



# **SOUTHERN DOWNS REGIONAL COUNCIL GENERAL MEETING OF COUNCIL**

Dear Councillors

Your attendance is hereby requested at the General Meeting of Council to be held in the Council Chambers, Southern Downs Regional Council, 64 Fitzroy Street, Warwick on **Wednesday, 24 October 2018 at 9:00AM.**

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

**David Keenan**

**CHIEF EXECUTIVE OFFICER**

19 October 2018

## **Attendances**

- 10:00am Presentation of Donations from Casual for a Cause and Sam Bailey events to Rural Aid
- 10:30am Welcome and Morning Tea with Miss Rodeo America, Keri Sheffield; Miss Rodeo Canada, Brittney Chomistek and Miss Rodeo Australia, Ashleigh Grant



**ORDER OF BUSINESS:**

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**1. PRAYER & CONDOLENCES**

**2. ATTENDANCE**

**3. APOLOGIES**

**4. READING AND CONFIRMATION OF MINUTES**

**4.1 General Council Meeting - 26 September 2018**

**Recommendation**

THAT the minutes of the General Council Meeting held on Wednesday 26 September 2018 be adopted.

## 5. ACTIONS FROM COUNCIL MEETINGS

### 5.1 Actions from Previous Council Meeting

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 24 October 2018
	Chief Executive Officer	<b>File Ref:</b> 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 September 2018 General Council Meeting.

A copy of the Actions report is attached.

#### Attachments

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

	<b>ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING</b>	<b>Date From:</b> 26/09/2018 <b>Date To:</b> 26/09/2018
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MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
26 September 2018	3.1	Apology - Cr Pennisi	David Keenan	15 Oct 2018 - 12:14 PM - Marion Seymour Noted	15/10/2018
26 September 2018	5.1	Actions from Previous Council Meeting	David Keenan	18 Oct 2018 - 12:19 PM - Marion Seymour Noted	15/10/2018
26 September 2018	6.1	Conflict of Interest - Cr Meikelojohn Agenda Item 16.5	Carmel Kennedy	16 Oct 2018 - 12:19 PM - Marion Seymour Noted	15/10/2018
26 September 2018	7.1	Mayoral Minute - August 2018	Tracy Dobie	15 Oct 2018 - 12:19 PM - Marion Seymour Noted	15/10/2018
26 September 2018	8.1	Correspondence	David Keenan	15 Oct 2018 - 12:20 PM - Marion Seymour Noted	15/10/2018
26 September 2018	10.1	Financial Report as at 31 August 2018	Andrew Page	16 Oct 2018 - 12:21 PM - Marion Seymour Noted	15/10/2018
26 September 2018	10.2	Budget Process and Timetable	Andrew Page	17 Oct 2018 - 3:43 PM - Marion Seymour Noted with Timetable to be implemented	17/10/2018
26 September 2018	10.4	Australia Day Policy	Scott Templeman	17 Oct 2018 - 3:44 PM - Marion Seymour Policy Updated and actions implemented	17/10/2018
26 September 2018	10.5	Drought Forums Update	Scott Templeman	17 Oct 2018 - 3:45 PM - Marion Seymour Noted	17/10/2018
26 September 2018	10.3	Amendment to 2018/2019 SDRC Fees & Charges	Andrew Page	17 Oct 2018 - 3:46 PM - Marion Seymour Fees have been updated	17/10/2018
26 September 2018	10.6	Code of Competitive Conduct	Andrew Page	17 Oct 2018 - 3:46 PM - Marion Seymour Noted	17/10/2018
26 September 2018	12.5	Stanthorpe Library Feasibility - Community Consultation	Samantha Shelbourn	05 Oct 2018 - 10:45 AM - Allison Blibrough Monthly Memo sent to LC to action in accordance per Council Resolution.	5/10/2018
26 September 2018	11.2	Water Restrictions and Water Efficiency Management Plans	Jill Yeaman	16 Oct 2018 - 2:36 PM - Barb Fagen Noted, information regarding high level water restrictions is	10/10/2018



**ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING**

**Date From:** 26/09/2018

**Date To:** 26/09/2018

					available on Council's website.	
26 September 2018	11.4	MIPP Condamine River Road Crossings	Mike Holeszko	10 Oct 2018 - 2:46 PM - Barb Fagan	Noted, there was an article in the Southern Free Times that had a link to Council's website.	10/10/2018
26 September 2018	11.1	Engineering Services Department Monthly Report	Michael Bell	10 Oct 2018 - 2:46 PM - Barb Fagan	Noted	10/10/2018
26 September 2018	11.3	Council Aerodromes	Michael Bell	10 Oct 2018 - 2:46 PM - Barb Fagan	Noted	10/10/2018
26 September 2018	11.5	Request for Procurement Exception	Carmel Kennedy	15 Oct 2018 - 8:46 AM - Barb Fagan	Noted	15/10/2018
26 September 2018	12.1	Pest Management Advisory Committee Minutes – 7 August 2018	Craig Magnussen	05 Oct 2018 - 10:34 AM - Allison Bilbrough	Monthly Memo sent to SLLC, LLC & AMES to action in accordance per the Council Resolution	5/10/2018
26 September 2018	12.6	Maryvale Urban Design Framework	Mandy May	05 Oct 2018 - 10:35 AM - Allison Bilbrough	Monthly Memo sent to PTO to action in accordance per the Council Resolution	5/10/2018
26 September 2018	12.7	Waste Reduction and Recycling Plan 2018-2028	Leo Jensen	05 Oct 2018 - 10:36 AM - Allison Bilbrough	Monthly Memo sent to AMES to action in accordance per the Council Resolution	5/10/2018
26 September 2018	12.2	Proposed permanent road closure - Maryvale	Cathy Cockram	05 Oct 2018 - 10:36 AM - Allison Bilbrough	Monthly Memo sent to AMCS & LMO to action in accordance per the Council Resolution	5/10/2018
26 September 2018	12.3	Local Government Levy Ready Grant Program	Jason Aspinall	05 Oct 2018 - 10:37 AM - Allison Bilbrough	Monthly Memo sent to SMCS & GGO to action in accordance per the Council Resolution	5/10/2018
26 September 2018	12.4	Petition from Buskers and our Supporters in Stanthorpe re legislation regarding busking in public spaces	Jody Collins	05 Oct 2018 - 10:38 AM - Allison Bilbrough	Monthly Memo sent to AMCS & GRO to action in accordance per the Council Resolution	5/10/2018
26 September 2018	16.7	Proposed Renewal of Lease - Telstra Corporation Ltd	Cathy Cockram	05 Oct 2018 - 10:38 AM - Allison Bilbrough	Monthly Memo sent to AMCS, LCO & ALCO to action in accordance per the Council Resolution	5/10/2018



**ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING**

**Date From:** 26/09/2018

**Date To:** 26/09/2018

26 September 2018	16.1	RFT 19_008 Design and Construct Warwick Aerodrome Roadways and Electrical Supply	Andrew Page	17 Oct 2018 - 3:49 PM - Marlon Seymour Contract awarded	17/10/2018
26 September 2018	16.2	RFT 19_192 Thames Creek Road Culvert Replacement	David Fletcher	17 Oct 2018 - 3:49 PM - Marlon Seymour Contract awarded	17/10/2018
26 September 2018	16.3	Karara Non Potable Water Supply	Logan Carrie	10 Oct 2018 - 2:50 PM - Barb Fagan Noted	10/10/2018
26 September 2018	16.4	August 2018 Monthly Report from Warwick Indoor Recreation and Aquatic Centre from YMCA Brisbane	Michael Bell	10 Oct 2018 - 2:50 PM - Barb Fagan Noted	10/10/2018
26 September 2018	16.5	2018/19 - Grants to Community - Community Grant - Round One (1)	Sue Harrold	18 Oct 2018 - 8:40 AM - Barb Fagan Noted - correspondence has been sent advising of Council resolution.	10/10/2018
26 September 2018	16.6	Renewal of Trustee Lease between Council and Warwick Lure Coursing Club Incorporated	Kate Duell	05 Oct 2018 - 10:40 AM - Allison Bilbrough Monthly Memo sent to AMCS, LCO & ALCO to action in accordance per the Council Resolution	5/10/2018
26 September 2018	16.8	Procurement Arrangements - Waste Management	Leo Jensen	05 Oct 2018 - 10:39 AM - Allison Bilbrough Monthly Memo sent to AMES to action in accordance per the Council Resolution	5/10/2018
26 September 2018	16.9	Audit and Risk Management Committee Meeting Minutes - 30 August 2018	Jody Collins	05 Oct 2018 - 10:40 AM - Allison Bilbrough Monthly Memo sent to AMCS & GRO to action in accordance per the Council Resolution	5/10/2018

**6. DECLARATIONS OF CONFLICTS OF INTEREST**

## 7. MAYORAL MINUTE

### 7.1 Mayoral Minute - September 2018

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 24 October 2018
	Mayor	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council receive the Mayoral Minute for September 2018.

#### Report

The drought continues to impact the Southern Downs. Some rain fell on the region over this last month but it has not been enough to make a significant difference. As a result, water restrictions will remain in place and Council's drought resilience activities and planning will continue.

There is no doubt the drought will negatively impact our region's economy because the major industry is agriculture and there will most likely be a flow on effect to the other major sectors: health, manufacturing and food processing, retail, education, tourism, construction, transport and hospitality.

The futurist and urban economist, Robert Hall from .id, spoke at the Mayoral Leadership Breakfast in October about the economic forces shaping the Southern Downs. He commented that our region has continued to grow and progress steadily over the last century regardless of the impacts. Our region has come through droughts in the past and will do so again.

According to Mr Hall it is knowledge and services that are driving economic growth in Australia; and regions that are within 200km of major centres, such as Toowoomba and Brisbane in our case; benefit from that economic growth.

Agriculture and food processing are key aspects of the Southern Downs' economy, accounting for 56% of exports and 19% of jobs. For every 10 jobs in the agriculture and food processing sectors there are another six jobs created in other sectors. The transport, health and social assistance, and accommodation and food industries are expanding in our region. In particular the health and social assistance sector has shown a 25% increase in jobs over the last decade; with more increases forecast for the future.

But as Mr Hall pointed out, the growth and jobs are there, but the workforce is not. Population and demographic figures show that we are at the Queensland State average for the number of babies and children in our region, well ahead of the Queensland State average for pre-retirees and retirees but we are behind the average for people aged 18 to 44. It is people in this age group that Council is working with our businesses to attract to and retain in our region.

To continue to grow and develop our economy, and to lessen the impact of drought on our local businesses, we need to expand in the knowledge and service sectors. As well as the forecast growth in the health and social assistance sector, Mr Hall identified the food and beverage,

advanced manufacturing, tourism, transport and agribusiness sectors as areas in which our region can expand.

Mr Hall's three key strategies for the future are: (1) invest in people with programs to keep children in school, on-the-job training, business advice, and skills attraction; (2) encourage strategic links between the growth sectors of agriculture and food processing, research and training, health care, tourism and hospitality; (3) invest in our CBDs to make them more attractive and liveable for businesses, residents and visitors.

The work that Council has undertaken over the last three years, and the plans for the next decade, show that we are on track to address these three key strategies for our future growth and prosperity.

## **Attachments**

Nil

## 8. READING AND CONSIDERATION OF CORRESPONDENCE

### 8.1 Correspondence

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 24 October 2018
	Chief Executive Officer	<b>ECM Function No/s:</b>

#### Recommendation

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

#### Report

1. **The Hon Michael McCormack MP** advising that Council had been successful in a funding application under the Heavy Vehicle Safety and Productivity Program to widen, seal and intersection upgrades on East Street, Ogilvie Road and Depot Road (copy attached)

**Action:** Noted.

2. **Stanthorpe Art Gallery Society** regarding the 2018 Stanthorpe Art Prize (copy attached).

**Action:** Noted.

3. **Office of the Coordinator-General** advising that Council's request for an extension to the lapse date for the Coordinator-General's evaluation report for the Emu Swamp Dam project had been approved, with a six month extension granted with a lapse date of 2 April 2019 (copy attached).

**Action:** Noted.

4. **Department of Local Government, Racing and Multicultural Affairs** advising of training to assist Councillors in complying with the new Code of Conduct and Councillor Complaints System resulting from the recent Belcarra legislation (copy attached).

**Action:** Noted

5. **Stanthorpe & Granite Belt Chamber of Commerce** in relation to the approvals for Emu Swamp Dam (copy attached).

**Action:** Noted.

6. **Southern Downs Regional Council's response letter** to Stanthorpe & Granite Belt Chamber of Commerce in relation to the approvals for Emu Swamp Dam (copy attached).

## Attachments

1. The Hon Michael McCormack MP [View](#)
2. Stanthorpe Regional Art Gallery [View](#)
3. Office of the Coordinator-General [View](#)
4. Department of Local Government, Racing and Multicultural Affairs [View](#)
5. Stanthorpe & Granite Belt Chamber of Commerce [View](#)
6. Southern Downs Regional Council's response [View](#)



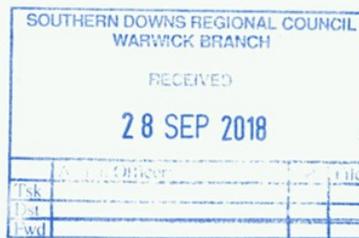
The Hon Michael McCormack MP

Deputy Prime Minister  
Minister for Infrastructure, Transport and Regional Development  
Leader of The Nationals  
Federal Member for Riverina

Ref: MS18-002393

14 SEP 2018

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



Dear Mayor

Thank you for your support for the Heavy Vehicle Safety and Productivity Program (HVSPP), which provides funding to increase the safety and productivity of heavy vehicles on our roads.

I am pleased to advise you that the following proposal has been successful in receiving Australian Government funding under Round Six of the HVSPP.

- Southern Downs Regional Council - East Street Ogilvie Road and Depot Road, Warwick – widen and seal road and intersections upgrade for funding up to \$395,000.

The Department of Infrastructure, Regional Development and Cities will send an *Offer of Funding* to Council, which must be returned to the Department by 13 November 2018 accepting the funding offer and confirming Council's matching funding and continued eligibility.

The administrative arrangements will then be documented in a *Project Agreement* setting out the terms and conditions of the funding. Council should not accept tenders for construction or commence construction of the project prior to receiving the *Project Agreement* from the Department. Funding will be provided to Council through the relevant state road agency on the basis of the *Project Agreement*.

A list of all projects that have been successful under Round Six is available on the Department's website at [www.infrastructure.gov.au/HVSPP](http://www.infrastructure.gov.au/HVSPP).

Southern Downs Regional Council



\*DOC0242721\*

The Hon Michael McCormack MP

Parliament House Canberra | (02) 6277 7520 | [minister.mccormack@infrastructure.gov.au](mailto:minister.mccormack@infrastructure.gov.au)  
Suite 2, 11-15 Fitzmaurice Street, Wagga Wagga NSW 2650 | [michael.mccormack.mp@aph.gov.au](mailto:michael.mccormack.mp@aph.gov.au)

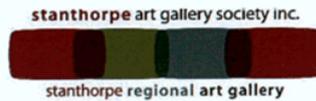
You can contact the Department at [HVSPP@infrastructure.gov.au](mailto:HVSPP@infrastructure.gov.au) or on telephone 02 6274 8040 if you require any further information or assistance.

I wish you every success with your project.

Yours sincerely

A handwritten signature in blue ink that reads "Michael McCormack". The signature is written in a cursive style with a large initial 'M'.

Michael McCormack



Stanthorpe Regional Art Gallery  
Cnr of Lock & Marsh Streets  
Stanthorpe  
QLD 4380  
gallerydirector@srag.org.au  
Phone: (07) 4681 1874

28.09.2018

To the Southern Downs Regional Council

In the 2018 Stanthorpe Art Prize we were very fortunate to have your sponsorship and the sponsorship of many of our local businesses. Sponsorship enabled so many positive outcomes for artists, Stanthorpe Regional Art Gallery and our local community.

The Stanthorpe Art Prize is often an important part of an artist's career and offers recognition, validation and exposure for artists.

This year we had record entries which ensured that the standard of the art work was at the highest level.

There were 21 pieces of art sold and 5 pieces acquired. This was the highest sales to date. This confirmed that artists had both acknowledgement of and remuneration for their hard work.

