our western boundary is unacceptable to us. This is only a small residential area. On our eastern boundary and also on Caves Road we have the Adventist Church complex. Originally, the Lots 1, 2 and 3 formed their immediate neighbours and now another home has been built next to Lot 1. The impact of a Tourist Park and Education Centre would be out of proportion and adversely affect the value of our property substantially.



DR

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TOURIST PARK

1. The proposed development frontage onto the narrow winding section of Caves Road is unsafe for traffic reasons and potential traffic issues involving caravan/car movement, stopping, parking on the street, associated visitors and the movement of normal through-traffic. It would endanger motorists generally including people negotiating vehicles in and out of the proposed development adjoining properties.

2. The scale and design cannot be justified as compatible with the surrounding neighbourhood because of the inadequate water supply and other environmental problems.

3. The commercial activity would appear to be an all hours operation (24/7).

4. The development has its own natural sloping surface drainage down to Funkers Gap Creek and the proposed effluent disposal for travellers would affect the underground water as well. I suggest that there is little control over what chemicals, pharmaceuticals etc., flow from such dumping of effluent from travellers' caravans and mobile homes.

5. The application concerning this development alludes to a number of educational and other areas where it is in accord with the objectives and values of the SDRC in terms of the Southern Downs Planning Scheme. These statements have the appearance being achievable and doing what is, as stated, fulfilling the objectives and aligning with the values of the SDRC but the promises lie unsupported without evidence of qualifications and ability. The Proposed Staff section is of little help their also e.g. 'Occasional guest speakers'.

Being a business venture the future ownership of the property is far from certain. Should the application be successful I suggest that now and in the future we would have to make compromises for someone else's financial gain. We have resided here for twenty-four years in retirement and the area has been virtually crime free in that period. We ask to live here peacefully in the neighbourhood environment we have and value - a life style we enjoy and have enjoyed for over two decades with our previous neighbours before the recent arrival of the applicants in this matter. I would never have chosen to live beside a Tourist Park/caravan park and if the proposal is approved, it would involve a shift for us or, unable to sell, having to remain living in the unwanted and changed environment. Our home and the subsequent improvements didn't come cheaply and at the moment it maintains a reasonable value in a residential market. So when the time comes, we stand a chance, with

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the present zoning and that of our neighbours, of being able to move to something suitable for the octogenarians that we are now.

Re. 1. (above) For years now I have been concerned about the safety of the 'S' bend, incorporating a crest and narrow roadway at our front gates. On some occasions I have seen the tracks on the applicants' footpath area where a vehicle has failed to remain on the roadway taking the bend. I have assisted a motor cycle rider who failed to make it safely around the bend in front of the applicant's front gate and crash onto the roadway in front of our residence. He was okay but he was unable, alone, to right the heavy motor cycle he had been riding. I have been forced from the roadway to avoid an oncoming vehicle over the crest in front of our place. I have had our street number post and an adjacent guide post flattened by a motorist who was unable to make the bend in front of the applicants' place and who ended up in the table drain beside our front entrance.

SOME OTHER HAZARDOUS ISSUES

In short, the 'S' bend in front of our residences is dangerous. The road is virtually a single lane road with no line markings - perhaps because of the narrowness. There is no street lighting and the lines of sight are inadequate when approaching or negotiating the 'S' bend which is adjacent to the proposed development. It appears that any car/caravan/mobile home merely travelling through the 'S' bend, stopping, parking etc., is at risk from some other oncoming driver, unfamiliar with the road, maintaining the speed limit. Similarly, any through-vehicle approaching or passing a stopping or parked vehicle in this section of roadway would be at risk. As the roadway stands now, newcomers would be at risk negotiating arrival and departure. Perhaps a reduced speed is incapable of eradicating the danger as the view of an approaching vehicle on both bends is restricted with little room for escape and unforgiving granite present in places. Vide attached images.

Re 3. (above) At night and/or in poor visibility periods such as storm or fog, the danger would be exacerbated. It is clear that the situation is an accident waiting to happen given the proposed circumstances. In the likely event of a serious accident, litigation is probable over failing to provide a safe approach to the property and the duty of care is an onus. I am aware of other people who have expressed similar views about the inherent danger in this section of the roadway on Caves Road. A serious upgrade of the existing roadway would be necessary to provide safe access/exit to/from the development.

In addition, there is a perilous crossing for slow moving vehicular traffic where Old Caves Road and Caves Road meet with the entry to the bypass

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on The New England Highway. Travelling over this intersection is not to be taken lightly even with a single vehicle driven by a local person familiar with it. Recently on returning home, we were diverted away from that intersection by Police attending a multi-vehicle incident. We had to travel through Stanthorpe and enter the other end of Caves Road.

I refer to the Council's Good Design for Caravan Parks and relocatable Home Parks issued by the Queensland Department of LOCAL GOVERNMENT & PLANNING incorporating RURAL COMMUNITIES. At 2.2 on Page 5, External Roads and Movement (in part) -

"OBJECTIVES :

- The establishment of residential parks does not compromise human safety or cause undue disruption to the flow of traffic.
- Pedestrian and bicycle access ensures the best possible integration of park residents with the surrounding community.

PERFORMANCE CRITERIA:

P1 The location of vehicular entrance/exit points provides adequate lines of sight to ensure safe access to and from the park.

P2 Residential Parks have convenient and safe access to the public road system.

P3 Residential parks are located on a road system which has the capacity to accommodate increases in traffic volumes generated by present and future development (this could mean the road system has to be upgraded).

ACCEPTABLE SOLUTIONS.....

A sealed road that accommodates anticipated traffic volumes and is consistent with existing road alignment and stopping distances, as specified in Section 2.14 of 'Queensland Streets' satisfies performance criteria P1 to P3.

Developers may be asked to upgrade roads where their development causes increased traffic volumes over and above the capacity of the present road system."

Re 2.(above) Over the years, people who have built family homes in our area have been refused water by the Council because of the small 1" (1.25" outside diameter) water main then and now supplying the earlier Caves Road residents with water. (Please see attached image of where the main surfaces at our front fence and goes on to service the proposed development at No. 214.) I understand that this policy has over-ridden new owners' offers to install the piping at their own expense. The Tourist Park which is described in the application as 'just a small host

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farm retreat' would comprise multiple cabins, an amenities building with four en suite bathrooms and laundry, individual sites accommodating campers, caravans/mobile homes plus a caretakers residence and a commercial kitchen is akin to a not so small settlement and much more demanding than a residence with two people living there.

In the application, it is submitted,

"An adequate supply of potable water is provided through the town water supply that is suitable for drinking, cooking, kitchen sinks and personal hygiene (showers, baths, hand basins). Water supply standpipes will be provided within 10m of any site within the impervious paved area graded to a central drainage inlet which is connected to a sewerage or draining system."

How could this be just, if the applied for Tourist Park/Education Establishment permit was granted with access to town water via the meagre existing water main?

At 2.3 on Page 6 of the above mentioned Council's guidelines - OTHER ENGINEERING SERVICES OUTSIDE THE PARK OBJECTIVE

- Adequate capacity should exist in pedestrian/cycle ways and water supply and sewerage services to accommodate the needs of the residential park and surrounding community.

PERFORMANCE CRITERIA

P1 Developers bear the cost of upgrading footpaths, cycleways, water supply, sewerage and electrical systems, where increased usage generated from their development impacts on the existing network.

I suggest that the water supply would not be adequate and it is a matter for consideration as to how the demand would affect us and other residents in so far as water pressure is concerned. I believe a larger water main would have to be installed and others who have been without town water for so long should be treated equally.

Re 4. (above) We have only a small amount of wildlife in our paddocks and increased pressure by numbers of people within the area would hardly be in the interests of any resident animals. The bypass which is close to us, is not helpful with the road-kill and noise. I would be able to count on the fingers of one hand the kangaroos I have seen in the area in recent times. One was wounded with what I believed was a broken leg, probably from the bypass traffic when I unintentionally startled it near our boundary with Lancubas. It jumped into Lancuba's Dam and perished beneath the water. A Home Sewerage Treatment Plant to receive the dumping of accumulated waste/effluent from caravans etc., would not be in the interests of our environment. This is leaching country with



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underground water, the contamination of which has to be affected and Funkers Gap Creek which subsequently flows into Quart Pot Creek is nearby. The increase in pressure on the drainage would be considerable. In times after rain and afterwards, the seepage is close to the surface. I am aware of an incident some years back, where a tree-loppers truck, sometime after a normal rain period and when the surface appeared dry, attempted to travel just outside the house fence line of the residence now owned by the applicants. The truck broke through the surface crust and became hopelessly bogged in the bottomless saturated sub-soil/decomposed granite. A tractor had to be employed to extricate the truck from the situation. Dumped waste from the visitors would be better deposited in the already available town sewerage system and treated accordingly. Also it appears that there could be an escalation in numbers of people residing in tents, caravans, mobile homes, cabins, relocatable homes over time in a Tourist Park and that would mean more pressure on the environment. Once a precedent is set, what limits do we have?

The Southern Downs planning Scheme in its Strategic Vision provides, "In the year 2040 the Southern Downs will be a great place to live - ".....The unique characteristics of each of our small towns and villages will be promoted....." Caves Road is noted for now being a unique characteristic of Stanthorpe. This uniqueness will not be promoted by the presence of a Tourist Park.

Re 5. (above) EDUCATIONAL ESTABLISHMENT

Definition : Column 2 - Premises used for training and instruction designed to impart knowledge and develop skills. The use may include outside hours school care for students or on-site student accommodation.

Examples include: Column 3 - Preparatory, preparatory primary school, secondary school, special education, college, university, technical institute, outdoor education.

It appears that the definition is aimed at formal schooling. I would submit that this and like applications need to be closely monitored and only highly qualified applicants should be considered where the credibility of a formal education system is attributed by attaining the title of Education Establishment. In this application there is no mention of control over what is being taught - no mention of accreditation with any formal accepted institution - no mention of quality assurance by such a body, say, as the QCCA (Queensland Curriculum & Assessment Authority). The proposed Education Establishment appears to have no such controls over quality and standards.

DAK

7.