Opening night was sold out with 258 guests attending and many utilising excellent local accommodation, restaurants and other businesses.

There was a record 2,500 visitors to the gallery during the exhibition.

Stanthorpe Art Prize has helped put regional Australia on the map within the arts community.

These outcomes are a result of the hard work and commitment from gallery staff and the many volunteers, great community support and the generosity of our sponsors.

We hope that you will consider being a sponsor in 2020 as our team is committed to the ongoing improvement of the Stanthorpe Art Prize. With your help we will be able to create an event that supports artists, helps build our local community and economy and gives regional Australia the very much needed limelight.

Sincerely

Mary Findlay

Gallery Director

Chair of the Stanthorpe Art Prize Committee

Keith Brownjohn

President

Stanthorpe Regional Art Gallery

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ABN 78 086 140 446

PO Box 211 Stanthorpe Q 4380

Tel: 07 4681 1874 [www.srag.org.au](http://www.srag.org.au)

[admin@srag.org.au](mailto:admin@srag.org.au)

Twitter @stanthorpeartg

[www.facebook.com/stanthorpeartgallery](https://www.facebook.com/stanthorpeartgallery)

instagram @stanthorpeartgallery



Office of the  
**Coordinator-General**

2 OCT 2018

Our ref: DGC18/772

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



Email: David.Keenan@sdr.c.qld.gov.au

Dear Mr Keenan

I refer to your letter dated 21 June 2018, requesting an extension to the lapse date for the Coordinator-General's evaluation report (CGER) for the Emu Swamp Dam project.

There has been very limited progress securing the further approvals or finance required for the project since the CGER was released. In addition, the environmental impact statement for the project was first publicly notified in 2008 and some information is at risk of being out of date.

I also understand that on 28 March 2018 the Southern Downs Regional Council resolved not to progress the Emu Swamp Dam project as a Council project.

The case for a further extension to the lapse date for the CGER is therefore not strong.

However, I am advised that Council has stated it will undertake a process to try to pass the project approvals to another party. I am also aware that the Chamber of Commerce is doing some work on a dam proposal.

In accordance with section 35A(4) of the State Development and Public Works Organisation Act 1971, I have decided to grant a six month extension and I have fixed a later date for the lapsing of the Emu Swamp Dam project CGER to 2 April 2019.

This extension of time should be sufficient to allow these processes to be concluded and the future of the project determined. In order for any further extension beyond 2 April 2019 to be considered I would need to be satisfied that any new proponent has the capability to deliver the project in a timely manner. This would include making significant progress on the remaining approvals required.

Yours sincerely

Barry Broe  
**Coordinator-General**

1 William Street  
PO Box 15517 City East  
Queensland 4002 Australia  
Telephone +617 3452 7100  
www.dsdmp.qld.gov.au  
ABN 29 230 178 530

Southern Downs Regional Council



\*DOC0300544\*



Department of Local Government,  
Racing and Multicultural Affairs

Our ref: DGBN18/1066

3 October 2018

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

Dear Mr Keenan

As you are aware, the *Local Government Electoral (Implementing Stage 1 of Belcarra) and Other Legislation Amendment Act 2018* was given assent on 21 May 2018 to deliver on the Government's commitment to provide for improved integrity and accountability in Local Government. On the same day, the *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018* was also given assent to deliver on the Government's commitment to deal with Councillor complaints more effectively and to legislate for a mandatory Code of Conduct for Councillors. The new Councillor Complaints system and Code of Conduct are anticipated to commence in December 2018.

To assist Councillors to comply with the new Code of Conduct and Councillor Complaints system, the Department of Local Government, Racing and Multicultural Affairs is offering Councillor training on the Code of Conduct and the above legislative amendments. The Code of Conduct training will be an interactive, online program available through the Department's Local Government Learning Centre portal, for which you and your Councillors will receive personal login details in the coming weeks. The legislation training is a one-day, scenario-based training program delivered at Council locations.

The face-to-face training programs commenced on 3 September 2018, and Departmental officers have been contacting your Council to provide details of the Code of Conduct training and schedule these legislation workshops. Councillors will be required to comply with the Code of Conduct and new Councillor Complaints legislative requirements from December 2018.

1 William Street Brisbane  
PO Box 15009 City East  
Queensland 4002 Australia  
Telephone +617 3452 7009  
ABN 251 66 523 889

If your Council has not already availed itself of this opportunity or scheduled a workshop, I am seeking your support in encouraging Councillors to participate in the training.

I have asked for Mr Mark Neylan, Manager, Capacity Building, Local Government and Regional Services in the Department to assist you with any further queries. You may wish to contact Mr Neylan on 3452 6744 or 3452 6746 or by email at [mark.neylan@dlgma.qld.gov.au](mailto:mark.neylan@dlgma.qld.gov.au).

Yours sincerely



**Warwick Agnew**  
**Director-General**



stanthorpe & granite belt  
chamber of commerce

PO Box 23, Stanthorpe QLD 4380  
Email: [secretary@stanthorpecoc.com.au](mailto:secretary@stanthorpecoc.com.au)  
Web: [www.stanthorpecoc.com.au](http://www.stanthorpecoc.com.au)

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16 October 2018

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

Dear Mayor

Re: Granite Belt Irrigation Project - Emu Swamp Dam Feasibility Study Project.

Thank you for your correspondence dated 9 October 2018 advising the Stanthorpe and Granite Belt Chamber of Commerce (Chamber of Commerce) that the Southern Downs Regional Council (SDRC) has briefed McCulloch Robertson Solicitors, a Brisbane based law firm, to manage the procurement process for the transfer of the approvals for Emu Swamp Dam. I note with interest that SDRC officers will manage the operational process.

The Chamber of Commerce would like to place on the record our concerns that the process being adopted by SDRC will inevitably result in the transfer of the approvals being significantly delayed. The effect of the process currently being adopted by the SDRC will frustrate the efforts of parties interested in obtaining those approvals to progress the project to the satisfaction of the Coordinator General so further extensions of the approvals can be granted.

I would like to highlight the lack of endeavour by the Council in progressing the transfer of these approvals, particularly as the Council informed the Chamber of Commerce on 17 May 2018 that it would not be progressing the project, as a result of accepting the GHD report recommendations in July 2017, and would be disposing of those associated EIS approvals. To only now, in October some six months later, be seeking further advice on a suitable process to transfer the approvals gives the Chamber no confidence in a timely or satisfactory outcome.

The Chamber would also like to place on the record its disappointment that, in accordance with the information provided in your correspondence, the SDRC will only consider the advice of the instructed law firm on 24 October 2018 and any operational actions necessary for the transfer will likely to commence after that date and take an undisclosed amount of time.

Unless the Council, at that meeting, resolves in accordance with the requirements of section 236 (2) of the *Local Government Regulations 2012* that the exemption provisions of section 236 (1) (a) to (e) apply and then acts accordingly it is not inconceivable that Councils actions will result in progress being delayed for a further two months, putting in jeopardy a project anticipated to deliver 700 jobs to the region and the subsequent loss of economic development opportunity.

If SDRC decide to adopt the approach and timelines outlined by the Chief Executive Officer Mr. David Keenan, in his letter of 26 April 2018 and email correspondence of 3 May 2018;

*'Legal advice obtained by Council also indicates that should Council wish to transfer the approvals and associated Environmental Impact Statement, Council would need to do this via an open and transparent procurement process which would more than likely involve an expression of interest process followed by a refined tender process.'*

Stanthorpe & Granite Belt Chamber of Commerce

*'...a report would need to be presented to Council seeking approval for the Expression of Interest to be undertaken. The period of time for the Expression of Interest would be 21 days. A report would then be presented to Council. A further 21 days would be allowed for negotiations for those identified as part of the Refined Tender process, with another report being presented to Council to award the contract to the party. Please note this does not include the time required to prepare the Expression of Interest or the Refined Tender documentation.'*

then the SDRC will bear the responsibility for the potential failure of the next proponent of the project to satisfy the Coordinator General of sufficient progress being displayed so that the approvals are extended to enable the delivery of the project to the Southern Downs region.

Without the prompt transfer of the approvals any likely proponent is unable to continue developing the project, and the longer the SDRC takes to resolve this issue the less likelihood there is of the project progressing which also puts in jeopardy the development of a 450ML supply of emergency water for Stanthorpe which will be at no cost to ratepayers.

For transparency and clarity, it would be appreciated if a definitive timeline could be supplied to the Chamber of Commerce so that our members can be kept up to date with the actions of the Council in regard to the Granite Belt Irrigation Project (Emu Swamp Dam Feasibility Study Project). I also request that this correspondence be formally received and tabled at the next general meeting of the Southern Downs Regional Council

Yours Sincerely



Bill James  
President

Cc: Mr. Barry Broe, Coordinator General  
Dr. Anthony Lynham MP, Minister for Natural Resources, Mines and Energy  
Mr. Mark Fumer MP, Minister for Agriculture and Fisheries  
Mr. James Lister MP, Member for Southern Downs  
Cr. Jo McNally, Deputy Mayor, Southern Downs Regional Council  
Cr. Cameron Gow, Southern Downs Regional Council  
Cr. Rod Kelly, Southern Downs Regional Council  
Cr. Marika McNichol, Southern Downs Regional Council  
Cr. Neil Melkejohn, Southern Downs Regional Council  
Cr. Vic Pennisi, Southern Downs Regional Council  
Cr. Yve Stocks, Southern Downs Regional Council  
Cr. Sheryl Windle, Southern Downs Regional Council



TD:MES

18 October 2018

Mr Bill James  
President  
Stanthorpe & Granite Belt Chamber of Commerce  
PO Box 23  
STANTHORPE QLD 4370

[bill@performancefeeds.com.au](mailto:bill@performancefeeds.com.au)  
[stanthorpecoc@granitenet.com.au](mailto:stanthorpecoc@granitenet.com.au)

Please address all  
communications to:

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

[mail@sdrc.qld.gov.au](mailto:mail@sdrc.qld.gov.au)  
[www.sdrc.qld.gov.au](http://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 Bill

Thank you for your letter dated 16 October 2018.

The extension of the EIS for Emu Swamp Dam was granted by the Coordinator General on 2 October 2018. On receipt of this advice, Council immediately initiated action to commence the transfer process and the Chamber was advised of this on 9 October 2018.

In your letter you refer to the development of a 450ML supply of emergency water for Stanthorpe which will be at no cost to rate payers. From my attendance at briefings conducted by the Emu Swamp Dam Detailed Business Case Project Team I have gained the impression this is a concept based on transferring 450ML of Council's current urban water allocation from Storm King Dam to Emu Swamp Dam. This allocation would be used for irrigation purposes and then made available to Council for urban use during an emergency. At no time has this concept been discussed with Council, and while it has been included in the Chamber's submission to the draft Water Management Plan, that Plan will not be released until February 2019.

Council will consider the proposed Request for Tender – Emu Swamp Dam Approvals, at its Council Meeting on 24 October 2018.

Yours sincerely

Tracy Dobie  
Mayor

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

Nil

## 10. EXECUTIVE

### 10.1 Financial Report as at 30 September 2018

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date: 24 October 2018</b>
	Manager Finance & Information Technology	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council receive and note the Financial Report as at 30 September 2018.

#### Report

Council's operating performance against forecast shows that the net operating position (before capital items) is \$21.5m. All of the general rates for the financial year have been recognised in the statements

The general rates, fire levy and waste utility charges have been raised for all of the financial year.

#### Income Statement

Total operating revenue of \$37.6m has been recognised for the financial year and capital revenue of \$2.5m has been received for the year.

Overall operating expenditure of \$16.1m is \$2.1m under the year to date estimate of \$18.2m with materials and services being \$1.4m under the year to date estimate.

#### Capital Works in Progress

Capital works expenditure to 30 September 2018 is \$3.0m which is 8.1% of the capital works budget of \$36.5. A further \$5.1m has been committed meaning \$8.1m has been spent and committed; this represents 22.3% of the budget.

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	-	-	-	1,448	-	1,794	3,242	-
Buildings	1,439,086	-	1,439,086	57,382	4.0%	152,206	209,588	14.6%
Plant & Equipment	3,800,000	-	3,800,000	265,633	7.0%	220,177	485,811	12.8%
Roads, Drains & Bridges	18,727,171	-	18,727,171	2,102,663	11.2%	3,738,227	5,840,890	31.2%
Water	8,060,000	-	8,060,000	193,926	2.4%	429,772	623,698	7.7%
Wastewater	1,070,000	-	1,070,000	124,382	11.6%	196,048	320,430	29.9%
Other Assets	3,362,230	-	3,362,230	218,711	6.5%	429,609	648,320	19.3%
<b>Total</b>	<b>36,458,487</b>	<b>-</b>	<b>36,458,487</b>	<b>2,964,146</b>	<b>8.1%</b>	<b>5,167,834</b>	<b>8,131,979</b>	<b>22.3%</b>

## **Budget Implications**

A first quarter budget review has been undertaken in September, and will be presented to Council in October 2018.

## **Policy Consideration**

Operational Plan 2018/19

Deliver the 2018-19 Budget

## **Community Engagement**

Nil

## **Legislation/Local Law**

Local Government Act 2009 and Local Government Regulation 2012

## **Options**

1. Council receive and note the Financial Report as at 30 September 2018.
2. Council not receive and note the Financial Report as at 30 September 2018.

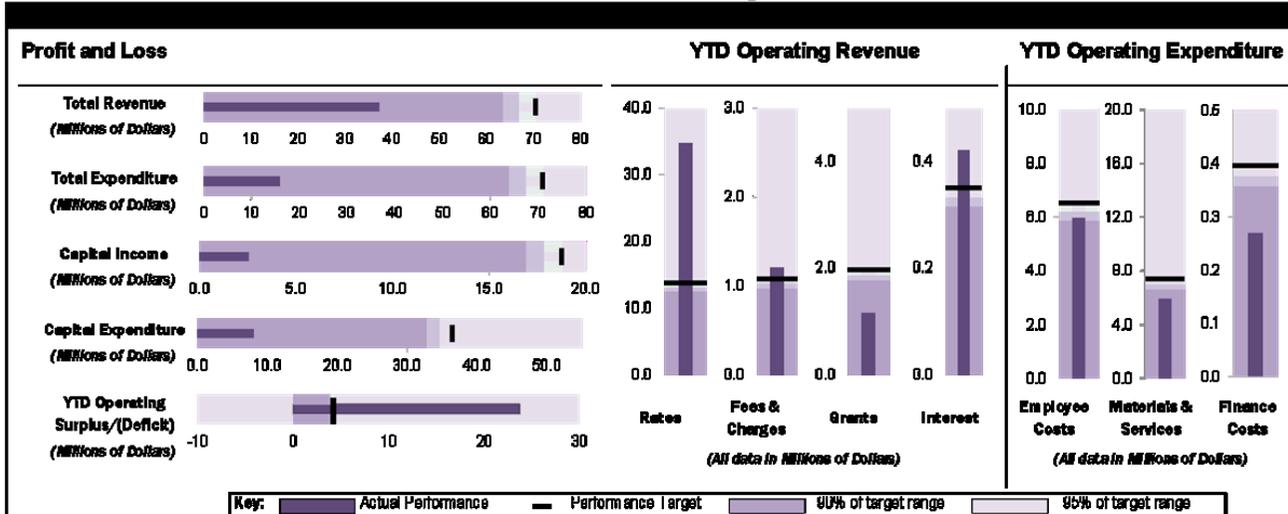
## **Attachments**

1. Finance Report as at 30 September 2018 [View](#)
2. Investments Register [View](#)

Southern Downs Regional Council

Summary of Performance

September 2017



**Operating Performance Summary**

**Operating Revenue**

The total operating revenue amount of \$37.6m is due to the whole year's general rates being issued in July.

Council has received 12.2% more fees and charges revenue, 20.4% more than budget in interest income and 68.4% more than budgeted in rent and other income.

Capital grants of \$2.5m has been received for the 2018/19 financial year.

**Operating Expenditure**

Year to date operating expenditure of \$16.1m is \$11.5m under the year to date budget estimate of \$27.5m. Materials and services are \$10.7m under the year to date estimate, and employee expenses are \$0.5m under budget.

**Capital Works**

At 30 September 2018, \$3.0m of the approved \$36.5m budget has been spent on capital works and capital purchases which is 8.1% of the full year budget.

A further \$5.1m has been committed to spend meaning \$8.1m has been spent and committed; this represents 22.3% of the budget.

The carryover budget will be finalised as part of the first quarter budget review.

Of the approved capital works budget \$18.7m is for roads, drainage and bridges and \$9.13m for water and wastewater.

**Balance Sheet**

At 30 September 2018 cash at bank and investments total \$65.8m.

Council has maintained its ability to meet all its current commitments with a working capital ratio of 6.5:1.

Total loans (current and non current) that are outstanding amount to \$21.9m.

## Southern Downs Regional Council Income Statement September 2017

Unaudited 2018 Actual \$		Annual 2019 Budget \$	Phased 2019 YTD Budget \$	Phased 2019 YTD Actual \$
	<b>Revenue from ordinary activities</b>			
30,539,997	General Rates	31,811,280	7,952,820	31,853,905
285,382	Rural fire brigade levy	284,460	71,115	286,832
25,118,447	Utility Rates and Charges	25,315,797	6,328,949	4,468,811
(1,805,644)	Less Discounts	(1,843,200)	(460,800)	(1,813,336)
(602,154)	Rates on Council properties	(340,349)	(85,087)	(75,758)
<b>53,536,028</b>		<b>55,227,988</b>	<b>13,886,997</b>	<b>34,720,455</b>
4,858,801	Fees and Charges	4,317,486	1,079,371	1,211,479
1,574,039	Interest	1,401,994	350,499	421,974
3,605,084	Contract & Sales Revenue	1,500,000	375,000	(275,751)
960,627	Rent and Other Income	833,048	206,762	348,185
7,760,239	Government Grants and Subsidies	7,841,807	1,962,202	1,166,095
<b>72,294,818</b>	<b>Total Operating Revenue</b>	<b>71,122,323</b>	<b>17,780,831</b>	<b>37,592,438</b>
	<b>Expenses from ordinary activities</b>			
21,512,468	Employee Costs	24,253,157	6,515,269	5,982,642
27,368,570	Materials and Services	29,605,440	7,401,360	5,988,667
16,094,398	Depreciation and Amortisation	15,830,081	3,934,515	3,822,434
1,705,529	Finance Costs	1,587,371	396,843	271,035
<b>66,680,965</b>	<b>Total Operating Expenses</b>	<b>70,976,049</b>	<b>18,247,987</b>	<b>16,064,779</b>
<b>5,613,853</b>	<b>Operating Surplus/(Deficit) before capital items</b>	<b>146,274</b>	<b>(467,156)</b>	<b>21,527,659</b>
	<b>Other Capital Amounts</b>			
15,258,589	Capital Grants, Contributions and Donations	17,820,863	4,455,216	2,535,632
(713,406)	Other capital income and (expenses)	929,000	232,250	-
<b>20,159,035</b>	<b>Net Result Surplus/(Deficit)</b>	<b>18,896,137</b>	<b>4,220,310</b>	<b>24,063,291</b>

### 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 September 2017

Unaudited 2018 Actual \$		Annual 2019 Budget \$	Phased 2019 YTD Actual \$
<b>Current Assets</b>			
50,270,960	Cash assets & Investments	31,595,001	65,845,952
7,781,732	Receivables (includes Rates & Utilities receivable)	5,764,000	13,019,402
10,500	Assets held for sale	333,507	433,300
890,778	Inventories	229,493	497,418
<b>58,953,970</b>		<b>38,142,001</b>	<b>79,816,272</b>
<b>Non-Current Assets</b>			
-	Investment Property	742,000	742,000
719,597,107	Property, plant and equipment	783,982,371	714,844,724
147,690	Other Financial Assets	283,684	122,842
30,414,390	Capital works in progress	-	33,416,403
1,124,884	Intangible Assets	1,402,944	1,048,197
<b>751,284,071</b>		<b>786,410,999</b>	<b>750,174,166</b>
<b>810,238,041</b>	<b>TOTAL ASSETS</b>	<b>824,553,000</b>	<b>829,990,439</b>
<b>Current Liabilities</b>			
8,643,857	Creditors and other payables	7,295,004	4,316,490
6,474,969	Provisions	4,215,000	6,483,896
1,469,729	Interest bearing liabilities	1,515,999	1,469,729
<b>16,588,555</b>		<b>13,026,003</b>	<b>12,270,115</b>
<b>Non-Current Liabilities</b>			
20,782,859	Interest bearing liabilities	19,294,997	20,452,567
4,566,373	Provisions	5,119,000	4,566,373
<b>25,349,232</b>		<b>24,413,997</b>	<b>25,018,941</b>
<b>41,937,787</b>	<b>TOTAL LIABILITIES</b>	<b>37,440,000</b>	<b>37,289,056</b>
<b>768,300,254</b>	<b>NET COMMUNITY ASSETS</b>	<b>787,113,000</b>	<b>792,701,383</b>
<b>Community Equity</b>			
183,477,525	Asset Revaluation Reserve	182,932,000	183,477,525
584,822,729	Retained surplus	604,181,000	609,229,410
<b>768,300,254</b>	<b>TOTAL COMMUNITY EQUITY</b>	<b>787,113,000</b>	<b>792,706,935</b>

### 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?
<b>Working Capital Ratio</b> (Current Assets / Current Liabilities)	2.93 : 1	6.5 : 1	✓	<b>Interest Coverage Ratio</b> (Net Interest Expense / Total Operating Revenue) (%)	0.26%	0.12%	✓
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>			
<b>Operating Surplus Ratio</b> (Net Operating Surplus / Total Operating Revenue) (%)	26.6%	64.0%	✓	<b>Asset Sustainability Ratio</b> (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	234.8%	212.7%	✓
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>			
<b>Net Financial Liabilities Ratio</b> ((Total Liabilities - Current Assets) / Total Operating Revenue)	-1.9%	-113.1%	✓	<b>Comments on Ratio Results.</b>			
Target Ratio Upper Limit (%)	-	<=60%	<=60%	<p>The reported ratios are taken from the Department of Local Government guidelines on sustainable financial management. When looking at ratios it is important to acknowledge that they represent a snapshot in time and that anomalies in the reported results are not taken in isolation. The targets are those provided by the Department as a preferred range and results outside those ranges will require further consideration.</p> <p>Whilst changes to the legislation have amended the required ratios, the ratios listed will continue to be reported on.</p> <p>The Asset Sustainability Ratio is under the target lower limit as there has not been a full year of activity for assets.</p>			
<p>This is an indicator of the extent to which the net financial liabilities of a Council can be serviced by its operating revenues.</p> <p>A positive value of less than 60 per cent is the benchmark as determined by the Department of Local Government. It indicates that Council has the capacity to fund liabilities and to have the capacity to increase its loan borrowings. A positive value greater than 60 per cent but less than a 100% indicates that Council has the capacity to fund liabilities but has limited capacity to increase its loan borrowings.</p> <p>A ratio less than zero (negative) indicates that current assets exceed total liabilities and; therefore, Council has the capacity to increase its loan borrowings.</p>							

**INVESTMENTS REGISTER**

**as at 30 September 2018**

**CASH MANAGEMENT**

10.30am CALL ACCOUNT

**LAST MONTH**  
(31 August 2018)

**\$ 9,959,517.45**

GENERAL	QTC SDRC Acct
<b>TOTAL</b>	<b>QTC</b>

**PRINCIPAL**      **INTEREST RATE**

\$ 8,475,188.47	2.45%
<b>\$ 8,475,188.47</b>	

**BANK BILLS AND IBD**

<u>DATE</u>	<u>DESCRIPTION</u>	<u>PRINCIPAL</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>DAYS</u>
12-Apr-18	QCCU	\$ 3,000,000.00	2.70%	10-Oct-18	181
17-May-18	BENDIGO	\$ 3,000,000.00	2.65%	17-Oct-18	153
17-May-18	BANK OF QLD	\$ 3,000,000.00	2.70%	15-Nov-18	182
30-May-18	BANK OF QLD	\$ 3,000,000.00	2.75%	29-Nov-18	183
20-Jun-18	NAB	\$ 3,000,000.00	2.76%	24-Oct-18	126
3-Aug-18	QCCU	\$ 3,000,000.00	2.75%	3-Dec-18	122
9-Aug-18	QCCU	\$ 3,000,000.00	2.75%	7-Nov-18	90
9-Aug-18	SUNCORP	\$ 3,000,000.00	2.70%	9-Jan-19	153
9-Aug-18	BANK OF QLD	\$ 3,000,000.00	2.75%	7-Feb-19	182
14-Aug-18	WESTPAC	\$ 3,000,000.00	2.65%	15-Nov-18	92
14-Aug-18	SUNCORP	\$ 3,000,000.00	2.65%	13-Dec-18	121
14-Aug-18	BANK OF QLD	\$ 3,000,000.00	2.75%	13-Feb-19	183
16-Aug-18	AMP	\$ 3,000,000.00	2.80%	12-Feb-19	180
22-Aug-18	WESTPAC	\$ 3,000,000.00	2.65%	21-Nov-18	91
22-Aug-18	NAB	\$ 3,000,000.00	2.65%	23-Jan-19	154
29-Aug-18	BANK OF QLD	\$ 3,000,000.00	2.75%	27-Feb-19	182
20-Sep-18	WESTPAC	\$ 3,000,000.00	2.65%	16-Jan-19	118
25-Sep-18	QCCU	\$ 3,000,000.00	2.65%	23-Jan-19	120
27-Sep-18	NAB	\$ 3,000,000.00	2.72%	27-Mar-19	181
<b>\$ 57,000,000.00</b>	<b>TOTAL</b>	<b>\$ 57,000,000.00</b>			
<b>\$ 66,959,517.45</b>	<b>GRAND TOTAL</b>		<b>\$ 65,475,188.47</b>		

Weighted Average      2.70%  
BESW 90 day rate      1.94%

**FUNDS BREAKDOWN**

<u>FUND</u>	<u>PRINCIPAL</u>
\$ 66,959,517.45	\$ 65,475,188.47
\$ -	\$ -
\$ -	\$ -
<b>\$ 66,959,517.45</b>	<b>\$ 65,475,188.47</b>

**INSTITUTION BREAKDOWN**

(30% MAXIMUM AT ANY ONE INSTITUTION EXCLUDING QTC)

<u>INSTITUTION</u>	<u>PRINCIPAL</u>	
\$ 3,000,000.00	AMP	5%
\$ 3,000,000.00	BENDIGO	5%
\$ 9,000,000.00	WESTPAC	14%
\$ 6,000,000.00	SUNCORP	9%
\$ 12,000,000.00	QCCU	18%
\$ -	HERITAGE	0%
\$ 15,000,000.00	BANK OF QLD	23%
\$ 9,959,517.45	QTC	12%
\$ 9,000,000.00	NAB	14%
\$ -	CITIBANK	0%
\$ -	BANK WEST	0%
		100%
<b>\$ 66,959,517.45</b>	<b>GRAND TOTAL</b>	<b>\$ 65,475,188.47</b>

## 10.2 First Quarter Budget Review 2018/2019

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 24 October 2018
	Manager Finance & Information Technology	<b>ECM Function No/s:</b>

### Recommendation

THAT Council adopt the revised budget following the First Quarter Budget review 2018/19 as per Attachment 1.

### Report

A review of actual to budget results for the first quarter of the 2018/19 financial year has been undertaken in order to identify potential budget adjustments arising out of events and activities in the first quarter to 30 September 2018.

The review included the operating and capital work budgets for 2018/19.

A full set of financial statements for the 2018/19 financial year and forecasts for the next 2 financial years incorporating the first quarter budget review are contained in Attachment 2.

### Budget Implications

Details of the budget amendments arising from the first quarter budget review on the operating budget are provided in Attachment 1.

The impact of these amendments on Council's forecast operating result is a decrease in the operating surplus of \$146k bringing the full year estimated operating surplus to \$122k.

The revised capital work budget is detailed in Attachment 3.

Proposed amendments to the capital works program will increase the value of the current program to \$40.6m, an increase of \$4.14m. This increase includes \$8.3m of capital works being carried forward from 2017/18 while \$4.16m of the 2018/19 capital works program has been reduced due to changes in the scope of works.

This increase is funded by a combination of grant funding \$1.48m, contributions \$158k and general funding and reserves of \$2.5m.

The following table summarises all of the changes made to the capital works program in the first quarter budget review.

Proposed capital works amendments - expenditure	Asset Class	Adjust	Original Budget	Movement	New Budget	External funding	General Funding
Dungaree Memorial	Other	Increase	\$118,390	\$112,710	\$231,100	\$183,390	\$47,710
Willi Street Community Groups Relocation	Other	Project split	\$604,086	-\$187,586	\$416,500	\$416,500	\$0
Recreation Areas at Connolly Dam and small villages	Other	Increase	\$68,735	\$74,481	\$143,216	\$68,735	\$74,481
Burial Wall at Warwick Cemetery	Other	Increase	\$169,005	\$3,401	\$172,406	\$169,005	\$3,401
Replace Heat Pumps - WIRAC	Other	New project	\$0	\$812,681	\$812,681		\$812,681
Allora Play Group Building - Switchboard Upgrade, Cladding Repairs	Other	Not proceeding	\$25,000	-\$25,000	\$0		\$0
APRA - Roof Repairs	Other	Not proceeding	\$55,000	-\$55,000	\$0		\$0
Stanthorpe Soldiers Memorial Restoration	Other	New project	\$0	\$34,358	\$34,358	\$34,358	\$0
Automatic Flood Warning Gauges	Other	New project	\$0	\$77,000	\$77,000	\$70,000	\$7,000
Stanthorpe Fitness Centre - Fire Hydrant Coverage	Buildings	New project	\$0	\$50,000	\$50,000		\$50,000
Old Allora Offices Restumping	Buildings	New project	\$0	\$275,000	\$275,000	\$187,586	\$87,414
Warwick Aerodrome Development - Carryover	Other	Increase	\$340,000	\$250,000	\$590,000		\$590,000
Warwick Aerodrome – provision of access and supply of electricity to western sub-division	Other	Reduce	\$250,000	-\$250,000	\$0		\$0
QRA Betterment Program	Roads	Reduce	\$7,000,000	-\$4,500,000	\$2,500,000	\$2,250,000	\$250,000
REPA Complementary Works	Roads	Reallocate to other project	\$1,572,406	-\$1,572,406	\$0		\$0
Upgrade of the Warwick WTP Chlorine Gas Infrastructure	Water	New project	\$0	\$150,000	\$150,000		\$150,000
Extension of Recycled Water Line	Water	New project	\$0	\$35,000	\$35,000		\$35,000
Lesley Dam - Pump Station Upgrade - Design & Construction	Water	New project	\$0	\$500,000	\$500,000		\$500,000
Chlorine Analysers Replacement – Northern	Water	New project	\$0	\$27,000	\$27,000		\$27,000
Backwash Water Recovery Pump – Warwick WTP	Water	New project	\$0	\$20,000	\$20,000		\$20,000
Cl2 Analyser replacement – Stanthorpe	Water	New project	\$0	\$7,475	\$7,475		\$7,475
Sludge Transfer Pump Replacement - Warwick WWTP	Wastewater	New project	\$0	\$5,488	\$5,488		\$5,488
RAS Pump replacement - Warwick WWTP	Wastewater	New project	\$0	\$5,765	\$5,765		\$5,765
Chlorination Tank Pump Replacement - Stanthorpe WWTP	Wastewater	New project	\$0	\$8,640	\$8,640		\$8,640
Plant replacement Program	Other	Increase	\$3,555,000	\$295,000	\$3,850,000	\$1,049,000	\$2,801,000
Stanthorpe Industrial Estate Extension (W4Q2)	Roads	Increase	\$750,000	\$200,000	\$950,000	\$750,000	\$200,000
Cycleways - Carryover	Roads	Increase	\$125,000	\$300,000	\$425,000	\$53,125	\$371,875
Village Street Sealing 18/19 (Hendon)	Roads	Project split	\$200,000	-\$128,000	\$72,000	\$71,224	\$776
Gravel Resheeting (18-19)	Roads	Project split	\$1,000,000	-\$20,000	\$980,000		\$980,000
Condamine River Walk/Cycle Path (W4Q2)	Roads	Project not proceeding	\$150,000	-\$150,000	\$0		\$0
Hendon Street Sealing - Allora St	Roads	Project split	\$0	\$68,000	\$68,000	\$68,000	\$0
Hendon Street Sealing - Railway Street	Roads	Project split	\$0	\$45,000	\$45,000	\$25,000	\$20,000
Hendon Street Sealing - Barron Street	Roads	Project split	\$0	\$35,000	\$35,000	\$35,000	\$0
Minor Capital Works Projects - Warwick and Stanthorpe Waste Facilities	Other	Reduce	\$150,000	-\$30,000	\$120,000		\$120,000
Stanthorpe Waste Facility Waste Cell Batter Profiling	Other	Reduce	\$623,000	-\$500,000	\$123,000		\$123,000
Stanthorpe Waste Facility On Site Stormwater Drainage Works	Other	Not proceeding	\$12,100	-\$12,100	\$0		\$0
Stanthorpe Waste Facility Operations Governance	Other	Reduce	\$35,000	-\$10,000	\$25,000		\$25,000
Yangan Waste Facility Operations – Compliance	Other	Not	\$30,000	-\$30,000	\$0		\$0