Qualifications of Applicant.

I would respectfully suggest that an applicant would have to provide evidence of where and how knowledge and developing of skills are to be implemented. Formal evidence of qualifications/expertise, training gained, background, teaching experience, curriculum development, published articles by the applicant and testimonials should be presented to assess whether or not an applicant is competent to conduct an Educational Establishment. Similarly, scrutiny should be given to guest speakers. Where sensitive areas are listed in an application, close scrutiny should be applied as these are areas one would associate with professionals - e.g. qualified educationalists, psychologists, doctors etc. In the light of the statements given, these are serious matters.

This proposal falls short of an acceptable education provider in the spirit of our educational system. Stanthorpe is not lacking in this regard. On the other side of our property we have the former Stanthorpe Adventist Primary School. The school is no longer operating but the church is. It is now principally functioning in its church role. Its large building is the subject of pride and the institution enjoys a fine reputation. I am sure it fills a role still as an educational establishment for its faithful congregation.

Also as information pertaining to this application, I submit that in the Council's 'Guidelines on Good Design for Caravan Parks.....' at 2 on Page 3 in Performance Criteria at P1 it provides 'Residential parks are not situated on land subject to flooding. I am attaching four images of photos (8 to 11) I took some years back of Funkers Gap Creek in flood affecting the property, the subject of this application. This occurred in wet weather causing dams to burst along the creek above our location. Another image (12) I took at the time is of the Funkers Gap creek crossing on Caves Road. In this photo one can see that the image was taken after the peak of the flooding by the debris on the roadway.

These are matters which I respectfully bring to the Council's attention in the hope that you will give my submissions favourable consideration regarding the application in question and not permit 214 Caves Road to be zoned a Tourist Park and Education Establishment.

Yours faithfully,


Donald Russell.


Shirlee Russell.



① MOST NORTHERN GATE TO THE PROPOSED DEVELOPMENT

1.



A.S.

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Version: 1, Version Date: 22/08/2017

③ LOOKING EAST TO THE CREST

3.

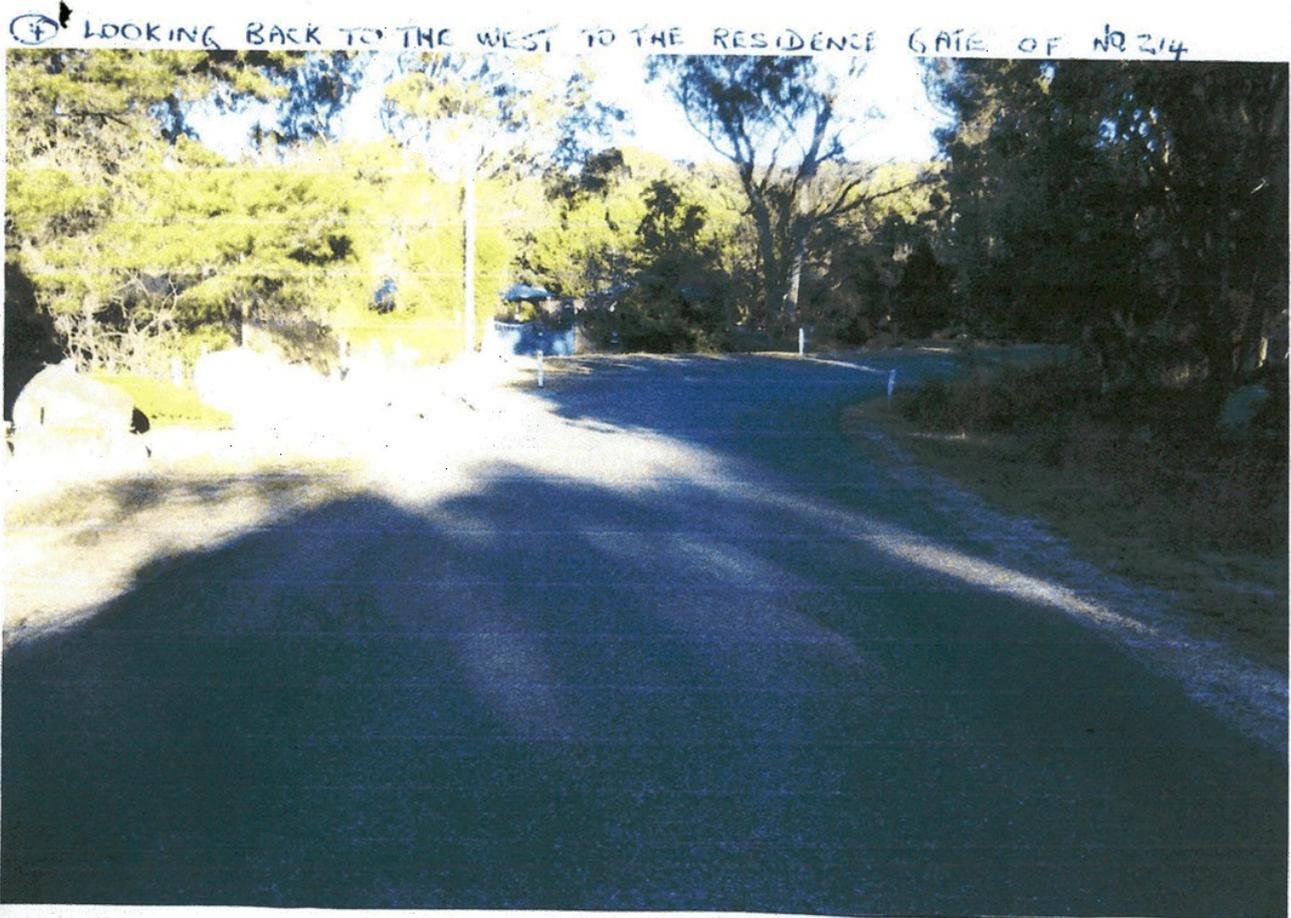


② FROM OPPOSITE ① LOOKING S.E. TO A BEND IN THE ROADWAY

2.



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Version: 1, Version Date: 22/03/2017



4.

[Handwritten signature]

⑤ LOOKING N.W. FROM THE OTHER SIDE OF CREST

5.



⑥ FROM SAME POSITION AT ⑤ LOOKING AT BEND TO S.E

6.



THE MAIN WATER SUPPLY PIPE TO THE PROPOSED DEVELOPMENT



7.

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8.



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L.B.

9.



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10.



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Version: 1, Version Date: 22/08/2017

A.H.A.

11.



Document Set ID: 2783339
Version: 1, Version Date: 22/08/2017

A.H.G.

12.



Document Set ID: 2783339
Version: 1, Version Date: 22/08/2017

A.A.R.

12.7 Material Change of Use - Anne & Paul Blaxland, 298 Brown Gully Road, Sugarloaf

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Planning Officer | ECM Function No/s: MCU\01872 |

| | |
|-----------------------------|---|
| APPLICANT: | Anne B Blaxland and Paul R Blaxland |
| OWNER: | Anne B Blaxland and Paul R Blaxland |
| ADDRESS: | 298 Brown Gully Road, Sugarloaf |
| RPD: | Lot 1477 B3413, Parish of Folkestone, County of Bentick |
| ZONE: | Rural - Granite Belt |
| PROPOSAL: | Animal keeping (Breeding Kennel – Up to 35 Dogs) |
| LEVEL OF ASSESSMENT: | Impact |
| SUBMITTERS: | Yes – One (1) Objection to the Proposal |
| REFERRALS: | Nil |
| FILE NUMBER: | MCU\01872 |

Recommendation Summary

THAT the application for a material change of use for the purpose of Animal Keeping (up to 35 Breeding Dogs) on land at 298 Brown Gully Road, Sugarloaf, described as Lot 1477 B3413, Parish of Folkestone, County of Bentick, be approved subject to conditions.

Report



The subject land is 16.2 hectares contains an existing dwelling and several sheds, it has frontage to Brown Gully Road, a gravel constructed road.

The applicant proposes to keep up to thirty-five (35) dogs on the subject land for breeding purposes; the applicant also proposes that the development will be in two stages. The applicant describes the proposed business as “breeding quality puppies for pets, to be sold over the internet”.

The applicants states that the facility will be comprised of five (5) runs (14 metres wide and 30 metres long) with pre-existing vegetation for shading. Stage one will consist of three (3) runs and three (3) whelping areas and the waste disposal pit, this will cater for seventeen (17) breeding dogs. Each run will have a portable kennel 1.1 metres wide and 1.2 metres long and 1 metre high, the kennels will be 150 millimetres above ground level, as the kennels are portable they will be able to be relocated if required.

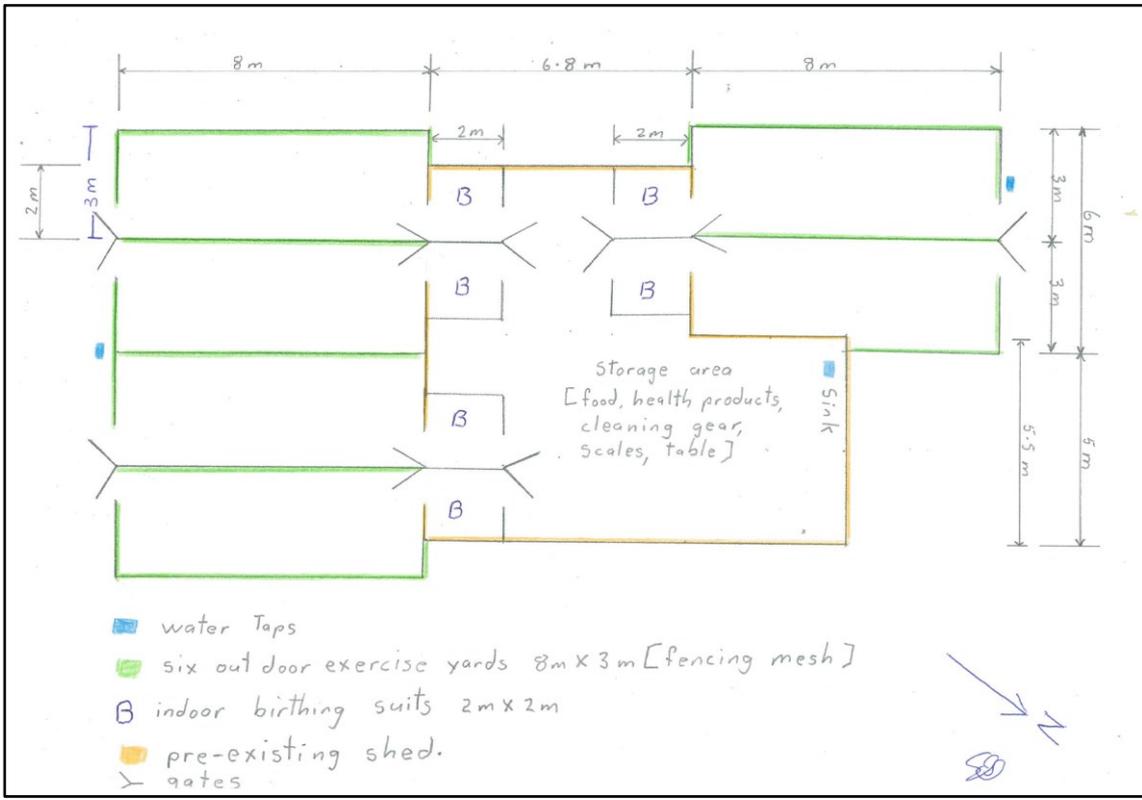
Stage two will consist of the final three whelping areas and two more runs, the completed facility will have an area of 2244 square metres for the dogs to exercise in.