obligations		proceeding					
Stanthorpe Fitness Centre Building Compliance Rectification	Buildings	Carry-Over	\$0	\$100,000	\$100,000		\$100,000
Ci Contracts Implementation	Intangible	Carry-Over	\$0	\$12,257	\$12,257		\$12,257
Purchase and Implementation of the Tech One Defects Module	Intangible	Carry-Over	\$0	\$21,110	\$21,110		\$21,110
Stanthorpe CBD Cycle Facilities Design and Construction	Roads	Carry-Over	\$0	\$16,178	\$16,178	\$5,750	\$10,428
Cyclone Debbie NDRRA Event March 2017	Roads	Carry-Over	\$0	\$3,970,000	\$3,970,000	\$3,970,000	\$0
Complimentary Works	Roads	Carry-Over	\$0	\$1,622,000	\$1,622,000	\$1,136,305	\$485,695
Stormwater Drainage Upgrade Huston Street	Roads	Carry-Over	\$0	\$103,003	\$103,003	\$103,003	\$0
Trunk Distribution Manifold Replacement Stage 1 - Warwick WTP	Water	Carry-Over	\$0	\$18,851	\$18,851		\$18,851
Valve and Hydrant Renewals - Northern	Water	Carry-Over	\$0	\$17,531	\$17,531		\$17,531
Wallangarra Water Treatment Plant	Water	Carry-Over	\$0	\$370,000	\$370,000		\$370,000
Electrical Works at Stanthorpe Wastewater Treatment Plant	Wastewater	Carry-Over	\$0	\$230,000	\$230,000		\$230,000
Sewer Main Relining	Wastewater	Carry-Over	\$0	\$151,300	\$151,300		\$151,300
Allora Water Reservoir Repairs	Water	Carry-Over	\$0	\$125,000	\$125,000		\$125,000
Leyburn Bore Study	Water	Carry-Over	\$0	\$30,500	\$30,500		\$30,500
Sycamore Street , Killarney	Roads	Carry-Over	\$0	\$360,000	\$360,000	\$286,632	\$73,368
Allora-Clifton Rd Major Pavement Repairs (17-18 RTR)	Roads	Carry-Over	\$0	\$90,000	\$90,000	\$90,000	\$0
Forest Plains Rd Major Pavement Repairs (17-18 RTR)	Roads	Carry-Over	\$0	\$220,000	\$220,000	\$175,443	\$44,557
Goomburra Rd Widen and Rehab (17-18 RTR)	Roads	Carry-Over	\$0	\$12,834	\$12,834	\$12,833	\$1
Harslett Rd Widen & Rehab (17-18 RTR)	Roads	Carry-Over	\$0	\$110,000	\$110,000	\$110,000	\$0
Jack Smith Gully Rd Rehab (17-18 RTR)	Roads	Carry-Over	\$0	\$300,000	\$300,000	\$300,000	\$0
Guy St (Fitzroy-Grafton) Blackspot 17-18	Roads	Carry-Over	\$0	\$114,780	\$114,780	\$114,780	\$0
Sugarloaf Rd Blackspot 17-18	Roads	Carry-Over	\$0	\$180,633	\$180,633	\$183,450	-\$2,817
Miscellaneous Projects <\$10,000	Other	Carry-Over	\$0	\$40,903	\$40,903		\$40,903
<b>Total</b>				<b>\$16,832,722</b>	<b>\$4,138,787</b>	<b>\$20,971,509</b>	<b>\$11,919,119</b>

The proposed amendments will increase community equity from \$787.1m to \$801.5m. Total assets will increase from \$824.5m to \$838.8m with current assets of \$44.2m and non-current assets increasing from \$786.4 to \$794.7m. Total liabilities will decrease from \$37.4m to \$37.3m.

## Policy Consideration

Long Term Financial Plan

## Community Engagement

Nil

## Legislation/Local Law

*Local Government Act 2009*

*Local Government Regulation 2012*

*Australian Accounting Standards*

## Options

Council:

1. Adopt the 2018/19 First Quarter Budget review.
2. Do not adopt the 2018/19 First Quarter Budget review.
3. Adopt selected amendments from the First Quarter Budget review.

## **Attachments**

1. Proposed Operating Budget 2018/19 with notes incorporating the First Quarter Budget review amendments [View](#)
2. Revised Financial Statements with Forecasts: Statement of Comprehensive Income, Statement of Financial Position, Statement of Cash Flow, Statement of Changes in Equity incorporating the proposed amendments from the First Quarter Review [View](#)
3. Revised Capital Works Program for 2018-2019 [View](#)

**Southern Downs Regional Council  
 2018/19 Operating Budget**

Current Actuals to September 2018 \$	Description	Audited Current Budget 2017-18 \$	Proposed Budget 2018-19 \$	Change \$ (Proposed less Current)	Change % (Proposed less Current) %	Notes
<b>REVENUE</b>						
<b>Operating revenue</b>						
<b>Rates and Utility Charges</b>						
81,875,608	General rates	81,694,950	81,972,608	267,658	0.3%	Budget adjusted to reflect estimated full year actuals
286,832	Rural fire brigade levy	286,460	286,832	2,372	0.8%	Budget adjusted to reflect estimated full year actuals
6,316,804	Water	12,115,908	12,115,909	0	0.0%	
4,378,955	Waste water	8,764,777	8,764,777	0	0.0%	
4,464,961	Waste management	4,485,111	4,464,370	(20,741)	-0.5%	Budget adjusted to reflect estimated full year actuals
(56,134)	Investive Pest Control Separate Rate	124,530	124,360	(1,700)	-1.4%	Budget adjusted to reflect estimated full year actuals
<b>47,201,462</b>	<b>Total rates and utility charges</b>	<b>57,431,537</b>	<b>57,728,856</b>	<b>307,319</b>	<b>0.5%</b>	
(1,813,336)	Less: Discount	(1,813,200)	(1,813,500)	(29,700)		Budget adjusted to reflect estimated full year actuals
<b>45,388,126</b>	<b>Net rates and utility charges revenue</b>	<b>55,618,337</b>	<b>55,915,356</b>	<b>307,029</b>	<b>0.6%</b>	
<b>Other Operating Revenue</b>						
1,325,737	Fees and charges	4,307,486	4,281,048	(26,438)	-0.6%	See Note 1 below
157,878	Interest Income	1,401,994	1,401,994	0	0.0%	
177,948	Leasing and rent	486,548	486,698	2,150	0.4%	Budget adjusted to reflect estimated full year actuals
1,106,035	Operating grants and subsidies	7,841,807	8,615,441	773,634	9.9%	See Note 2 below
(204,729)	Recoverable works	1,500,000	3,252,797	1,752,797	116.9%	See Note 3 below
392,607	Other revenue	348,500	379,150	30,650	8.8%	See Note 4 below
1,890,841	Internal Revenue	5,491,287	5,563,362	72,075	1.3%	Budget adjusted to reflect estimated full year actuals
<b>48,578,904</b>	<b>Total operating revenue</b>	<b>76,953,953</b>	<b>79,895,816</b>	<b>2,941,867</b>	<b>3.8%</b>	
<b>Operating expenses</b>						
7,336,804	Employee costs	24,587,322	23,849,132	(738,190)	-3.0%	Employee costs recalculated at 30 September based on current FTE numbers
(854,430)	Employee costs/ (recovered)	(894,165)	(577,130)	(242,065)	27.2%	Employee costs recovered as recalculated at 30 September
288,830	Councillors' Expenses	805,964	805,964	0	0.0%	
282,832	Community Grants	1,025,000	1,091,315	66,315	6.5%	See Note 5 below
2,854,387	Contracts and Services	14,971,795	16,689,622	2,317,827	15.5%	See Note 6 below
4,137,465	Materials	14,198,886	15,709,717	1,515,882	10.7%	
271,035	Finance Costs	1,587,371	1,587,371	0	0.0%	
32,885	Other Expenses	353,705	353,705	0	0.0%	
3,822,434	Depreciation	15,530,041	15,530,081	0	0.0%	
(663,580)	Plant Hire / (recovered)	(1,142,860)	(1,433,460)	(290,600)	25.4%	Budget adjusted to reflect plant hire being booked to capital works
75,738	Rates on Council Properties	340,349	603,479	263,130	77.3%	Budget adjusted to reflect estimated full year actuals
1,390,841	Internal Charges	5,491,287	5,563,362	72,075	1.3%	Budget adjusted to reflect estimated full year actuals
<b>19,601,343</b>	<b>Total operating expenses</b>	<b>76,907,665</b>	<b>79,773,159</b>	<b>2,871,474</b>	<b>3.7%</b>	
<b>30,386,783</b>	<b>Operating Surplus / (Deficit)</b>	<b>(165,272)</b>	<b>122,687</b>	<b>(287,967)</b>	<b>-16.5%</b>	
<b>Capital accounts</b>						
0	Capital contributions	397,508	556,128	158,628	39.9%	
2,474,988	Capital grants	17,279,969	15,025,767	(2,247,596)	-13.0%	
0	Capital income other	0	0	0	0.0%	
(229,783)	Profit / (Loss) on disposal	(1,20,000)	(1,20,000)	0	0.0%	
<b>2,245,205</b>	<b>Total of capital accounts</b>	<b>17,577,468</b>	<b>15,401,895</b>	<b>(2,089,988)</b>	<b>-11.9%</b>	
<b>32,632,038</b>	<b>Net Result surplus / (Deficit)</b>	<b>(17,032,934)</b>	<b>15,584,582</b>	<b>(2,112,555)</b>	<b>-11.8%</b>	

**Notes to QTR 1 Proposed Operating Budget for 2018/19**

<b>Note 1: Fees and charges revenue</b>			
Facilities Hire	Change \$	(3,000)	Change % -4%
Water Sales		40,201	12%
Other Fees and Charges		(21,600)	-1%
Aerodrome Landing Fees		7,500	32%
Agents Permits		2,077	5%
Infrastructure Replacement Levy		(58,616)	-368%
<b>Note 2: Operating grants and subsidies</b>			
Aerodrome Industrial Development Program (MIPP2)	Change \$	63,636	Change % 1.00%
Financial Assistance Grant		(270,000)	-4%
Drought Relief Operating Grant		1,000,000	1.00%
Tourism Operating Grant		(20,000)	-9.9%
<b>Note 3: Recoverable Works</b>			
Road Maintenance and Performance Contracts	Change \$	1,750,000	Change % 2358%
Premis and Easement Supply		2,797	1.00%
<b>Note 4: Other Revenue</b>			
Insurance Refunds	Change \$	35,000	Change % 140%
Park Maintenance		(7,500)	-1.00%
Layburn Transfer Station		1,150	2358%

Reimbursements Received	1,200	↑	12.00%	
Economic Development	800	↑	1.00%	
<b>Note 5: Community Grants</b>				
	Change \$		Change %	
Tourism	40,000	↑	1.00%	
RADF Program	18,510	↑	17%	
Stanhope Art Gallery	10,980	↑	6%	
Stanhope River Improvement Trust	(925)	↓	-2%	
<b>Note 6: Contracts and Services</b>				
<b>Change by Department:</b>				
	Change \$		Change %	
Community Services & Major Projects	5,280	↑	0.9%	Stanhope After School Care Hire Expenses \$20,000 Stanhope Fitness Centre Contract Expenses \$(25,000)
Corporate Services	56,799	↑	10.0%	John Dee agreement \$3,500 Insurance - professional fees decrease \$(17,500) Implementation of Council's Audit and Risk Management Committee \$(10,000) MIFP Aerodrome \$63,635
Finance & Information Technology	109,200	↑	13.5%	Increase contractors - Testraire fibre to Morgan Park \$280,000 Additional Legal Expenses \$10,000 Accounting Services - Contractors \$(100,000)
Human Resources	10,000	↑	1.2%	Increase in Professional Fees \$10,000
Engineering Services Directorate	(34,200)	↓	-1.8%	Decrease in Contractor Expense \$40,000
Works Maintenance & Open Space	718,900	↑	2.9%	Road Maintenance Performance Contracts \$736,900 Cemetery expenses \$11,100 Street Sweeping \$(29,000)
Water and Wastewater	499,578	↑	2.4%	Water Management \$112,500 Wastewater Management \$100,500 Warwick Water \$64,500 Killamoy Water \$28,500 Stanhope Water \$59,000 Wellington Water \$11,000 Warwick Wastewater \$148,000 Killamoy CSD \$28,000 Stanhope Wastewater \$(250,000) Stanhope Effluent Reuse Scheme \$194,000
Works Construction, Workshops and Assets	(27,000)	↓	-9%	Workshop Operating Contract Expenses \$19,000 Asset Management - Consultants \$(40,000)
Environmental Services	967,420	↑	1.6%	Mulching Contract at Transfer Stations \$150,000 Remediation works due to asbestos \$478,000 Alora Transfer Station - PVT Clean-up \$148,000 Warwick Waste Management Facility - Increase in contractors \$144,000 Health Inspections - Increase in consultants - external contracts \$50,000 Legal Expenses \$(5,000)
Planning and Development	98,680	↑	2.2%	Acting Development Assessment Co-ordinator Contract \$89,000 Legal Expenses \$17,500 Contractor Expenses \$(10,000)
<b>Note 7: Miscellaneous</b>				
<b>Change by Department:</b>				
	Change \$		Change %	
Community Services & Major Projects	1,051	↑	0%	
Corporate Services	(52,284)	↓	-4%	Corporate Governance Subscriptions and Other \$(40,000) Records Management \$9,000 Customer Services \$(2,500) Insurance Claim - Asbestos \$15,000 Insurance \$(12,500) Library Operations \$(5,000)
Finance & Information Technology	59,811	↑	8%	Printing and telephone costs \$65,000 Salaryed operations \$7,000 IBS licenses & registration \$7,000 Pharmic Supply \$(20,000)
CEO Office	51,727	↑	4.5%	Review LGAG Membership
Human Resources	25,000	↑	68%	Advertising expenses - recruitment
Engineering Services Directorate	2,955	↑	1%	
Works Maintenance & Open Space	598,050	↑	2.6%	Road Maintenance and Performance Contracts - materials, gravel, emulsion, premix \$600,000
Water and Wastewater	781,376	↑	1.6%	Drought Relief Expenditure \$1,000,000 Warwick Water - Bulk Water - credit note from Sun Water \$(199,000) Alora Water \$26,200 Wellington Water \$(126,600) Warwick Wastewater \$(183,000) Killamoy CSD \$79,500 Stanhope Wastewater \$(127,500) Effluent Reuse - Stanhope \$105,000 Effluent Reuse - Warwick \$17,000
Works Construction, Workshops and Assets	800	↑	0%	
Planning and Environment Directorate	(13,900)	↓	-6.3%	Printing \$(8,000) Materials Order \$1,100
Environmental Services	113,396	↑	1.7%	Wild dog trapping, flying fox roosting and other \$65,000 Laboratory testing \$38,000 Miscellaneous materials \$30,000
Planning and Development	750	↑	5%	

Statement of Comprehensive Income			
	Jun-19B	Jun-20F	Jun-21F
<b>Income</b>			
<b>Revenue</b>			
<b>Operating revenue</b>			
Net rates, levies and charges	55,915.00	58,031.00	60,227.00
Fees and charges	4,281.00	4,359.00	4,439.00
Rental income	487.00	498.00	508.00
Interest received	1,401.00	1,408.00	1,419.00
Sales revenue	3,253.00	3,315.00	3,378.00
Other income	379.00	386.00	394.00
Grants, subsidies, contributions and donations	8,617.00	8,826.00	9,041.00
<b>Total operating revenue</b>	<b>74,333.00</b>	<b>76,821.00</b>	<b>79,403.00</b>
<b>Capital revenue</b>			
Grants, subsidies, contributions and donations	16,631.00	2,517.00	1,499.00
<b>Total revenue</b>	<b>90,964.00</b>	<b>79,338.00</b>	<b>80,902.00</b>
<b>Expenses</b>			
<b>Operating expenses</b>			
Employee benefits	24,078.00	24,558.00	25,047.00
Materials and services	33,015.00	34,172.00	35,375.00
Finance costs	1,587.00	1,509.00	1,418.00
Depreciation and amortisation	15,530.00	17,154.00	17,936.00
Other expenses	-	-	-
<b>Total operating expenses</b>	<b>74,210.00</b>	<b>77,393.00</b>	<b>79,776.00</b>
<b>Capital expenses</b>			
Total capital expenses	120.00	120.00	120.00
<b>Total expenses</b>	<b>74,330.00</b>	<b>77,513.00</b>	<b>79,896.00</b>
<b>Net result</b>	<b>16,634.00</b>	<b>1,825.00</b>	<b>1,006.00</b>
<b>Operating result</b>			
Operating revenue	74,333.00	76,821.00	79,403.00
Operating expenses	74,210.00	77,393.00	79,776.00
<b>Operating result</b>	<b>123.00</b>	<b>(572.00)</b>	<b>(373.00)</b>

## Statement of Financial Position

	Jun-19B	Jun-20F	Jun-21F
<b>Assets</b>			
<b>Current assets</b>	37,262.00	35,217.00	41,576.00
Cash and cash equivalents	6,000.00	6,187.00	6,415.00
Trade and other receivables	900.00	900.00	900.00
Inventories			
<b>Total current assets</b>	44,161.00	42,303.00	48,891.00
<b>Non-current assets</b>			
Investments	742.00	742.00	742.00
Property, plant & equipment	792,852.00	794,833.00	788,066.00
Other non-current assets	1,268.00	1,374.00	1,316.00
<b>Total non-current assets</b>	794,862.00	797,049.00	790,124.00
<b>Total assets</b>	838,823.00	839,353.00	839,015.00
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	7,437.00	7,646.00	7,906.00
Borrowings	1,505.00	1,603.00	1,704.00
Provisions	4,215.00	4,215.00	4,215.00
Other current liabilities	380.00	380.00	380.00
<b>Total current liabilities</b>	13,537.00	13,844.00	14,205.00
<b>Non-current liabilities</b>			
Borrowings	19,329.00	17,726.00	16,022.00
Provisions	4,417.00	4,417.00	4,417.00
<b>Total non-current liabilities</b>	23,746.00	22,143.00	20,439.00
<b>Total liabilities</b>	37,283.00	35,988.00	34,644.00
<b>Net community assets</b>	801,540.00	803,365.00	804,371.00
<b>Community equity</b>			
Asset revaluation surplus	203,599.00	203,599.00	203,599.00
Retained surplus	597,941.00	599,766.00	600,772.00
<b>Total community equity</b>	801,540.00	803,365.00	804,371.00

Statement of Cash Flows			
	Jun-19B	Jun-20F	Jun-21F
<b>Cash flows from operating activities</b>			
Receipts from customers	102,282.00	65,920.00	65,229.00
Payments to suppliers and employees	(62,500.00)	(58,845.00)	(60,493.00)
Interest received	1,401.00	1,406.00	1,419.00
Rental income	780.00	486.00	505.00
Non-capital grants and contributions	13,804.00	8,810.00	9,021.00
Borrowing costs	(1,271.00)	(1,185.00)	(1,087.00)
<b>Net cash inflow from operating activities</b>	<b>54,496.00</b>	<b>16,604.00</b>	<b>17,593.00</b>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment	(40,319.00)	(19,141.00)	(10,760.00)
Payments for intangible assets	(278.00)	(400.00)	(250.00)
Grants, subsidies, contributions and donations	16,831.00	2,517.00	1,499.00
Other cash flows from investing activities	(120.00)	(120.00)	(120.00)
<b>Net cash inflow from investing activities</b>	<b>(24,086.00)</b>	<b>(17,144.00)</b>	<b>(9,631.00)</b>
<b>Cash flows from financing activities</b>			
Proceeds from borrowings			
Repayment of borrowings	(1,419.00)	(1,505.00)	(1,603.00)
Repayments made on finance leases			
<b>Net cash inflow from financing activities</b>	<b>(1,419.00)</b>	<b>(1,505.00)</b>	<b>(1,603.00)</b>
<b>Total cash flows</b>			
<b>Net increase in cash and cash equivalent held</b>	<b>28,991.00</b>	<b>(2,045.00)</b>	<b>6,359.00</b>
<b>Opening cash and cash equivalents</b>	<b>8,271.00</b>	<b>37,262.00</b>	<b>35,217.00</b>
<b>Closing cash and cash equivalents</b>	<b>37,262.00</b>	<b>35,217.00</b>	<b>41,576.00</b>

Statement of Changes in Equity			
	Jun-19B	Jun-20F	Jun-21F
<b>Asset revaluation surplus</b>			
Opening balance	203,599.00	203,599.00	203,599.00
Increase in asset revaluation surplus	-	-	-
Closing balance	203,599.00	203,599.00	203,599.00
<b>Retained surplus</b>			
Opening balance	581,307.00	597,941.00	599,766.00
Net result	16,634.00	1,825.00	1,006.00
Increase in asset revaluation surplus	na	na	na
Closing balance	597,941.00	599,766.00	600,772.00
<b>Total</b>			
Opening balance	784,906.00	801,540.00	803,365.00
Net result	16,634.00	1,825.00	1,006.00
Closing balance	801,540.00	803,365.00	804,371.00

Item 10.2 First Quarter Budget Review 2018/2019  
Attachment 3: Revised Capital Works Program for 2018-2019

Capital Works Budgeting for 2018-19 including 2017/18 carried forward projects			Expenditure			Funding Sources					
Department	Project No	Project Name	Adopted Budget \$	Requested Amendment \$	Revised Budget \$	Revenue Funded \$	Grant Money Rec'd in 2017-18 Carryover	Grants \$	Developer Contributions \$	Other \$	Reserves \$
<b>Community Services &amp; Major Projects</b>											
	101.658	Mitchner Shelter Warwick Cemetery - Carryover	80,000		80,000	0					80,000
	101.659	Dungaree Memorial	118,390	112,710	231,100	47,710		1,18,990	65,000		
	101.656	Willi Street Community Groups Redevelopment	604,086	-187,586	416,500	0	205,500	210,000			
	101.686	Regions Art Gallery Upgrade	150,000		150,000	0		150,000			
	101.685	Rest area for visitors and travellers Wallangarra Urban Framework	0	150,000	150,000	0		150,000			
	101.689	Recreation Areas at Connolly Dam and small villages	68,735	74,481	143,216	74,481		68,735			
	101.690	Burial Wall at Warwick Cemetery	169,005	-3,401	172,406	3,401		169,005			
	101.902	Replace Heat Pumps - WIRAC	0	812,681	812,681	406,341					406,341
	101.960	Allera Play Group Building - Switchboard Upgrade, Cladding Repair	25,000	-25,000	0	0					
	101.961	APWA - Roof Repairs	55,000	-55,000	0	0					
	101.962	Building Fire Systems Upgrades	75,000		75,000	0					75,000
	101.963	Stanthorpe Admin Building Underpinning	80,000		80,000	0					80,000
	101.964	Pools - Allera & Killamey - Paint and Re-caulk	70,000		70,000	70,000					
	101.965	Pools - Stanthorpe - Paint and Re-caulk	70,000		70,000	70,000					
	101.966	Enhancement of Public Toilets	160,000		160,000	0					160,000
	101.968	Equitable Access Requirements - Stanthorpe Admin Building	150,000		150,000	0					150,000
	102.029	Rest area for visitors and travellers Wallangarra Urban Framework	150,000	-150,000	0	0					
	102.060	Stanthorpe Soldier Memorial Restoration	0	34,358	34,358	0		34,358			
	102.061	Automatic Flood Warning Gauges	0	77,000	77,000	7,000		70,000			
	102.082	Stanthorpe Fitness Centre - Fire Hydrant Coverage	0	50,000	50,000	50,000					
	102.089	Old Allera Offices Restumping	0	275,000	275,000	87,414	50,088	137,500			
<b>Community Services &amp; Major Projects Total</b>			2,025,216	1,172,045	3,197,261	816,347	256,586	1,107,988	65,000	0	951,341
<b>Corporate Services</b>											
	101.618	Warwick Aerodrome Development - Carryover	340,000	250,000	590,000	590,000					
	101.967	Warwick Aerodrome - provision of access and supply of electricity to western sub-division	250,000	-250,000	0	0					
<b>Corporate Services Total</b>			590,000	0	590,000	590,000	0	0	0	0	0
<b>Finance and Information Technology</b>											
	101.969	Enterprise Search Engine	55,000		55,000	55,000					
	101.970	Technology Modules	190,000		190,000	190,000					
	101.971	Warwick Salesyards Improvements Sheep Loading Ramps	250,000		250,000	0					250,000
<b>Finance and Information Technology Total</b>			495,000	0	495,000	245,000	0	0	0	0	250,000
<b>Economic Development &amp; Tourism</b>											
	101.972	Southern Downs Entry and Place Marking Signage	170,000		170,000	170,000					
<b>Economic Development &amp; Tourism Total</b>			170,000	0	170,000	170,000	0	0	0	0	0
<b>Engineering Services Directorate</b>											
	101.979	Capital Upgrades at Depots	50,000		50,000	50,000					
<b>Engineering Services Directorate Total</b>			50,000	0	50,000	50,000	0	0	0	0	0
<b>Works Maintenance &amp; Open Space</b>											
	101.975	ORA Betterment Program	7,000,000	-4,500,000	2,500,000	250,000		2,250,000			
	101.976	REPA Complementary Works	1,572,406	-1,572,406	0	0					
	101.977	Stanthorpe Park Run Stage 1	75,000		75,000	0			75,000		
	101.978	Park Furniture Renewal / Augmentation Program	160,000		160,000	0			160,000		
	101.999	Design for next stage of Stanthorpe streetscape	50,000		50,000	50,000					
	102.008	Rehabilitation works for Stanthorpe and Warwick streetscape	75,000		75,000	75,000					
	102.007	Condamine River Sports Group Inc	75,000		75,000	75,000					
	102.009	Cycleway / Footpath Strategic Plan	45,000		45,000	45,000					
	102.010	Condamine River Crossings	100,000		100,000	0			100,000		
<b>Works Maintenance &amp; Open Space Total</b>			9,152,406	-6,072,406	3,080,000	495,000	0	2,250,000	335,000	0	0
<b>Water and Wastewater</b>											
	101.979	Storm King Dam - Upgrade Trunk Raw Water Main	6,565,000		6,565,000	1,962,000		3,980,000			664,000
	101.980	Valve & Hydrant Renewals - Northern	100,000		100,000	100,000					
	101.981	Valve & Hydrant Renewals - Southern	20,000		20,000	20,000					
	101.982	Water Meter Renewals - Northern	90,000		90,000	90,000					
	101.983	Water Meter Renewals - Southern	25,000		25,000	25,000					
	101.984	Recycled Water Extension Industrial Area - Design	100,000		100,000	0					100,000
	101.985	Refining of Wastewater mains to reduce Inflow and Infiltrator	650,000		650,000	0					650,000
	101.986	SCADA and TELEMETRY renewals and upgrades	960,000		960,000	0					960,000
	101.987	Stanthorpe WWTP Replace Generator and Load Bank	70,000		70,000	0					70,000
	101.989	Warwick Sale Yards - Truck wash effluent treatment - design	120,000		120,000	0					120,000
	101.989	Wastewater Network Planning Report	190,000		190,000	0					190,000
	101.990	WWTP Septic Receptal Points - Design	40,000		40,000	0					40,000
	102.008	Morgan Park User Group	200,000		200,000	200,000					
	102.064	Upgrade of the Warwick WTP Chlorine Gas Infrastructure	0	150,000	150,000	0					150,000
	102.065	Extension of Recycled Water Line	0	35,000	35,000	35,000					0
	102.072	Lesley Dam - Pump Station Upgrade - Design & Construction	0	500,000	500,000	0					500,000
	102.079	Chlorine Analysers Replacement - Northern	0	27,000	27,000	27,000					0
	102.074	Backwash Water Recovery Pump - Warwick WTP	0	20,000	20,000	20,000					0
	102.075	Cl2 Analyser replacement - Stanthorpe	0	7,475	7,475	7,475					0
	102.076	Sludge Transfer Pump Replacement - Warwick WWTP	0	5,488	5,488	5,488					0
	102.077	RAS Pump replacement - Warwick WWTP	0	5,765	5,765	5,765					0

Item 10.2 First Quarter Budget Review 2018/2019  
Attachment 3: Revised Capital Works Program for 2018-2019

Department	Project No	Project Name	Expenditure			Funding Sources						
			Adopted Budget \$	Requested Amendment \$	Revised Budget \$	Revenue Funded \$	Grant Money Rec'd in 2017-18 Carryover	Grants \$	Developer Contributions \$	Other \$	Reserves \$	
	102078	Chlorination Tank Pump Replacement - Stanthorpe WWTP	0	8,640	8,640	8,640						0
Water and Wastewater Total			9,130,000	759,368	9,889,368	2,306,368	0	3,939,000	0	0	3,444,000	
<b>Works Construction, Workshops &amp; Assets</b>												
	101.249	Plant replacement Program	3,555,000	295,000	3,850,000	2,801,000					1,049,000	
	101.889	Ovenhams/Rangers/Junbebe Intersection Upgrade	250,000		250,000	0		293,000				
	101.882	Thames Creek Culvert Construction - Carryover	300,000		300,000	300,000		0				
	101.884	Palmer Bridge Replacement Freestone Rd (BRP) (Year 1 of 2)	2,000,000		2,000,000	1,000,000		1,000,000				
	101.897	Condamine River Walking and cycle path extension from weir	115,000		115,000	0		57,500	57,500			
	101.899	Multi Purpose Vehicle Fitout - Disaster Centre/Library	75,000		75,000	0		57,500	57,500			
	101.892	Stanthorpe Industrial Estate Extension (W402)	750,000	200,000	950,000	200,000		575,000	975,000			
	101.899	Warwick CBD Road and Footpath Improvements	985,919		985,919	0		125,919	250,000			
	101.906	Cycleways - Carryover	125,000	300,000	425,000	371,675		0		53,125		
	101.907	Moving of stormwater drain at Daffodil Mills- Carryover	180,000		180,000	180,000		0				
	101.969	Goombourga Rd Widen and Rehabilitate (Stage 3)	600,000		600,000	58,809		541,191				
	101.994	TIDS Arlensay Road widening 18/19	998,846		998,846	489,423		489,423				
	101.995	TIDS Inveramsay Road widening	800,000		800,000	400,000		400,000				
	101.997	TIDS Freestone Road 18/19	400,000		400,000	200,000		200,000				
	101.998	Village Street Sealing 18/19 (Hendon)	200,000	-128,000	72,000	776		71,224				
	102.000	Essey Street Drainage 18/19	80,000	-80,000	0	0		0				
	102.001	Gravel Resurfacing (18/19)	1,000,000	-20,000	980,000	980,000		0				
	102.002	Jimmy Mann Road floodway	150,000		150,000	0		150,000				
	102.004	Reseals	1,000,000		1,000,000	1,000,000		0				
	102.005	Sundown Road Rehabilitation and widening	250,000		250,000	2,737		247,263				
	102.006	B Double Routes	150,000		150,000	150,000		0				
	102.021	Condamine River Walk/Cycle Path (W402)	150,000	-150,000	0	0		0				
	102.061	Hendon Street Sealing - Allora St	0	68,000	68,000	0		68,000				
	102.070	Hendon Street Sealing - Railway Street	0	45,000	45,000	20,000		25,000				
	102.071	Hendon Street Sealing - Barron Street	0	35,000	35,000	0		35,000				
Works Construction, Workshops & Assets Total			13,514,765	565,000	14,079,765	8,164,620	605,919	4,207,101	53,125	1,049,000	0	
<b>Environmental Services</b>												
	102.011	Minor Capital Works Projects - Warwick and Stanthorpe Waste Facilities	150,000	-30,000	120,000	120,000						
	102.012	Warwick Waste Facility Major Capital - Water Main Relocation (Includes alignment, design specification, tender preparation)	100,000		100,000	100,000						
	102.013	Warwick Waste Facility - New Cell Design & Tender	250,000		250,000	250,000						
	102.014	Warwick Waste Facility - Design Specification and Tender Preparation - Leachate to Sewer	100,000		100,000	100,000						
	102.015	Stanthorpe Waste Facility Waste Cell Batter Profiling	623,000	-500,000	123,000	0		0			123,000	
	102.016	Stanthorpe Waste Facility On Site Stormwater Drainage Works	12,100	-12,100	0	0		0				
	102.017	Stanthorpe Waste Facility Operations Governance	35,000	-10,000	25,000	25,000						
	102.018	Yangan Waste Facility Operations - Compliance obligations	30,000	-30,000	0	0		0				
	102.019	Replacement of 1.5km of Stanthorpe Wild Dog Check Fence	20,000		20,000	20,000						
	102.020	Replacement of section of the Killarney Wild Dog Check Fence	11,000		11,000	11,000						
Environmental Services Total			1,331,100	-582,100	749,000	626,000	0	0	0	0	123,000	
<b>Total</b>			36,438,487	-4,158,093	32,300,394	13,063,335	862,505	11,504,089	453,125	1,049,000	4,768,341	