An existing shed will be used for whelping and weaner housing. This shed is constructed with corrugated iron, roofing and walls.

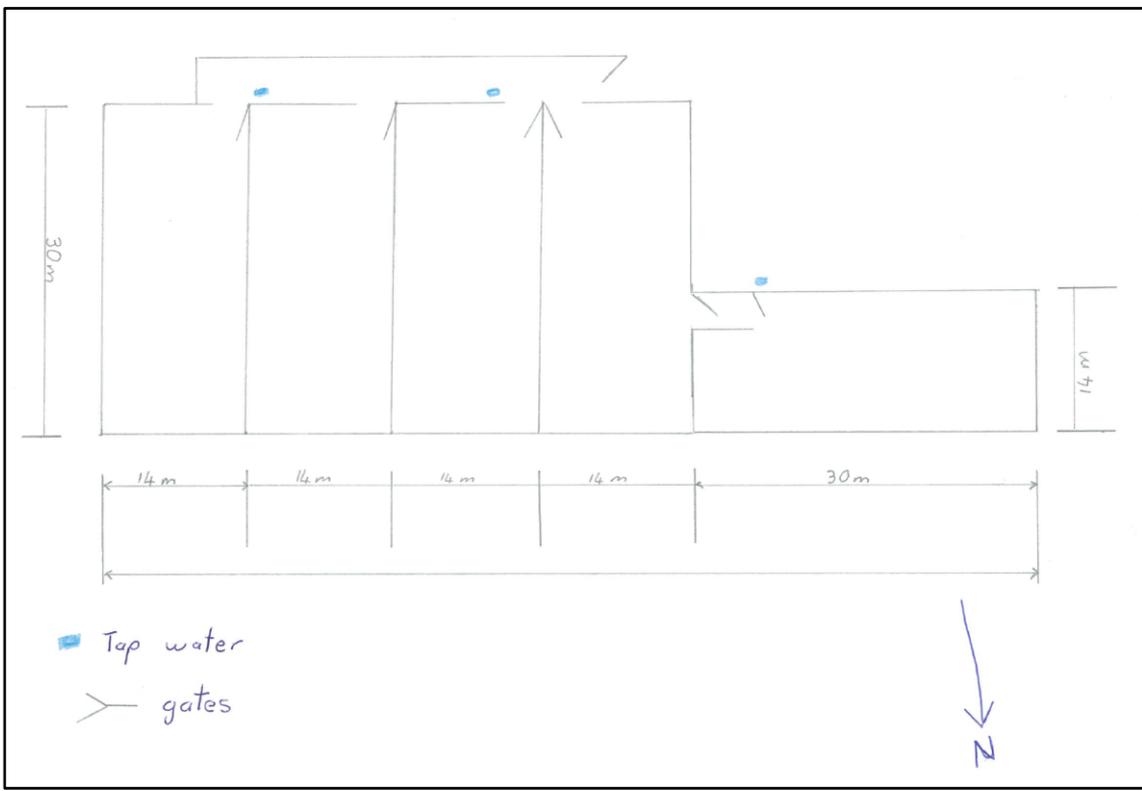
Site Plan



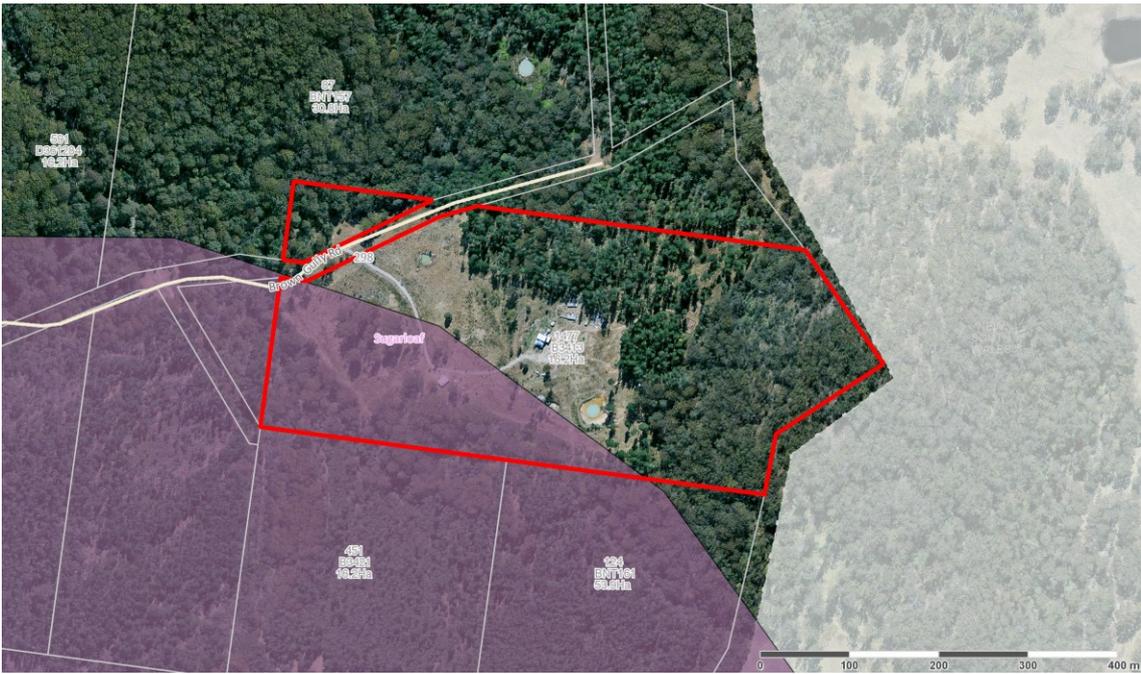
Applicants Plan 1



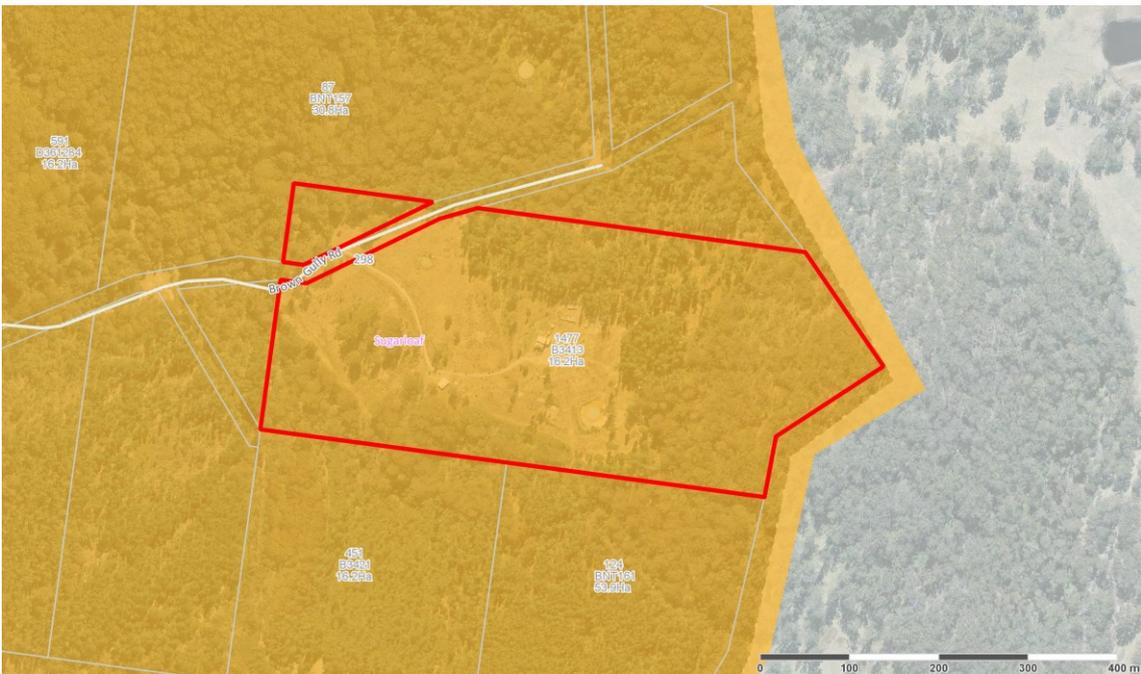
Applicants Plan 2



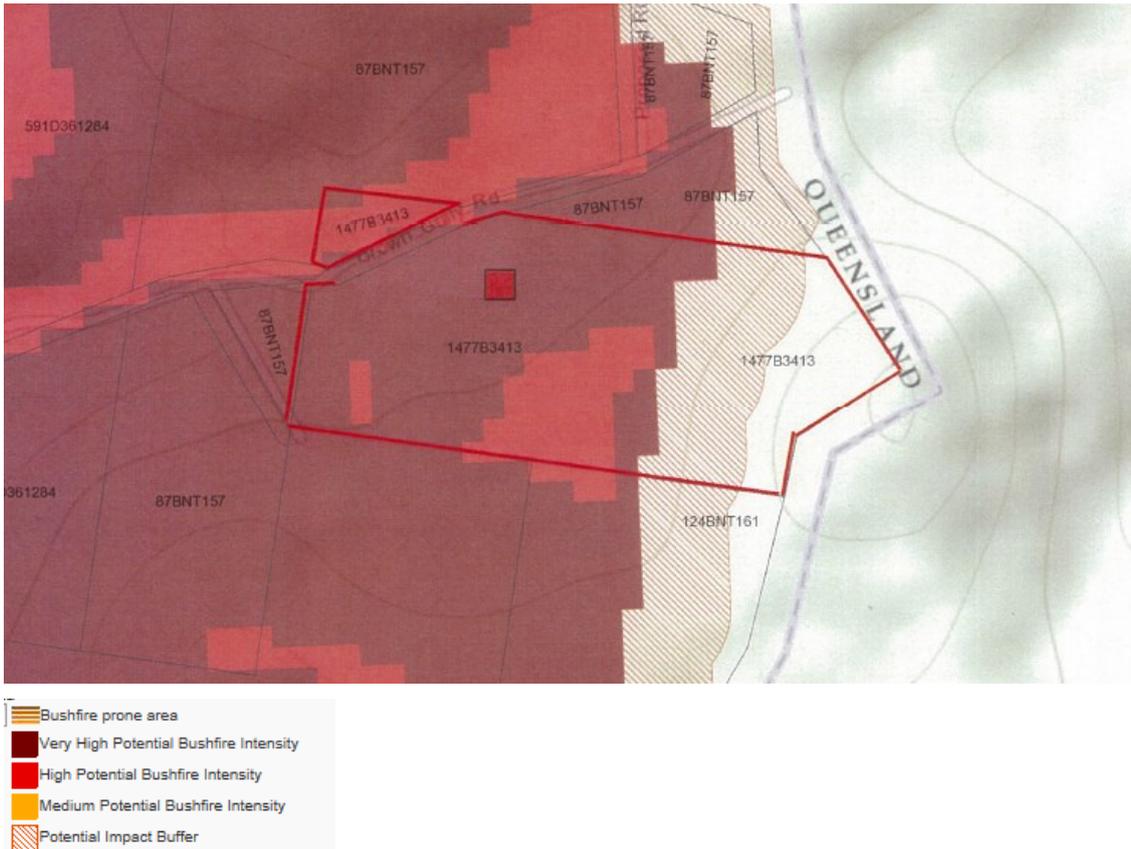
Extractive Industry Buffer (Mining Lease)



Bushfire Hazard



Bushfire Intensity



Referral

The application did not require referral to the Department of Infrastructure, Local Government and Planning.

Submissions

The proposed development was publicly advertised from the 14 August 2017 to 1 September 2017. During this time there was one submissions received. The submitter's concern and Council's response is below:

Submitter's Concern

There is concern about the noise and smell cause by the large number of dogs.

Council's Response

The owners of the subject property reside within an existing dwelling and will be the managers of the facility. By having the operators living on-site, should dogs bark excessively, the operators are able to address the situation of barking dogs immediately by removing the dog to a different area, away from other dogs or by introducing a Barking Collar as a measure to reduce excessive barking.

The disposal of dog manure and the sawdust bedding used will be disposed of on-site in an area east of the birthing suite. While the exact location is not identified on the proposals plans, the applicant has confirmed the location which is approximately 70m away from the southern boundary, approximately 200m from the western boundary, 175m from the northern boundary and approximately 360m from the eastern boundary. These are considered reasonable setbacks from boundaries. The proposed development is considered to comply with the Southern Downs

Regional Planning Scheme and Conditions are imposed on the development to reduce potential impacts from noise and smell.

Submitter's Concern

If the dogs were to run away, we're concerned that they could cause harm to people on adjoining properties.

Council's Comment

As part of the development proposal, the Dogs on-site are to be kept within an enclosure that is fully fenced at all times. While Council cannot guarantee that a Dog will never escape, conditions have been imposed on the development to reduce dogs from escaping. The applicant has also advised that they intend on having an electric fence around the bottom edge of the fence which will assist in prohibiting the dogs from digging. In addition, like all dog owners there is a responsibility to uphold all of the Local Law requirements and the Animal Management (Cats and Dogs) Act 2008 requirements when managing animals.

Assessment against the Planning Scheme

This application required assessment against the following codes:

- Rural Zone Code
- Animal Keeping Code
- Carparking and loading code
- Landscaping code
- Outdoor lighting code
- Physical infrastructure code
- Bushfire Hazard Overlay Code
- Extractive resources overlay code

Rural Zone Code

PO5 - *There are no significant adverse impacts on public health and safety with regard to:*

(a) the siting scale and design of buildings or other works;

(b) waste water disposal;

(c) the permanent or temporary occupation of or access to areas subject to natural hazards.

There is not acceptable outcome and therefore justification against the performance outcome is required. The disposal of dog manure and the sawdust bedding used will be disposed of on-site in an area east of the birthing suite. The location of the disposal area is considered reasonable setback from boundaries. The subject property is identified as a bushfire hazard and therefore a condition should be imposed for a rain water tank to be provided for firefighting purpose. The site contains existing vegetation that is being retained as part of the proposal, creating a visual screen from adjoining properties and therefore compliance with the performance outcome is considered to be achieved.

Animal Keeping Code

PO1 - *The physical characteristics of the land are suitable for use.*

The subject property is affected by a bushfire hazard area and the topography of the site is greater than 5%, therefore justification against the performance outcome is required. As mentioned above, a condition should be imposed for a rain water tank to be provided on-site for firefighting purposes. The area where the dog runs are to be located is on a downward slope however, the only structures within the dogs runs are kennels that can be transported around the allocated dog area. The applicant is going to utilise an existing shed on-site and therefore the development is considered to comply with the performance outcome in that the land is suitable for the proposed

use. In addition, there will be no customers visiting the site where topography could be issue, with the owners of the property living on-site and operating the facility.

PO2 - The site is accessed via a road that is of a standard to adequately cater for the traffic generated by the use without causing traffic hazards, damage to the road or dust nuisance to persons or property not connected with the use. Sealed roads