Item 10.2 First Quarter Budget Review 2018/2019  
Attachment 3: Revised Capital Works Program for 2018-2019

Capital Works Budget for 2018-19 including 2017/18 carried forward projects Carry forward Capital Works from 2017-18			Expenditure			Funding Sources					
Department	Project No	Project Name	Adopted Budget \$	Requested Amendment \$	Revised Budget \$	Revenue Funded \$	Grant Money Rec'd in 2017-18 Carryover	Grants \$	Develop Contr \$	Other \$	Reserves \$
<b>Community Services &amp; Major Projects</b>											
	100.903	Stanthorpe Fitness Centre Building Compliance Rectification	0	100,000	100,000	20,000					80,000
		Miscellaneous Projects <\$1,000	0	10,411	10,411	10,411					
		<b>Community Services &amp; Major Projects Total</b>	0	110,411	110,411	30,411	0	0	0	0	80,000
<b>Finance and Information Technology</b>											
	100.958	IT Contracts Implementation	0	12,257	12,257	12,257					
	100.959	Purchase and Implementation of the Tech One Defects Module	0	21,110	21,110	21,110					
		<b>Finance and Information Technology Total</b>	0	33,367	33,367	33,367	0	0	0	0	0
<b>Works Maintenance &amp; Open Space</b>											
	100.710	Stanthorpe CBD Cycle Facilities Design and Construction	0	16,178	16,178	10,428		5,750			
	100.805	Oydene Debris NDRA Event March 2017	0	3,970,000	3,970,000	0	2,825,516	1,144,484			
	100.894	Complimentary Works	0	1,622,000	1,622,000	485,695		1,136,305			
	100.944	Stormwater Drainage Upgrade Huston Street	0	103,003	103,003	0			103,003		
		Miscellaneous Projects <\$1,000	0	17,480	17,480	17,480					
		<b>Works Maintenance &amp; Open Space Total</b>	0	5,728,661	5,728,661	513,603	2,825,516	2,286,539	103,003	0	0
<b>Water and Wastewater</b>											
	100.696	Trunk Distribution Manifold Replacement Stage 1 -Warwick WTP	0	18,851	18,851	18,851					0
	100.646	Valve and Hydrant Renewals- Northern	0	17,531	17,531	17,531					0
	100.895	Wallingarra Water Treatment Plant	0	370,000	370,000	370,000					0
	100.899	Electrical Works at Stanthorpe Wastewater Treatment Plant	0	230,000	230,000	0					230,000
	100.928	Sewer Main Relining	0	151,300	151,300	0					151,300
	100.940	Allora Water Reservoir Repairs	0	125,000	125,000	125,000					0
	100.941	Leyburn Bore Study	0	30,500	30,500	30,500					0
		Miscellaneous Projects <\$1,000	0	12,674	12,674	12,674					0
		<b>Water and Wastewater Total</b>	0	955,856	955,856	574,556	0	0	0	0	381,300
<b>Works Construction, Workshops &amp; Assets</b>											
	100.679	Sycamore Street, Killamey	0	360,000	360,000	79,368		280,632			
	100.829	Purchase Land Essay Street Drainage	0	80,000	80,000	80,000		0		0	
	100.665	Allora Clinton Rd Major Pavement Repairs (17-18 RTT)	0	90,000	90,000	0			90,000		
	100.656	Forest Plains Rd Major Pavement Repairs (17-18 RTT)	0	220,000	220,000	44,557			175,443		
	100.657	Goombara Rd Widen and Rehab (17-18 RTT)	0	12,834	12,834	1			12,833		
	100.658	Horslets Rd Widen & Rehab (17-18 RTT)	0	110,000	110,000	0			110,000		
	100.659	Jack Smith Gully Rd Rehab (17-18 RTT)	0	300,000	300,000	0			300,000		
	100.672	Guy St (Harvey-Grethorn) Blackspot 17-18	0	114,780	114,780	0	89,000	25,780			
	100.874	Sugarloaf Rd Blackspot 17-18	0	180,633	180,633	-2,817			183,450		
		<b>Works Construction, Workshops &amp; Assets Total</b>	0	1,468,247	1,468,247	195,109	38,000	1,235,138	0	0	0
<b>Environmental Services</b>											
		Miscellaneous Projects <\$1,000	0	338	338	338					
		<b>Environmental Services Total</b>	0	338	338	338	0	0	0	0	0
<b>Total</b>			0	8,296,880	8,296,880	1,317,384	2,863,516	3,521,677	103,003	0	461,300

Item 10.2 First Quarter Budget Review 2018/2019  
 Attachment 3: Revised Capital Works Program for 2018-2019

<b>Capital Works Listing for 2018-19 including 2017/18 carried forward projects</b>									
	<b>Adopted Budget \$</b>	<b>Requested Amendment \$</b>	<b>Revised Budget \$</b>	<b>Revenue Funded \$</b>	<b>Grant Money Rec'd In 2017-18 Carryover</b>	<b>Grants \$</b>	<b>Developer Contr \$</b>	<b>Other \$</b>	<b>Reserves \$</b>
<b>Total 2018/19 Capital Works Program</b>	36,458,487	-4,158,093	32,300,394	13,663,335	862,505	11,504,089	453,125	1,049,000	4,768,341
<b>Total 2017/18 Capital Works Carry Forward Projects</b>	0	8,296,880	8,296,880	1,347,384	2,863,516	3,521,677	103,003	0	461,300
	<b>36,458,487</b>	<b>4,138,787</b>	<b>40,597,274</b>	<b>15,010,719</b>	<b>3,726,021</b>	<b>15,025,766</b>	<b>556,128</b>	<b>1,049,000</b>	<b>5,229,641</b>

## 10.3 Quarterly Human Resources Report

### Document Information

 <b>Southern Downs</b> <small>REGIONAL COUNCIL</small>	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 24 October 2018
	Manager Human Resources	<b>ECM Function No/s:</b>

### Recommendation

THAT Council receive the Quarterly Human Resources Report and note the contents.

### Report

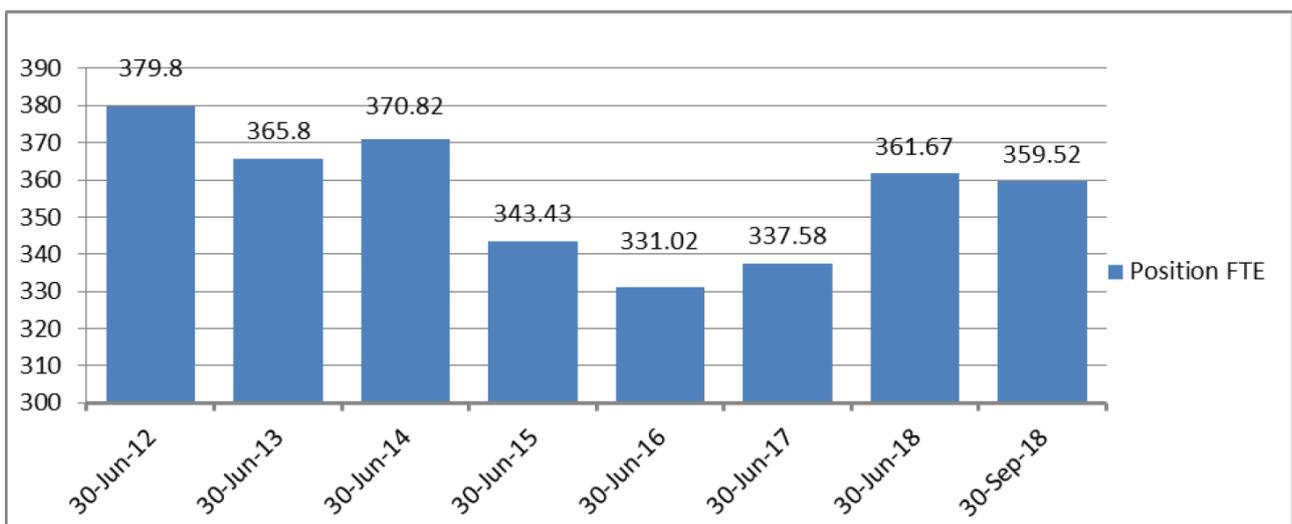
The purpose of this report is to provide Council with a summary of human resource and employee statistics for the July to September 2018 quarter.

### Workforce Demographics

As at 30 September 2018 Council's overall Full Time Equivalent ("FTE") workforce, which includes permanent, temporary and casual positions, was 359.52 (*Figure 1*).

A comparison of the FTE from the end of the last quarter shows a decrease from 30 June 2018 of 2.15 FTE (*Figure 2*).

Figure 2 also details the FTE breakdown per Directorate and employment type.



**Figure 1: Total Number of Positions (FTE - Full Time Equivalent) – End of Financial Year and Current FTE**

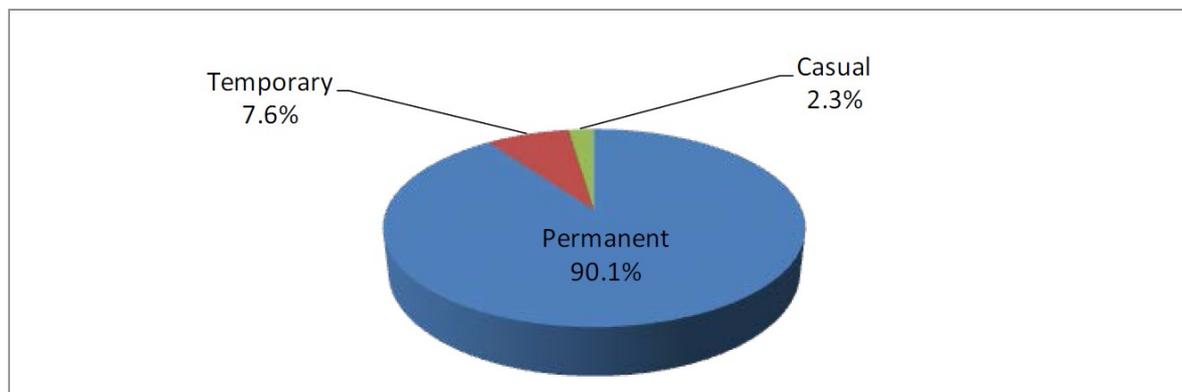
Full Time Equivalent Positions (FTE) as at 30 September 2018					
Activity Area	Perm	Temp	Casual	Total FTE	%
Executive Services	44.08	6.45	1.00	<b>51.53</b>	14.3%
Engineering Services	215.10	13.00	6.12	<b>234.22</b>	65.1%
Planning, Environment & Corporate Services	64.60	7.88	1.29	<b>73.77</b>	20.5%
<b>Total</b>	<b>323.78</b>	<b>27.33</b>	<b>8.41</b>	<b>359.52</b>	

*\*Please note that overall FTE figures may be impacted by short term temporary and casual engagements*

<b>FTE totals for Last Quarter (April to June 18)</b>	323.47	27.25	10.95	361.67
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**Figure 2: Total Number of Positions (FTE) per Department and employment type – April to June 2018**

The majority of staff are employed permanently, with 9.9% employed in a short term or casual capacity where business needs arise (*Figure 3*).



**Figure 3: Employment Type Percentage Breakdown**

## Separations

Council's annual rate of separation has increased from 14.5% (at end of the final quarter) to 15.1% at the end of the current quarter, September 2018 (*Figure 4*).

Annual Separation Rate	
Staff exiting the organisation	15.1%

**Figure 4: Annual Separation Rate to 30 September 2018**

(inclusive of staff resigning who were employed permanently or left before the end of a temporary engagement)

Figure 5 represents July to September quarterly separation rates per directorate. Employees who depart Council are offered the opportunity to participate in an Exit Interview.

Directorate Quarterly Separation Rate	
Executive Services	0%
Engineering Services	3.8%
Planning, Environment & Corporate Services	5.9%

**Figure 5: Directorate Separation Rate for the Quarter to 1 July to 30 September 2018**

## Leave

Council continues to undertake quarterly reviews of Personal Leave utilisation. Personal Leave includes Sick Leave, Carer's Leave and Family Leave. In circumstances where Sick Leave of periods of greater than two days is taken, staff are required to provide a medical certificate. (Figure 6). The number of Personal Leave Days Taken Without Certificate is similar to the same period last financial year across all Directorates, with Winter illnesses affecting the usage rate (Figure 7).

Personal Leave Usage				
Activity Area	Personal Leave Days	Personal Leave Days Without Certificate	% Days Without Certificate	Personal Leave Days Without Certificate per staff member
Executive Services	120.00	82.00	68.3%	1.52
Engineering Services	827.00	318.00	38.5%	1.36
Planning, Environment & Corporate Services	201.00	120.00	59.7%	1.41
<b>Total</b>	<b>1148.00</b>	<b>520.00</b>		

**Figure 6: Personal Leave Usage July to September 2018**

Activity Area	Personal Leave Days Without Certificate
Executive Services	76.00
Engineering Services	313.00
Planning, Environment & Corporate Services	125.00

**Figure 7: Personal Leave Usage Last Financial Year - July to September 2017**

## Training and Development

This section provides the number of formal training and development attendances supported by Council. The statistics in this section do not include Elected Member training and development (Figure 8).

Learning & Development					
Department	Professional Development	Study Assistance	Safety	Skills	Total
Executive Services	6	3	145	1	155
Engineering Services	19	2	276	2	299
Planning, Environment & Corporate Services	12	7	2	5	26
<b>TOTAL</b>	<b>37</b>	<b>12</b>	<b>423</b>	<b>8</b>	<b>480</b>

Figure 8: Number of Staff Formal Training and Development Attendances Supported by Council - July to September 2018

Key	
Professional Development	Conferences, seminars, forums
Study Assistance	Staff currently enrolled and receiving study assistance from Council including apprenticeships and traineeships
Safety	WHS training including tool box WHS talks, confined spaces, traffic control, load restraint, manual handling etc
Skills	Licences/tickets, literacy/numeracy, computer training, etc

Council currently supports 26 staff who are undertaking certificate studies or higher (Figure 9).

Current Staff Supported Studies	
Course	Number
Certificate II in Civil Construction	1
Certificate III in Civil Construction	4
Certificate III in Mobile Plant Technology	3
Certificate III in Business Administration	6
Certificate III in Instrumentation and Control	1
Certificate IV in Civil Supervision	1
Certificate IV in Community Services Work	1
Diploma in Project Management	1
Diploma in Local Government	1
Associate Degree in Spatial Science	2
Graduate Certificate in Business	1
CPA Program	2
Master of Business Administration	1
Masters in Environmental Engineering	1
<b>TOTAL</b>	<b>26</b>

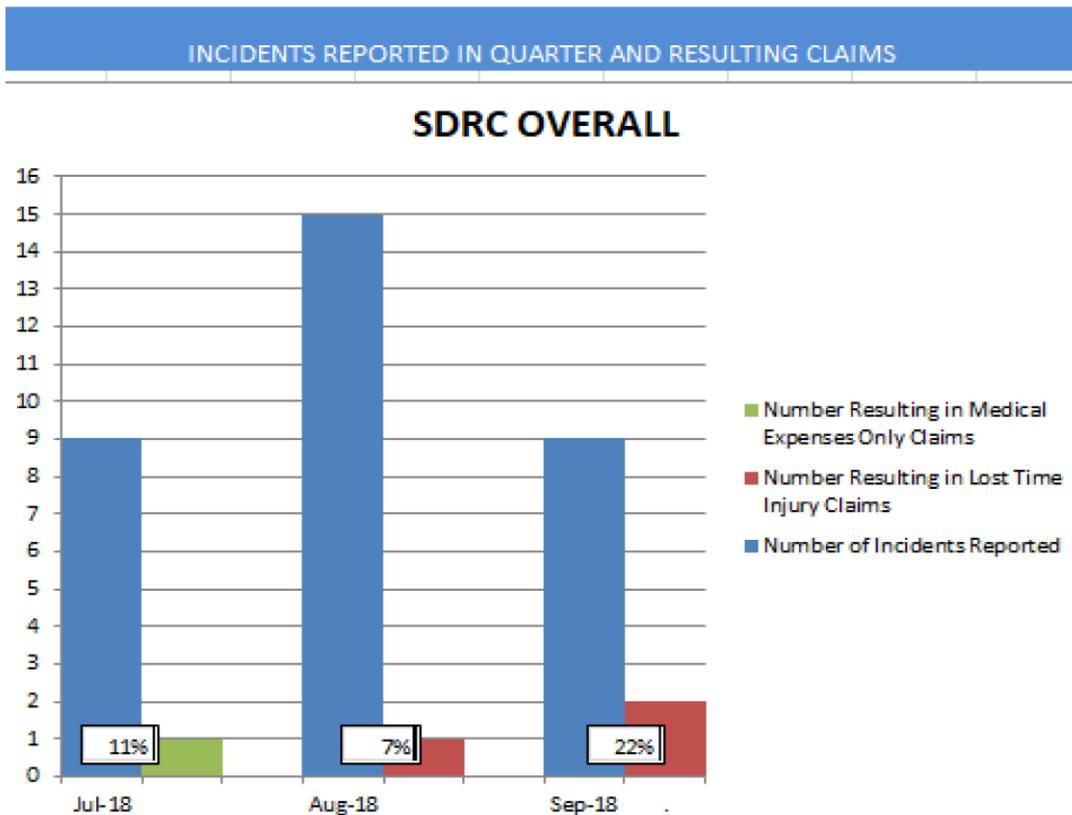
Figure 9: Number of Staff Completing Council Supported Studies of at least Certificate Level – July to September 2018

## Work Health and Safety

Council has a statutory obligation to have in place appropriate arrangements to record accident, incidents and near misses.

Figure 10 provides statistical information on the overall number of accidents, incidents and near misses reported for the July to September 2018 quarter. Compared with last quarter and the same period last year (Figure 11), incident reporting almost doubled for the quarter. Of those reported, 3 injuries resulted in lost time from work with 4 new compensation claims including 1 medical expenses only claim.

Verbal enquires for assistance and recommendations from the Work Health and Safety Team have remained constant throughout the quarter.



**Figure 10: Incidents reported in quarter resulting in claims – July to September 2018**



**Figure 11: Incidents reported – comparison with previous quarter 2018 and equivalent quarter 2017**

Figure 12 highlights the cost of approved workers compensation claims for the July to September 2018 quarter. The total cost for the quarter was \$3,888 and although this is a \$2,729 rise compared with last quarter (May to June 2018), it is significantly lower than the corresponding quarter last year by \$16,401 (Figure 13) and exhibits a continued trend of decreasing injury expenses. As can be seen from the data, Engineering continues to represent the highest risk work area within Council.

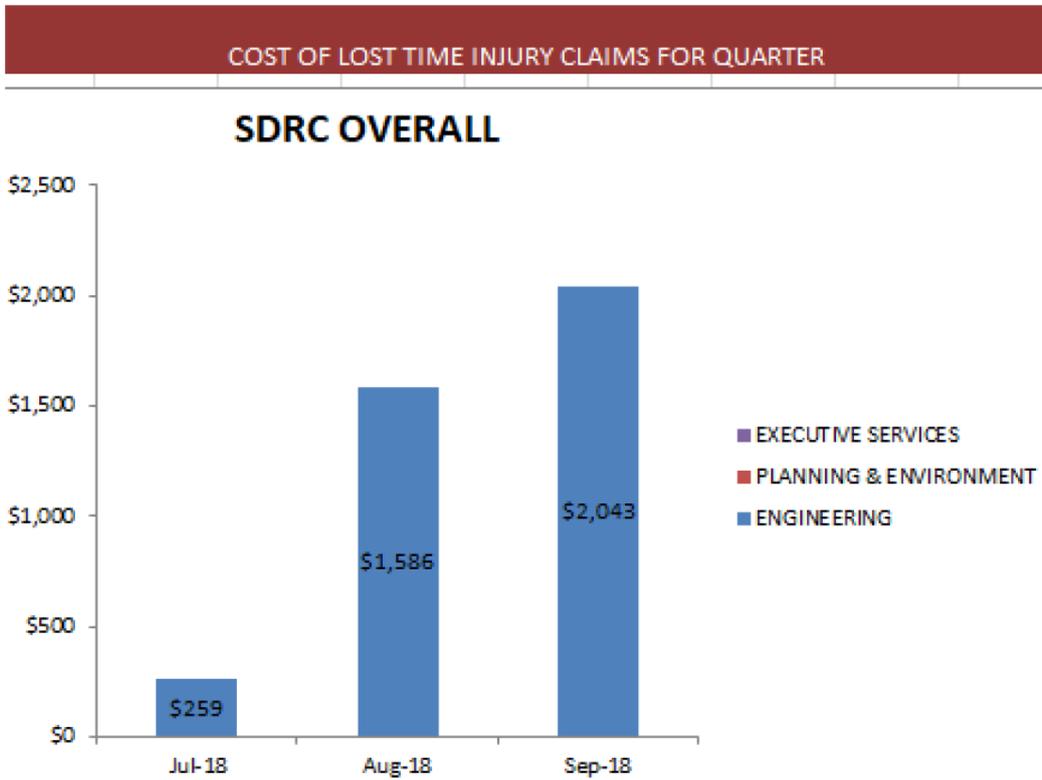


Figure 12: Cost of lost time injury claims – July to September 2018

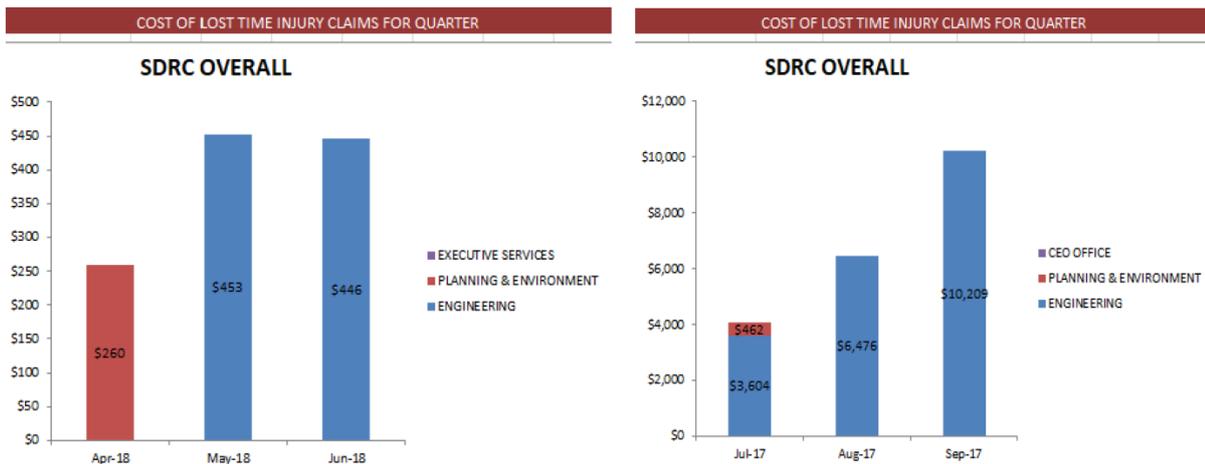


Figure 13: Cost of lost time injury claims - comparison with previous quarter 2018 and equivalent quarter 2017

The Work Health and Safety Team continue to consult with work groups for procedure development in accordance with expectations set out in the Work Health and Safety rectification plan. Some of these procedures include:

- Emergency Preparedness
- Infection Control
- First Aid Management
- Work at Heights
- Noise Management

In addition, workplace inspections and worksite audits have been conducted on the following areas:

- Stanthorpe and Warwick administration buildings
- Sycamore and Palm Street, Killarney stormwater drainage project
- Harslett Road, Amiens 'Roads to Recovery' project
- Leslie Dam, Warwick pumps and valves maintenance project

During the July to September 2018 quarter, 80 contractor inductions were completed, bringing the total number of contractor inductions to 747 since commencement of the program.

## **Additional Human Resource Information/Statistics**

### Industrial Relations

Council has not yet reached agreement with employees engaged under Stream A of the Queensland Local Government Industry Award - State 2017. The only outstanding matter is still in regards to the 19 day month/9 day fortnight. Following a conference with Deputy President Bloomfield from the Queensland Industrial Relations Commission (QIRC), both parties were required to wait a minimum of three months before the matter can be referred for arbitration.

The compulsory three month waiting period ended on 19 October 2018 and Council will now initiate proceedings to refer the matter to arbitration.

On 25 September 2018, the Services Union contacted the Mayor and advised that their members cannot foresee an end to the issue regarding the 19 day fortnight/9 day month. Subsequently the members are considering protected industrial action. The Services Union is yet to formally advise the management of Council in regards to their planned action.

### Other Matters

Early this year Council was served with a claim from a former Stanthorpe Shire employee who was diagnosed with mesothelioma. This was a joint claim served on both Council and Amaca (formerly James Hardie). The claim was settled in September 2018 with Council required to pay the claimant the amount of \$236,906.25.

Two new directors will commence with Council in November. Jane Stroud has been appointed in the role of Director Sustainable Development, commencing on Monday 5 November 2018. Graham O'Byrne will commence on Monday 19 November as Director Infrastructure Services.

### Casual for a Cause

Council staff are encouraged to wear casual work attire on a Friday and make a small monetary donation which is given to various not for profit charity organisations chosen by staff. The following organisations were chosen for the July to September period:-

- July – Granite Belt Local Chaplaincy (\$286.05)
- August – Stanthorpe Leukaemia Foundation (\$243.75)
- September – Rural Aid (\$205.35)

**Budget Implications**

Nil

**Policy Consideration**

The provision of employee statistics allows the Council to manage its workforce which contributes directly to the achievement of Community, Corporate and Operational Plans.

**Community Engagement**

Nil

**Legislation/Local Law**

Nil

**Options**

1. Receive the Quarterly Human Resources Report and note the contents.
2. Not receive the Quarterly Human Resources Report and note the contents.

**Attachments**

Nil

## 10.4 Shaping Southern Downs Consultation Summary Report

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b> Chief Executive Officer	<b>Meeting Date:</b> 24 October 2018
		<b>ECM Function No/s:</b>

### Recommendation

THAT Council adopt Shaping Southern Downs.

### Report

Southern Downs Regional Council has been preparing a draft strategy for consideration by the community titled "Shaping Southern Downs." The strategy is an aspirational document that seeks to capture feedback and input from the community and other interested parties to outline a future and vision for all parts of the Southern Downs Region.

The development and eventual adoption of the strategy will inform the review of the Southern Downs Planning Scheme that is underway at present, as well inform the corporate vision for the organisation.

It is also likely that the Shaping Southern Downs Strategy will inform regional planning and be utilized when the review of the Darling Downs Regional Action Plan takes place.

As part of the development of Shaping Southern Downs, Council engaged Ethos Urban to review the draft Shaping Southern Downs Strategy and then take the document to the community to receive feedback on all aspects of the document.

It is envisaged that the final Shaping Southern Downs document will articulate a Vision for the region and build on the four themes expressed in the document, which are *Growth, Connectivity, Prosperity* and *Sustainability*.

More than 250 surveys were completed as part of the review and consultation process, with workshops being held with almost 100 people from across the region in Warwick, Stanthorpe, Killarney and Allora.

As part of the consultation process the Youth Council was engaged and their feedback is detailed in the report.

Further direct consultation with the community was undertaken at the Pig and Calf Sale, the Stanthorpe Farmers' Market, the Warwick Soccer Fields and Rose City Shopping Centre in Warwick.

Additionally, feedback was provided from local peak bodies, such as Chambers of Commerce, and representatives from State Government Agencies.

The overall feedback is very positive. There is a high level of pride in the community and a willingness to see the region prosper and succeed.

Based on the feedback from the community and individuals, the content and structure of the attached Shaping Southern Downs document has been modified to reflect changes in relation to the key themes within the document.

A series of strategies have been developed that will guide all parts of the region over the next decade as the objective of reaching a sustainable population is achieved.

Shaping Southern Downs will inform corporate planning and strategic planning as well as providing an advocacy platform that will be linked to infrastructure projects and community development initiatives across the region. Shaping Southern Downs will inform a new regional plan which will be developed at some stage, as well as providing input into the review of the Southern Downs Planning Scheme.

Council will use the Shaping Southern Downs Strategy to inform funding applications at both a state and federal level, as well as a communication tool for local representatives.

### **Budget Implications**

Ethos Urban were engaged to undertake the Shaping Southern Downs Consultation Summary Report for an amount of approximately \$18,500.

### **Policy Consideration**

Southern Downs Regional Council Planning Scheme  
Darling Downs Regional Plan (2013)

### **Community Engagement**

The level of community engagement is detailed in the Shaping Southern Downs Consultation Summary Report. A primary recommendation from Ethos Urban was to provide the feedback to the community on the key issues raised as part of the consultation process.

Additionally, an Advisory Committee for Shaping Southern Downs will be established through an Expression of Interest process to ensure the document is refreshed and reflects the aspirations of the different communities that make up the Southern Downs region.