The acceptable outcome requires for the proposal to have access to a sealed constructed road and Brown Gully Road is only of a gravel standard and therefore justification against the performance outcome is required. The applicant has indicated that there will be no customers/visitors to the subject property, with all puppies sold being delivered to their destination. The operators of the facility also live on-site and are therefore aware of the road conditions during rain events etc. Brown Gully Road is a 'no through' road and therefore generally has limited traffic. Majority of the allotments that have frontage to Brown Gully Road are heavily vegetation which will restrict dust from the road travelling long distances. There is a dwelling located at No. 168 Brown Gully Road that has cleared vegetation along the road but this dwelling house is setback approximately 130m which is considered a sufficient setback to mitigate impacts from a gravel road. The development is considered to comply with the performance outcome of the Code.

PO5 - Noise impacts from dogs and cats are minimised.

For kennels and catteries -animals are kept in enclosures at all times and between the hours of 6 pm and 7 am are kept inside buildings constructed of approved sound attenuating materials.

The development proposes to have dog run areas and within those dog run areas is a kennel that all dogs share. The applicant is choosing to use this approach as a method to reduce noise etc. as they feel the animals will be less likely to bark if they share the same quarters rather than having each dog within a separate enclosure. In this instance, the arrangement is considered acceptable. However, conditions should be imposed for additional measure, such as constructing an acoustically designed building should complaints be received regarding noise. The kennels provided do have an option to be shut at night but have not been acoustically designed. With the imposition of conditions, the development is considered to achieve compliance with the performance outcome of the Code.

PO6 - Impacts on the environment are minimised. A management plan is established that identifies and manages potential for health and amenity hazards such as vermin and other pests, animal waste, waste water and other odour sources.

The applicant has provided details about how they will manage the facility with the lodgement of the application but this is not in the form of a management plan. Condition can be imposed around the management of the facility to avoid the need for a management plan. With conditions imposed, the development is considered to comply with the performance outcome of the Code.

PO8 - The use is serviced with appropriate infrastructure.

Waste disposal facilities are of adequate size to provide for the amount of waste generated on the site, and situated only where there is no risk of contaminating ground water or surface water.

The applicant has provided a waste disposal area that is of a suitable size to cater for the development and it is located within an area of the subject property that provides suitable separation distances from common boundaries to reduce impacts on adjoining properties. Although limited details have been provided by the applicant, conditions can be imposed to reduce the risk of contaminated grey water leaving the site. With conditions the development is considered to achieve compliance with the Code.

Bushfire Hazard Overlay Code

PO3 - Any proposed use does not compromise the safety of people or property from bushfire.

The applicant is locating the dog runs areas within a section of the site that is already clear of vegetation. The operators of the facility also live on the property and will be using an existing building on-site. Therefore the development is not considered to compromise the safety of people or property on-site to what already exists. The applicant has indicated that they have a suitable trailer on-site that can cater for all thirty-five (35) dogs, should evacuation need to occur. A condition should be imposed for a rain water tank to be provided at the Birthing Suite to be dedicated for firefighting purposes. With conditions imposed on the development, compliance with the Code is achieved.

Extractive Resource Overlay Code

There is section of the extractive industries overlay over the subject property as shown above. This development is on the outer parameters and therefore is not considered to be impact by the extractive industry. The development is compliant with the Code.

Car Parking and Loading Code

The code does not specify a car parking rate and therefore it is to be determined by Council. The applicant has indicated that they will not have visitors/customers at the subject property with all puppies being delivered to the purchaser. For this reason, it is considered reasonable that a parking space be provided on-site for the deliveries of good only i.e. Dog food, sawdust for the birthing suite etc. A condition should be imposed for one (1) parking space to be provided and for an all-weather driveway to be constructed. With conditions imposed, the development can achieve compliance with the performance outcome.

Infrastructure Charges

The use of Animal Keeping (up to 35 Breeding Dogs) is not identified as a category that endures infrastructure charges as per the Adopted Infrastructure Charges Resolution (No. 2) 2015. Therefore infrastructure charges are not applicable in this instance.

Statement of reasons

1. Reasons for the decision

Notwithstanding the details that have been provided, not all benchmarks have been complied with, but by imposing conditions, compliance with the Southern Downs Regional Planning Scheme is achieved.

2. Assessment benchmarks

The following are the benchmarks applying for this development:

| Benchmarks applying for the development |
|---|
| The following codes of the Southern Downs Planning Scheme: <ul style="list-style-type: none">- 6.2.10 Rural zone code- 8.2.3 Bushfire hazard overlay code- 8.2.4 Extractive resources overlay code- 9.3.1 Animal keeping code- 9.4.1 Advertising devices code- 9.4.2 Carparking and loading code- 9.4.4 Landscaping code- 9.4.6 Outdoor lighting Code- 9.4.7 Physical infrastructure code |

3. Compliance with benchmarks

It has been adequately demonstrated that the proposed development complies with all relevant benchmarks specified above.

Options

THAT Council:

1. Adopt the officer's recommendation.
2. Adopt an alternative recommendation.
3. Refuse the application with reasons.

Recommendation

THAT the application for a material change of use for the purpose of Animal Keeping (up to 35 Breeding Dogs) on land at 298 Brown Gully Road, Sugarloaf, described as Lot 1477 B3413, Parish of Folkestone, County of Bentick, be approved subject to conditions.

Schedule 1 - Southern Downs Regional Council Conditions

Approved Plans

1. The development of the site is to be generally in accordance with the following proposal plans submitted with the application, and subject to the final development being amended in accordance with the conditions of this approval.

| Plan Name | Plan No. | Date |
|--|----------|--|
| Site Plan of 298 Brown Gully Road, Sugarloaf | - | 18 July 2017 |
| Birthing Suite Floor Plan and Storage Area | - | 18 July 2017 Received by Council |
| Dog Run Layout | - | Received by Council |

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

Staging

3. The development may proceed in stages, provided that any road access and infrastructure services required to service a particular stage are constructed with that stage. Unless otherwise expressly stated, the conditions must be read as being applicable to all stages.
4. The stages are approved as follows:
 - Stage 1: Seventeen (17) Breeding Dogs, three (3) Dog Runs, three (3) indoor birthing suites and a waste disposal pit.
 - Stage 2: eighteen (18) Breeding Dogs, Construction of two (2) Dog Runs and the Construction of three (3) indoor birthing suites.

Stage 1 must be completed prior to Stage 2.

Land Use and Planning Controls

5. This approval allows for the use of the site for Animal Keeping (up to 35 Breeding Dogs).
6. No more than thirty-five (35) adult dogs (i.e. dogs over the age of three (3) months) are to be kept at the Breeding kennels, or on the subject land.
7. There must be no more than seven (7) dogs allocated to each Dog Run.
8. The Dog Runs are to be constructed in a way where dogs cannot escape (dog proof fencing).
9. Animal housing areas must be provided with ventilation which is sufficient to maintain the health of animals, whilst minimising undue draughts, odours and moisture condensation.
10. All kennels are to provide protection from rain and wind, direct sunlight, extreme temperatures or other adverse weather conditions, and must be provided with a clean and dry dedicated sleeping area
11. Any dog or puppy sold or given away must be microchipped prior to delivery or pick-up. This is regardless of the dog or puppies destination.
12. This approval does not allow for the use of the site for boarding kennels.
13. No customers or potential customers are to attend the site. Dogs are to be delivered to their

buyers.

14. All dogs over three months of age must be registered under the Animal Management (Cats and Dogs) Act 2008.
15. Prior to the commencement of the use, provide Council the details of the Breeders Identification Number (BIN) provided by the Department of Agriculture and Fisheries.
16. If complaints are received (which in the opinion of an authorised officer are not frivolous, vexatious nor based on mistaken belief) about dogs barking whilst located in the kennels and runs, the following measures may need to be implemented:
 - structural changes to the design of the kennels and runs; and/or
 - keeping the Dogs in an acoustically design building between the hours of 6pm and 7am.

The structural changes and building are to be acoustically designed and submitted to the Manager of Environmental Services for approval prior to construction.

17. The material change of use the subject of this development permit must be completed within a period of 6 years starting the day this development permit takes effect. The development permit will lapse in respect of each aspect of the material change of use that has not been completed within this period.

Amenity and Environmental Controls

18. A 0.5m High bund wall is to be provided at the north/northwest/northeast boundaries of the dogs runs to reduce dog mature from existing the fenced enclosures. If required suitable holding ponds may be required at either end of the bund wall to assist in capturing any runoff during heavy rain events. If this methods cannot be undertaken in such a way to not cause environmental nuisance or environmental harm, alternative disposal methods must be implemented.
19. Noise levels emitted from the premises must not exceed 5dB(A) above the background noise levels in the locality when measured at any boundary of the property. If barking collars or similar devices are used to control barking, the devices are to be regularly maintained and kept in working order (i.e. batteries charged). If the barking collars are insufficient, then the problem animal is to be kept in a suitable noise attenuated enclosure.
20. All buildings, enclosures and other structures and areas used in the animal keeping must be constructed, maintained and operated in such a manner as to provide for the effective control of flies, rodents, pests, weeds and odour, or other deleterious matter or thing.
21. Manure pits must have sufficient capacity to compost all faecal matter produced onsite. The manure pit must be constructed so that it has a 0.5 metre high bund wall to prevent stormwater entering the area.
22. All faecal waste, including absorbent material in the kennels, is to be collected daily and disposed of in the manure pit on-site, provided the manure pit is appropriately maintained and do not cause can odour issue. If odour complaints are received (which in the opinion of an authorised person is not frivolous, vexatious nor based on mistaken belief) alternative disposal methods will need to be submitted and approved by the Director of Planning, Environment and Corporate Services.
23. Dog food is to be stored in a vermin proof receptacle.
24. All wastes are to be suitably collected and disposed of so as not to adversely impact on the environment.
25. The cleaning of the kennels and the birthing suite must be carried out in an area where wastewater can be suitably managed so as not to cause contaminants to release into waterways or overland flow paths.
26. Advertising Devices relating to the Breeding Kennel may **only** be erected on the subject land, i.e. Lot 1477 B3413. The location, size, type and content of any advertising sign or

device located on the land is to be compatible with the rural character of the surrounding area. No advertising signs or devices are to be located on any other land, unless all applicable approvals are obtained under the Planning Scheme and the relevant local laws. No advertising signs or devices are to be located within the road reserve.

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

Fencing, Landscaping and Buffers

28. The existing vegetation surrounding the dwelling and kennels is to be retained to provide buffering to the adjoining properties.

Car Parking and Vehicle Access

29. At least one (1) car parking spaces are to be provided on site. The car parking space is to of a sufficient size to cater for deliveries.
30. The carpark may remain grass, provided it is appropriately maintained and does not cause a dust nuisance. If complaints are received (which in the opinion of an authorised person is not frivolous, vexatious nor based on mistaken belief) or the vehicle entrance and driveway become eroded with material becoming deposited outside of the site or potholes form that would increase noise associated with vehicle movements, the carpark shall be sealed to Council's standards.

Stormwater

31. Stormwater must be diverted around and prevented from entering the kennels and runs to limit the risk of stormwater becoming contaminated.

Water Supply and Waste water

32. Prior to the commencement of the use, a report demonstrating that adequate provision has been made for the supply of water, is to be submitted to and approved by the Director Planning, Environment and Corporate Services. If water is to be supplied for the development from a spring/bore/dam on the site, written advice must be supplied from the Department of Natural Resources and Mines that water may be lawfully supplied from that source. A water supply is to be provided in accordance with the approved report.
33. A rainwater tank is to be connected to the Birthing Suite structure and must be provided with standard rural fire brigade fittings that are fitted to the tank outlet for access by rural fire services vehicles.

Advisory Notes

- (i) Unless otherwise stated, all conditions of this approval are to be complied with to the satisfaction of the Director Planning, Environment and Corporate Services, prior to the use commencing, and then compliance maintained at all times while the use continues.
- (ii) Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the *Planning Act 2016* and would have to comply with the requirements of the Planning Scheme.
- (iii) It is encouraged that you arrange for a free compliance inspection to be carried out prior to the use commencing. This will involve a physical inspection of the premises along with an internal audit of Council's records. Written advice will be provided for your records advising if compliance with the conditions has been achieved.
- (iv) The General Environmental Duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles dust, ash, fumes, light, odour or smoke, beyond the boundaries of the property during all stages of the development including earthworks, construction and operation.
- (v) Any storage of flammable and/or combustible liquids must comply with the minor storage provision of Australian Standard AS1940 *The Storage and Handling of Flammable and*

Combustible Liquids.

- (vi) Council will not be sealing Brown Gully Road.
- (vii) **If Building Approval is to be obtained** in accordance with the *Planning Act 2016* for the proposed building work. The building application must be submitted to a Building Certifier with the appropriate **forms, plans and fees** associated with this application. The building plans are to accord with the plans approved in this approval. The building is to be constructed in accordance with the Building Approval prior to the commencement of the use. **A Form 21 (Final Inspection Certificate)/ must be issued for the building works prior to the use commencing.**
- (viii) No clearing of remnant vegetation or regulated regrowth vegetation is to occur under this approval. A Development Permit for Operational Works must be obtained from the Department of Infrastructure, Local Government and Planning for the clearing of any remnant vegetation, unless exempt under Schedule 21 of the *Planning Regulation 2017*.

Aboriginal Cultural Heritage

- (ix) All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the “cultural heritage duty of care”). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from www.datsima.qld.gov.au

Attachments

- 1. Submission [View](#)

From: Viera Stafurikova [mailto:vierast@gmail.com]
Sent: Wednesday, 23 August 2017 10:10 PM
To: General Enquiries
Subject: Fwd: Dog Breeding Kennels

----- Forwarded message -----
From: "Jerry Stafurik" <jerry@jerryau.net>
Date: 23 Aug 2017 10:05 pm
Subject: Dog Breeding Kennels
To: "Karky" <vierast@gmail.com>
Cc: <jozefstafurik@yahoo.com>

Dear Southern Downs Regional Council,

We were recently notified by our neighbour at 298 Brown Gully Rd, Sugarloaf (Lot 1477 on 133413) about establishing a dog breeding facility on their property.

Development application reference: TC/MCU/01872.

We use our property as a getaway from the busy and noisy life in Brisbane. Therefore, we are concerned about the noise and smell from the dogs. Also, if the dogs were to run away, we're concerned that they could cause harm to our small grand kids.

Although we only visit our property occasionally at the moment, we are planning on building a weekend house there, and spend more time on the property with our kids/grand kids. This would mean that every time we visit the property to get away from the daily noise, we would be faced with the noise and smell caused by the large number of dogs.

We would like to remain good neighbours with Paul and Anne Blaxland, but due to our concerns we don't agree with the dog breeding kennels being built next to our property.

Thank you,
Viera and Jaroslav Stafurik
Lot 591 on D 361284, Lot 87 on BNT 157

12.8 Request for Negotiated Decision: New Hope Property Limited, 203A Wood Street, Warwick

Document Information

| | | |
|---|---|--|
|  Southern Downs <small>REGIONAL COUNCIL</small> | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Development Assessment Coordinator | ECM Function No/s: MCU\01827 |

| | |
|-----------------------------|---|
| APPLICANT: | New Hope Property Limited |
| OWNER: | New Hope Property Limited |
| ADDRESS: | 203A Wood Street, Warwick |
| RPD: | Lot 1 on SP 254620 (Incl Emt A, B & C and Lease D), Parish of Warwick, County of Merivale |
| ZONE: | Medium Density Residential |
| LAND USE AREA: | 19060m ² |
| PROPOSAL: | Place of worship |
| LEVEL OF ASSESSMENT: | Impact |
| SUBMITTERS: | Nil |
| REFERRALS: | Department of Infrastructure, Local Government and Planning |
| FILE NUMBER: | MCU\01827 |

Recommendation Summary

THAT the Request for a Negotiated Decision for a Material Change of Use for the purpose of a Place of Worship on land at 203a Wood Street, Warwick, described as Lot 1 SP254620, Parish of Warwick, County of Merivale, be approved in part.

Report

Council granted an approval on 19 July 2017 for a Place of Worship, subject to conditions. The applicant lodged a request to negotiate conditions 6, 20, 24, 26, 28, 29, 37, and 40 on 3 August 2017.

The subject property is primarily located within the Medium Density Residential Zone with the rear portion along the Condamine River being zoned as Rural. There are three (3) existing easement located on the subject property in favour of No. 203 Wood Street for the purpose of access to Wood Street, to a connections to Council's reticulated sewer and stormwater discharge.

There are two (2) reticulated sewer pipes running through the subject property and therefore in accordance with Council's policy (Works Near Water Supply and/or Wastewater Infrastructure); a condition of approval needs to consider for easements in favour of Council to be provided over the infrastructure. This is further discussed below in detail.



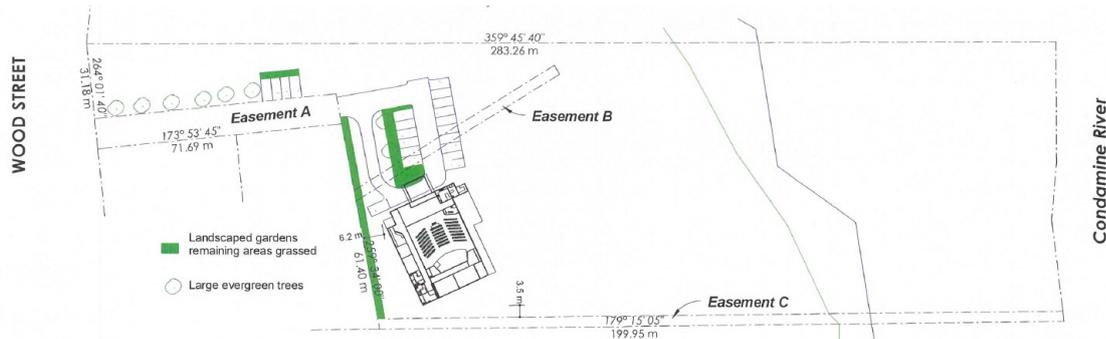
The subject property is affected by flooding as it adjoins the Condamine River at the rear. Majority of the flood area is within the Rural Zone area as per below, the flooding is the blue hatching.



The applicant is proposing to construct a Place of Worship and will consist of the following:

- 21 car spaces including a space for disability parking;
- 603.56m² of Gross Floor Area plus 153.14m² of Covered Outdoor Areas (total 756.69).
- Church/Hall with a stage
- Sales and Display section
- Admin Room, Office and storage
- Amenities (Kitchen, Male, Female and disable Toilets)
- Two (2) x Children Rooms

Site Plan



Assessment against the Planning Scheme

Original Condition 6:

6. *Remove all redundant structures not associated with the 'Place of Worship' from the property prior to the commencement of use.*

Applicant's Representation

Condition 6 requires the removal of all the existing structures prior to the commencement of the use of the place of worship. The applicant understands that the removal of the buildings along the western boundary at the front of the site and the existing one under the footprint of the new building would be required to be shifted immediately to meet other conditions. They also understand that the building close to the sewer line needs to be removed to placate any concerns about the effect on Council infrastructure. However the Church would like to retain the shed south of that latter shed for storage during construction and possible future rural use on the remainder of the lot. They would therefore request that this building be allowed to stay.

Council's Comment

The condition makes reference to the removal of redundant structures. If the applicant is intending on using one of the existing sheds for storage purpose it is not considered to be redundant and therefore the structure does not need to be removed as per the condition.

Recommended Changes to the Condition

Condition is to remain unchanged

Original Condition 20:

20. *A screen fence 1.8 metres high shall be erected along the common boundary with Lot 2 SP254620 and Lot 1 RP70200 to provide visual screening. This screen fencing is to be provided at the developer's cost.*

Applicant's Representation

Condition 20 requires the construction of a 1.8m high screen fence along the boundary with Lot 2 SP254620 and Lot 1 RP70200. Whilst the need for the fence between the easement and Lot 1 RP70200 is acceptable, the screen fence between the easement and Lot 2 SP254620 will hamper the access to both the shed and the remainder of that lot. The owner of Lot 2 SP254620 does not want the screen fence along the northern boundary of his lot as detailed in the attached letter. The suggestion of a hedge is given but a low 1.2m high fence incorporated with landscaping could be an alternative.

Council's Comment

The applicant has indicated that a 1.8m screen fence is acceptable along the common boundary with Lot 1 RP70200 and therefore the condition should remain unchanged for this Lot. Council acknowledges the letter received from the landowner of Lot 2 SP254620 in regard to not wanting a 1.8m fence on their common boundary with the proposed development. Based on the letter received, the condition should be considered to be reworded.

Recommended Changes to the Condition

20. A screen fence 1.8 metres high shall be erected along the common boundary with Lot 2 SP254620 **adjacent to the easement (excluding access)** and Lot 1 RP70200 **adjacent to the easement** to provide visual screening. This screen fencing is to be provided at the developer's cost

If complaints (which in the opinion of an authorised person is not frivolous, vexatious nor based on mistaken belief) are received about the Place of Worship, and it is determined this part of the use is creating a nuisance, a screen fence 1.8 metres high shall be erected along the northern boundary of Lot 2 SP254620 to provide visual screening. This screen fencing is to be provided at the developer's cost.

Original Condition 24:

24. *Tree planted buffer strips of 5 metres width are to be provided adjacent to the boundary of the subject land so as to minimise the visual impact of the development from adjoining properties as per the plan below:*



Applicant's Representation

Condition 24 requires a 5.0m wide buffer over a section of the western boundary to provide visual impact from the adjoining property. The existing sheds on that property will partially provide that screen. The applicants seek clarification as to whether two rows of red robin shrubs planted 1.5-2.0m from the fence and staggered at 4.0m apart in both directions would be sufficient. This would allow for mowing around the trees to properly maintain the area.

Council's Comment

A review of the trees species has indicated that at maturity the species can spread to approximately 10 feet or 3m. Provided that the trees are spaced accordingly to create a hedge buffer, there are no objections with planting the Red Robin tree species.

Recommended Changes to the Condition

No changes to the condition.

Original Condition 26:

26. *Vehicle access is to be constructed to the site in accordance with Council's standard. (Council's Engineering Services Department can provide details regarding Council's standard.) The access must be constructed along Wood Street at a location which provides adequate sight distance in either direction. Such entrance roadworks are to be sealed and are to include appropriate drainage works. If necessary, the property access gateway must be located within a setback such that all vehicles proposed to enter and/or exit the land are able to stand clear of the carriageway whilst the property gateway is being opened and/or closed.*

Applicant's Representation

The applicants would also like clarification on condition 26. The existing driveway meets these conditions particularly with the provision of a stop sign at the exit. Plan 16NUHOPE-103SP-DA1, sent in with the application and referred in my report, showed the adequate sight distances. As there is no intention to provide a gate to the entrance, this section of the condition is irrelevant.

Council's Comment

If the plans demonstrate adequate sight distances then compliance with the condition is achieved. In regard to the gate entrance, the condition is worded as 'If necessary' meaning if they don't have a gate entrance then they don't need to comply with this section of the condition. However, if for some reason at a later date they would like to introduce a gate entrance, then this section of the condition will need to be complied with.

Recommended Changes to Condition

No changes to the condition.

Original Condition 28:

28. *The internal driveways are to be designed and constructed to allow an 8.8 metre service vehicle to enter and leave the site in forward gear.*

Applicant's Representation

With condition 28, the applicants are not sure why the 8.8m vehicle needs to enter the site (apart from during construction) as the rubbish bins will be taken to the street. However provision can be made to provide for this.

Council's Comment

This condition was imposed to cater for bulk bins should they ever be required. In addition, a 'Place of Worship' generally has ancillary events such as weddings, funerals etc. that may require a larger vehicle to enter the site. It is acknowledged that the applicant has specified that wheelie bins will be provided to service the development. At a minimum, the internal driveway should cater for a Small Rigid Vehicle (SRV) of 6.4m. By providing a driveway that caters for a SRV, it ensures that should a hearse enter the site, it can safely manoeuvre and leave in a forward gear.

Recommended Changes to the Condition

28. The internal driveways are to be designed and constructed to allow an ~~8.8~~ 6.4 metre ~~service vehicle~~ Small Rigid Vehicle to enter and leave the site in forward gear.

Original Condition 29:

29. *A concrete/sealed driveway at least 6.0 metres in width is to be constructed within the existing easement. The driveway is to connect from the road.*

Applicant's Representation

Condition 29 requires the driveway to be at least 6.0m over the complete length of the easement. The intention was to vary the width to less than 6.0m over some sections to reduce speed along such a long length of the easement. This is a good design principle for areas where pedestrians may be walking in the area and is normally required by Council and is mentioned in the Car Parking and Loading Code Performance Outcome PO5.

Council's Comment

The 'Place of Worship' will have people existing and entering the subject property at the same time for church services and events such as weddings and funerals etc. It is acknowledged that the applicant wants to incorporate 'traffic calming devices' which can be done, but the driveway width to allow for two (2) way traffic should be maintained. At a minimum, a 5.5m wide driveway should be constructed.

Recommended changes to the Condition

29. A concrete/sealed driveway at least ~~6.0~~ 5.5 metres in width is to be constructed within the existing easement. The driveway is to connect from the road **and can incorporate 'traffic calming devices'**.

Original Condition 37:

37. *A stormwater drainage system serving the development is to be constructed and the stormwater disposed of to a lawful point of discharge, in accordance with the Queensland Urban Drainage Manual (QUDM)*

Where the finished levels of a proposed allotment are such that stormwater runoff from all or part of the allotment cannot be gravity discharged to the street, an underground drainage line shall be provided to discharge the runoff from the allotment. Where necessary, suitable easements may be required over adjoining properties. The easements shall be provided to Council, at the developer's cost. All drainage works should meet the requirements of the Queensland Urban Drainage Manual (QUDM)

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

Applicant's Representation

Condition 37 is the standard requirement placed on development. However this lot has its own lawful point of discharge on its northern boundary namely the Condamine River. The applicant wants clarification that council considers that this is the legal point of discharge. The applicants also wish to discharge the stormwater from the impermeable areas over its own property rather than piping the water to the legal point of discharge. This is better for the environment and will help water the areas downstream of the buildings, driveways and car parking allowing for a greener lot.

Council's Comment

As mentioned by the applicant, the condition is a standard requirement placed on developments. The proposed development is located within the medium density residential zone and the subject property is within an urban context. It can be confirmed that the Condamine River is the legal point of discharge. Further details will need to be provided to ensure that the stormwater design is in accordance with the Queensland Urban Design Manual.

Recommend changes to Condition

No changes to the condition.

Original Condition 40:

40. *The applicant is to dedicate as park the area of land subject to flooding along the Condamine River and provide an easement in favour of Council to allow access to the park by Council from Wood Street in accordance with Section 8.2.5.2, point (2) (c) of the Southern Downs Regional Council Planning Scheme, to the satisfaction of the Director Planning, Environment and Community Services*

Applicant's Representation

Condition 40 is of most concern to the applicants. Dedication of this land and in particular the easement to access this area of land is considered inappropriate for this development despite the very broad provision in the planning scheme Section 8.2.5.2 (2) (c).

- 1. The land in question cannot be built on and will always be open space.*
- 2. This was not been consistently applied to other developments approved under this planning scheme such as the neighbouring lot during its MCU approval on 24 October 2014 (MCU\01563 Lot 4 RP202118) nor the original application for the Oaks Retirement village across O'Leary Street.*
- 3. If necessary to be applied it would have more appropriate to do so under the subdivision application as the costs of such a requirement would be greatly reduced at the time. This in effect is another subdivision of the lot.*
- 4. The proposed easement to access the dedicated land will interfere with carparking and use of the open space areas of the lot.*
- 5. The easement is only required because the Council did not apply this same requirement from the Bush Kids development on Lot 4 RP202118 (MCU\01563). See 2 above.*

The applicant wishes that this condition be deleted altogether as it is not relevant to this application not reasonable given the lack of commitment to its requirement in the recent past.

Council's Comment

It should be noted that both the Busk Kids development (MCU\01563) and the Oaks Retirement Village (MCU\00985) were both approved under the Warwick Sire Planning Scheme. This development has been assessed against the Southern Downs Planning Scheme.

The Bush Kids development (MCU\01563) involved the reuse of an existing non-residential building, with the only extension occurring on-site being the construction of a disabled car parking space and some minor internal changes. There was no increase in Gross Floor Area. With the minor natures of works occurring to the site, it was considered unreasonable for Council to request parkland dedication.

The Oaks Retirement Village development (MCU\00985) has the following condition imposed on the development approval:

Dedication of Park and River

- 9. The applicant is to undertake a survey of the existing course of the Condamine River and dedicate that land as river. The two remaining sections of land are to be linked by vinculum or a covenant provided over these two parcels of land requiring the parcels to be held in the same ownership. Council will consent to the release of the covenant if the northern section of land is amalgamated with an adjoining lot such that road frontage is provided to the land.*
- 10. The applicant is to dedicate as park an area of land at least 40 metres in width along the boundary of the land with the southern bank of the area of the Condamine River to be dedicated in Condition 9 above, and in accordance with Section 4,141 (c) of the Warwick Shire Planning Scheme, to the satisfaction of the Director Planning and Environment.*

The above two (2) conditions have been imposed in the original decision notice dated 29 October 2009 and the Change to Existing Approval dated 21 April 2011 and therefore this condition has been applied consistently with other development approvals.

In addition, an old subdivision approval dated back to 1993 over property address 213 Wood Street did incorporate parkland dedication (Ref Number: 5B.2.1.013) parallel to the Condamine River. There was no condition imposed on this approval regarding the parkland because only stage 1 was approved at the time and the parkland formed part of stage 2. However, correspondence from the applicant at the time provided the following comment:

“What the applicant is seeking in the correspondence dated 6 September, 1995 which is attached for Council information, is whether the condition 7 of the approval requires an amount of 10% in stage 1 (which would be in addition to the flood prone land proposed as parkland in stage 2) or whether it was Council’s intention to require the parkland indicated in stage 2 but that it be provided at the stage 1 subdivision.

The major issue is whether Council considers that the area of proposed parkland adjacent to the Condamine River is acceptable and whether it represents fair average land and is therefore suitable for parkland”.

This development approval has since lapsed but again it reinforces that there has been a history of intent in obtaining land adjacent to the Condamine River for Parkland purposes.

A condition of this nature can only be imposed on a property through a development application or the land can be obtained via a land acquisition. There is an opportunity currently with this development application, for the land to be dedicated as park in accordance with section 8.2.5.2 point (2)(c) of the Flood Hazard Overlay Code which states the following:

(c) Land that is identified as subject to flood hazard is conserved for sustainable rural use or sport, recreation and open space purposes and when located adjacent to the Warwick urban area contributes where possible to the Warwick green belt.

And in accordance with section 3.7.3.2 Land Use Strategies which states the following:

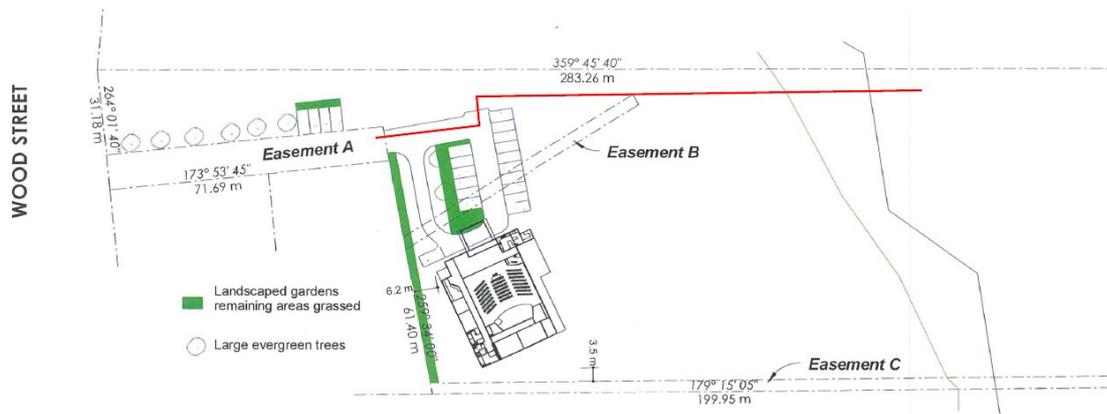
(2) Pathways and corridors for walking and cycling are provided on public land. The Warwick greenbelt is extended to provide increased connectivity in the active transport networks.

And in accordance with section 6.2.1.2 Purpose of Community facilities zone code, in particular point (m) which states the following:

(m) The Warwick green belt provides an integrated, linked area of open spaces within the urban area of Warwick utilising public land.

The condition imposed will ensure that the flood affect portion of the land is never developed in the future and is conserved for recreation and open space purposes.

The comments in relation to an easement in favour of Council to allow access to the park are acknowledged. However, the easement does not necessarily require a change to the car parking layout. An easement configuration could be considered as follows in red which would not alter the car parking layout.



The condition should remain unchanged as it is considered in accordance with the Southern Downs Planning Scheme, is consistent with other development approvals and is considered to be reasonable and relevant for a development of this nature. It should be noted that should Council obtain access to this portion of the site via an alternative way, there may be grounds to remove the access easement at a later date.

Subject to an Expression of Interest there is an opportunity to lease this area should the applicant want to utilise the portion of land adjacent to the river until such time that the park is established. This area can be leased up to a period of ten (10) years and has been confirmed with the Manager of Corporate Services.

Recommended Changes to the Condition

Condition is to remain unchanged.

Conclusion

Condition 6 is to remain unchanged on the basis that if a building is being used as part of the development (Storage), it is not considered to be redundant and therefore does not need to be removed from the site as part of the condition.

Condition 20 is to be amended on the basis that the applicant has been in consultation with the property owner of Lot 2 SP254620 who advised that they do not want a fence on the common boundary with the proposed development.

Condition 24 is to remain unchanged but it is confirmed that the tree species provided by the applicant (Red Robin) is acceptable but the spacing between plants needs to be considered to create a hedge buffer.

Condition 26 is to remain unchanged. If adequate sight distances are demonstrated on the approved plans then compliance with the condition is achieved.

Condition 28 is to be amended to allow for a Small Rigid Vehicle of 6.4m. By allow this size vehicle to be able to manoeuvre and leave the site in a forward gear, the layout of the car parking area can cater for different events that may occur at the 'Place of Worship'.

Condition 29 is to be amended to be a width of 5.5m to allow for two (2) way traffic. It is acknowledged that the applicant wants to incorporate 'traffic calming devices' which can be done, but the driveway width to allow for two (2) way traffic should be maintained.

Condition 37 is to remain unchanged but drainage to the river is the Legal point of discharge.

Condition 40 is to remain unchanged as it is considered in accordance with the Southern Downs Planning Scheme, in particular section 8.2.5.2 point (2)(c) of the Flood Hazard Overlay Code, section 3.7.3.2 Land Use Strategies and section 6.2.1.2 Purpose of Community facilities zone code point (m). The condition is also consistent with other development approvals within the locality.

Options

THAT Council:

1. Adopt the officer's recommendation.
2. Adopt an alternative recommendation.
3. Refuse the application with reasons.

Recommendation

THAT the Request for a Negotiated Decision for a Material Change of Use for the purpose of a Place of Worship on land at 203a Wood Street, Warwick, described as Lot 1 SP254620, Parish of Warwick, County of Merivale, be approved in part, subject to the following conditions being amended:

Schedule 1 - Southern Downs Regional Council Conditions

20. A screen fence 1.8 metres high shall be erected along the common boundary with Lot 2 SP254620 ~~adjacent to the easement (excluding access)~~ and Lot 1 RP70200 ~~adjacent to the easement~~ to provide visual screening. This screen fencing is to be provided at the developer's cost

If complaints (which in the opinion of an authorised person is not frivolous, vexatious nor based on mistaken belief) are received about the Place of Worship, and it is determined this part of the use is creating a nuisance, a screen fence 1.8 metres high shall be erected along the northern boundary of Lot 2 SP254620 to provide visual screening. This screen fencing is to be provided at the developer's cost.

28. The internal driveways are to be designed and constructed to allow an ~~8.8~~ 6.4 metre ~~service vehicle~~ Small Rigid Vehicle to enter and leave the site in forward gear.
29. A concrete/sealed driveway at least ~~6.0~~ 5.5 metres in width is to be constructed within the existing easement. The driveway is to connect from the road ~~and can incorporate~~ 'traffic calming devices'.

Attachments

Nil

12.9 Investigation into the Transportation of Waste into Queensland

Document Information

| | | |
|--|---|--|
|  Southern Downs REGIONAL COUNCIL | Report To: General Council Meeting | |
| | Reporting Officer: | Meeting Date: 20 September 2017 |
| | Environmental Coordinator | ECM Function No/s: NA |

Recommendation

THAT Council resolve to provide a response to the investigation into cross-border waste transport and that the response incorporate the following points:-

1. Southern Downs Region has not experienced any issues with commercial and or industrial waste being brought from New South Wales for disposal;
2. Residents from the adjacent Tenterfield Shire Council do utilise various waste facilities within the Southern Downs Region for the disposal of domestic waste;
3. A review of Council's Waste Reduction and Recycling Plan has recently commenced. One of the items being investigated is in fact the feasibility of transporting waste from the Southern Downs Region to a waste facility at Ipswich;
4. The waste facilities located in Ipswich are operated on a commercial basis, not owned and operated by a local authority, and as such, they should have the capacity to accept waste from a broader catchment;
5. Council supports in principle the establishment of regional (i.e. cross border) waste management committee/s; and
6. Local Government's should not be penalised in the form of a waste levy as a result of commercial waste facility operators accepting waste from those who are prepared to transport waste to these facilities.

Report

Background

On 7 August 2017, the *Four Corners* program aired a program title 'Trashed – the dirty truth about your rubbish.' The program, whilst focussing primarily on waste management practices in New South Wales, did highlight the fact that waste was being transported from New South Wales into Queensland and disposed of in commercially operated waste facilities in the Ipswich area. This was being done to avoid payment of the waste levy which is imposed in New South Wales.

As a result of this *Four Corners* episode, the Queensland Premier and Environment Minister held a round table which resulted in a recommendation that a three (3) month investigation be held to look into the cross border transport of waste to Queensland landfills. This investigation will look at incentives for movement of waste from other states, and how to prevent this from happening.

As part of this investigation, public submissions are currently being sought. Written submissions must be received by 26 September. Following this, an interim report will be provided to the Queensland Government by 18 October with a final report due by 17 November 2017.

The investigation will examine whether regulatory and other reforms could limit or stop the cross-border movement of waste to Queensland landfills and to make recommendations on any potential reforms. The investigation is not a regulatory or criminal investigation.

In 2014/15, Queensland landfill operators received 353,000 tonnes of waste from interstate, this increased to 566,000 tonnes in 2015-16. There are a number of privately run landfill sites in and around Ipswich, including Remondis at Swanbank, Cleanaway at New Chum and the Ti-Tree BioEnergy Facility which is a joint venture developed by Veolia Environmental Services and JJ Richards.

It is important to note that the waste facilities in and around Ipswich which are accepting the waste from New South Wales, are privately owned and it's their business to make profits by accepting waste from whoever is prepared to pay the disposal fee.

NSW Waste Levy

In New South Wales, the waste levy applies in 'regulated areas' which comprises of the Sydney metropolitan area, the Illawarra and Hunter areas, the central and north coast local government areas to the Queensland border as well as the Blue Mountains, Wingecarribee and Wollondilly local government areas. Tenterfield Shire Council is excluded from the regulated area.

The waste levy is \$79.60 a tonne to dispose of waste to landfill in the 'Regional Levy Area' whilst it's \$138.20 per tonne to dispose of waste to landfill in the 'Metropolitan Levy Area.'

Proposed Queensland Waste Levy

The State Government had proposed a waste levy which was to commence on 1 July 2011. The levy was proposed to apply to commercial and industrial and construction and demolition waste. The levy was proposed at \$35.00 per tonne. Domestic waste was excluded from payment of the levy. In 2012, with a change to the State Government, the waste levy was abolished. All other mainland states have a waste levy of some description.

SDRC Experience

On occasions, requests are received from southern waste generators where they are seeking approval to dispose of their waste at a facility within the Southern Downs Region. These requests are refused every time. Southern Downs has not experienced any issues to date with interstate commercial operators actually disposing of their waste at any SDRC waste facility. Residents in the adjacent Tenterfield Shire Council do dispose of 'domestic' waste at waste facilities located within the Southern Downs Region.

Council has the following fee structure when accepting waste from outside of the SDRC area:-

- Commercial Users – commercial waste disposal fees apply plus \$23.00
- Domestic Users – commercial waste disposal fees apply.

There is technically nothing preventing unscrupulous waste operators from disposing of waste generated from New South Wales at a Southern Downs waste facility. There would be a heavy reliance on the conditions and thresholds contained within the Environmental Authority for the facility to reject such waste.

As part of the development of a new Waste Reduction and Recycling Plan which has just recently commenced, an investigation will be conducted into the feasibility of transporting waste generated from the Southern Downs to one of these privately owned and operated facilities in Ipswich.

Given the scale of the issue, our proximity to the border and potential impacts any legislative changes that may result from this investigation, it is recommended that a written submission be provided. The submission should include the following:-

1. That the Southern Downs Region has not experienced any issues with commercial and or industrial waste being brought from New South Wales for disposal;
2. Residents from the adjacent Tenterfield Shire Council do utilise various waste facilities within the Southern Downs Region for the disposal of domestic waste;
3. That a review of Council's Waste Reduction and Recycling Plan has recently commenced. One of the items being investigated is in fact the feasibility of transporting waste from the Southern Downs Region to a waste facility at Ipswich;
4. That the waste facilities located in Ipswich are operated on a commercial basis, not owned and operated by a local authority, and as such, they should have the capacity to accept waste from a broader catchment;
5. That Council support in principal the establishment of regional (i.e. cross border) waste management committee/s; and
6. Local Government's should not be penalised in the form of a waste levy as a result of commercial waste facility operators accepting waste from those who are prepared to transport waste to these facilities.

Budget Implications

Nil

Policy Consideration

Waste Reduction and Recycling Act 2011

Community Engagement

Nil

Legislation/Local Law

- Waste Reduction and Recycling Act 2011; and
- Waste Reduction and Recycling Regulation 2011.

Options

Council:

1. Provides correspondence to the Investigation into the Transport of Waste into Queensland.
2. Does not provide a submission to the Investigation into the Transport of Waste into Queensland.

Attachments

Nil

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 Saleyards Advisory Committee Minutes 7 September 2017

Reason for Confidentiality

This item is considered confidential in accordance with section 275(1)(h) of the *Local Government Regulation 2012*, as it contains information relating to business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

16.2 Cusack Dam Supply to Wallangarra Water Treatment Plant

Reason for Confidentiality

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

16.3 Purchase of Two Underground Service Locators

Reason for Confidentiality

This item is considered confidential in accordance with section 275(1)(c) of the *Local Government Regulation 2012*, as it contains information relating to the local government budget.

16.4 June & July 2017 Monthly Reports from 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.

16.5 Expressions of Interest - Lease of Council Premises

Reason for Confidentiality

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

16.6 Council Land Issues

Reason for Confidentiality

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

16.7 Audit and Risk Management Committee Meeting Minutes - 28 August 2017

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 Current Funding Programs

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 Request to Remove Waste Collection Service Property ID 109465

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.

16.10 Queensland Water Regional Alliances Program (QWRAP)

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.