### **Legislation/Local Law**

Nil

### **Options**

1. Council adopt Shaping Southern Downs.
2. Council not adopt Shaping Southern Downs.

### **Attachments**

1. Shaping Southern Downs [View](#)

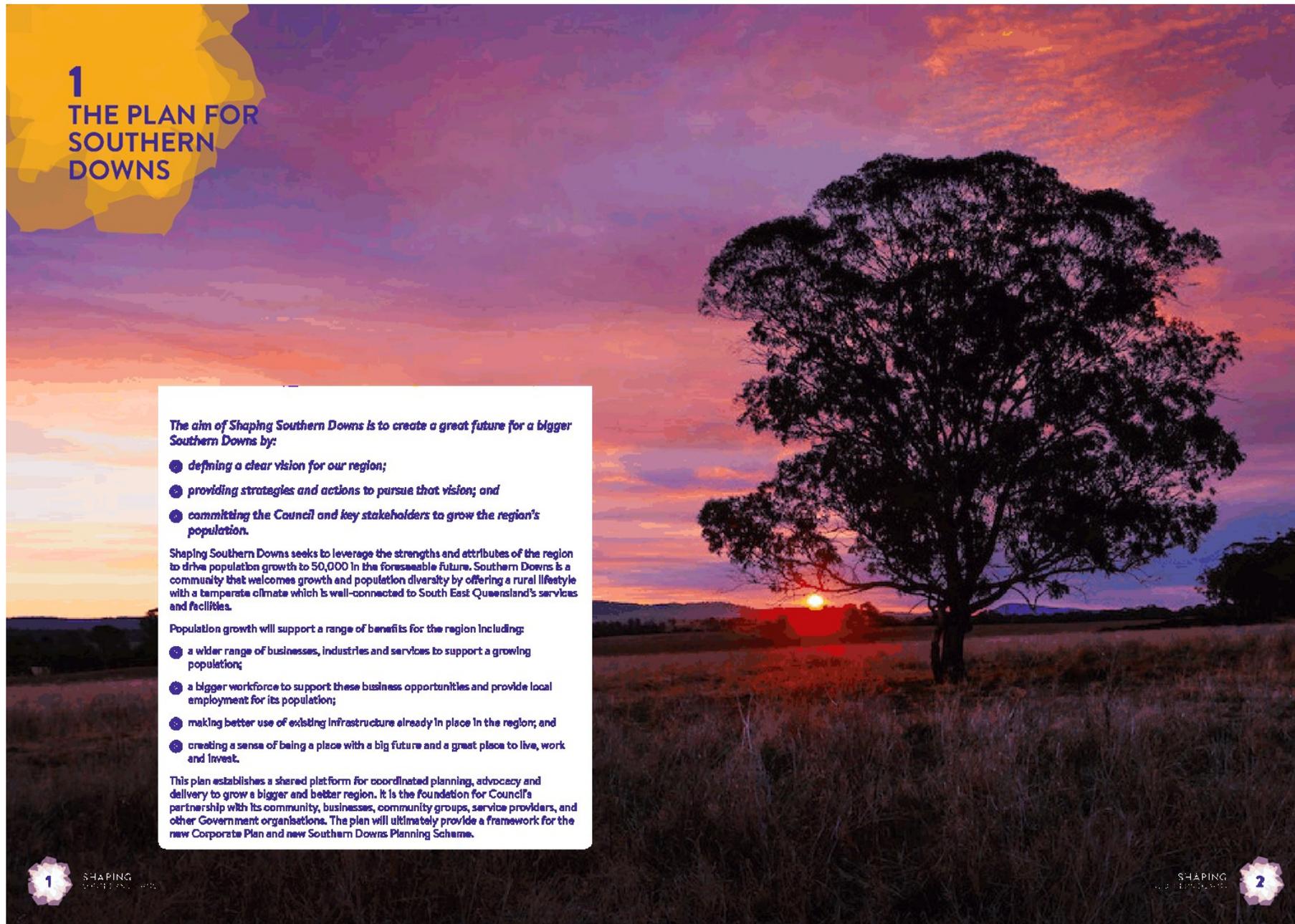
A large, abstract graphic of a purple flower or cluster of petals, centered on the page. The petals are layered and semi-transparent, creating a sense of depth and movement.

# SHAPING SOUTHERN DOWNS

Ideas and actions for a  
bigger and better  
region



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# 1 THE PLAN FOR SOUTHERN DOWNS

**The aim of Shaping Southern Downs is to create a great future for a bigger Southern Downs by:**

- 1 defining a clear vision for our region;
- 2 providing strategies and actions to pursue that vision; and
- 3 committing the Council and key stakeholders to grow the region's population.

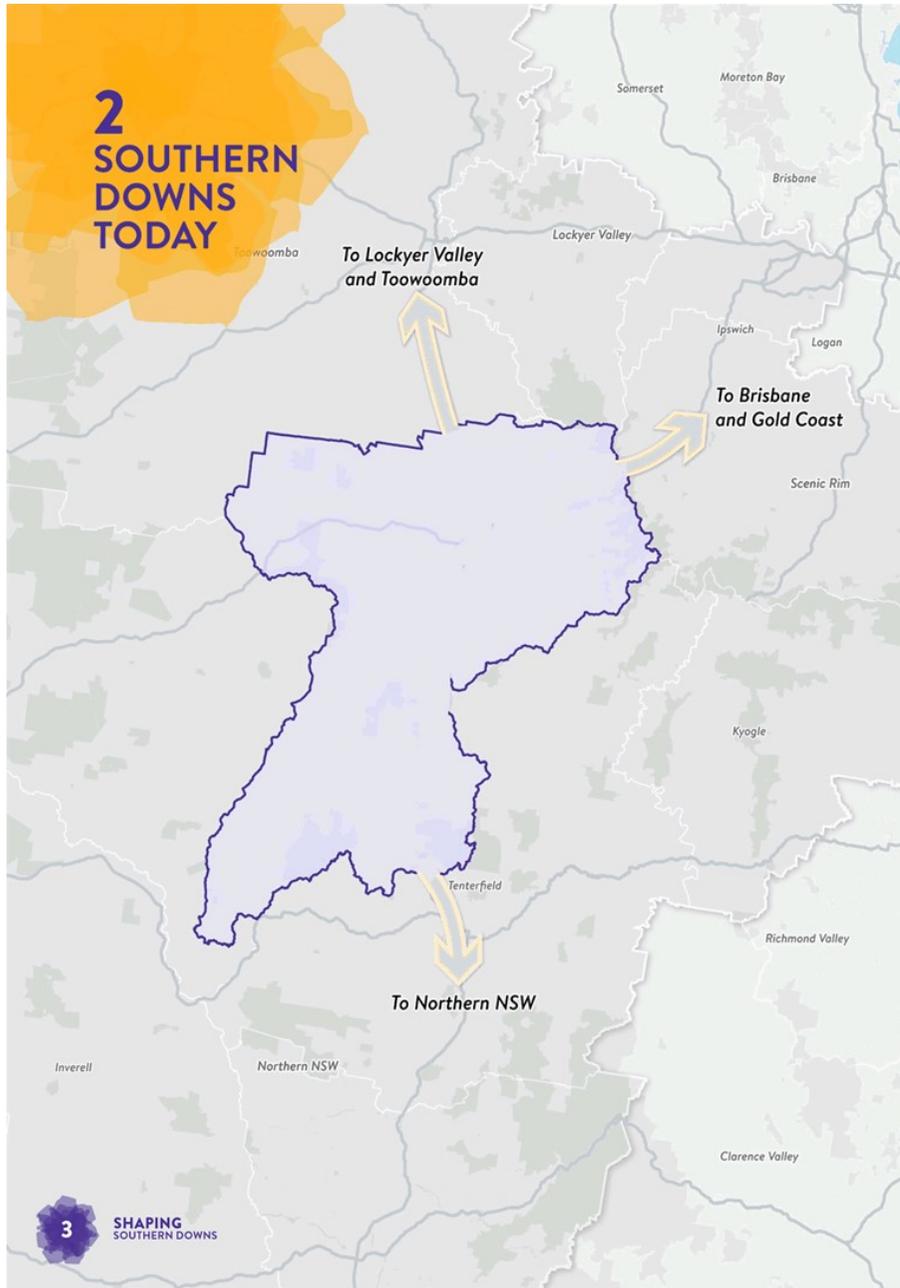
Shaping Southern Downs seeks to leverage the strengths and attributes of the region to drive population growth to 50,000 in the foreseeable future. Southern Downs is a community that welcomes growth and population diversity by offering a rural lifestyle with a temperate climate which is well-connected to South East Queensland's services and facilities.

Population growth will support a range of benefits for the region including:

- 1 a wider range of businesses, industries and services to support a growing population;
- 2 a bigger workforce to support these business opportunities and provide local employment for its population;
- 3 making better use of existing infrastructure already in place in the region; and
- 4 creating a sense of being a place with a big future and a great place to live, work and invest.

This plan establishes a shared platform for coordinated planning, advocacy and delivery to grow a bigger and better region. It is the foundation for Council's partnership with its community, businesses, community groups, service providers, and other Government organisations. The plan will ultimately provide a framework for the new Corporate Plan and new Southern Downs Planning Scheme.





## 2.1 Our region

Southern Downs is a Local Government Area of 7,500 km<sup>2</sup>, adjoining South East Queensland, south of Toowoomba and north of the state's border with New South Wales. It has close relationships across regional boundaries with the surrounding areas of Brisbane, Toowoomba, Lockyer Valley, Scenic Rim and Northern New South Wales. It is under a two hour drive from Brisbane and closer still to Toowoomba.

Southern Downs provides both urban, rural and town living options, diverse economies and healthy natural environments. It is one of Queensland's prime agricultural, lifestyle, educational and tourism regions with a long history and inclusive communities. The region has road, rail and air connections, existing infrastructure and the physical capacity to grow to 50,000, given continued employment and investment growth and the establishment of a planning environment that supports sustainable and considered development.

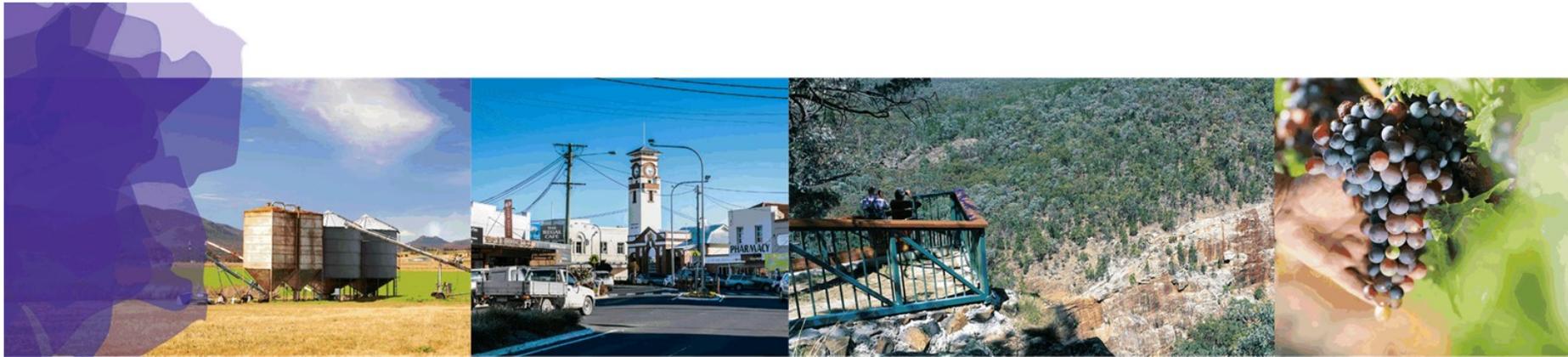
Shaping Southern Downs is about leveraging the opportunities provided by South East Queensland's continued population growth to offer small city and rural lifestyles which contrast to the busy, urban lifestyle of surrounding regions. Maintaining and enhancing extensive transport networks through road and rail that connect the region and surrounding places will enable efficient movement of commodities, services and skills.



### Top 5 industries

(Southern Downs' leading sectors by value in 2015-2016 (SDRC Economic Development Strategy 2017-2020))





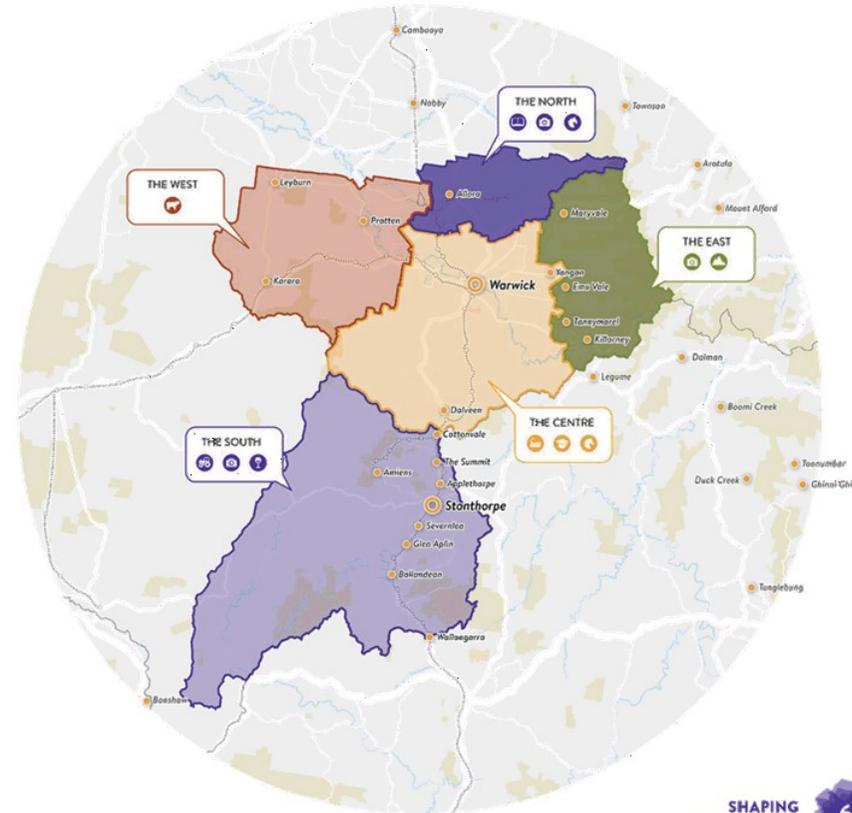
### 2.1.1 The Region's Strengths and Attributes

*The Southern Downs is a region full of opportunity and is a sought-after location to actively grow, invest, sustain and prosper. The region's rural based lifestyle, economic opportunities, affordable living and natural attributes are all strong drivers for the region's population growth to 50,000 people.*

The strengths and attributes of Southern Downs include:

- productive rural land and agricultural capacity which supplies the region and surroundings with high-quality fresh local food;
- strong country character set against a backdrop to the Border Ranges and grassy plateaus distinguished by unique granite rock formations;
- rural lifestyle that offers a point of difference to the busy high or medium density lifestyle of Brisbane and Toowoomba;
- various urban, lifestyle and rural land investment opportunities at an affordable price;
- a sub-tropical highland climate with four distinct seasons, which offers a cool contrast to the coastal subtropical climate of South East Queensland;
- access to multiple national parks offering outdoor recreational activities within a natural, healthy landscape;
- close connections to Brisbane, South East Queensland and Toowoomba that can be easily accessed by road;
- positive communities that welcome growth and diversity to sustain future prosperity; and
- infrastructure and services already in place to support population growth in its different communities.

Each urban centre and rural area in the Southern Downs has a distinct identity and together these communities provide a wide variety of lifestyles and community character which will be the essence to attracting and retaining people in the region. The strengths of each area are further detailed in the figure below.





### 3.1 Vision for Shaping Southern Downs

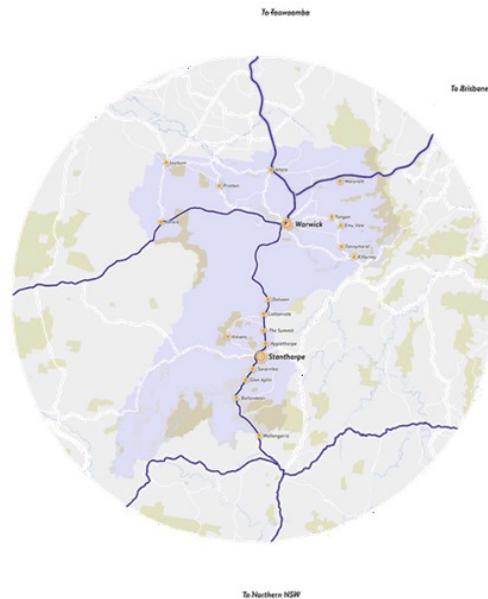


*Successful plans have a clear vision for the future, which is understood, supported and pursued across the whole community, and reflects its strengths, attributes and opportunities. Shaping Southern Downs has been prepared by Council as a starting point for this vision and will be refined based on community input.*

The key opportunity for the next decade is facilitating strong population growth in the Southern Downs, to attract and retain young people, as well as working-age people by promoting the region's unique mix of urban and rural lifestyles. This growth must be balanced with maintaining and enhancing the rural character of the region.

The region will embrace a period of considerable growth over the next decade and beyond. Communities and stakeholders will need to be creative to adapt and implement initiatives that are responsive to the special and distinctive characteristics of the region as it grows.

The complexity and uncertainty of the economic, social and environmental changes over the next decade will require strong community leadership, a focus on long-term and sustainable development solutions and effective partnerships with the community and stakeholders for the design and delivery of services.



*“The Southern Downs will be a prosperous, diverse and growing community because it is a sought-after location for people to visit, live and invest.”*

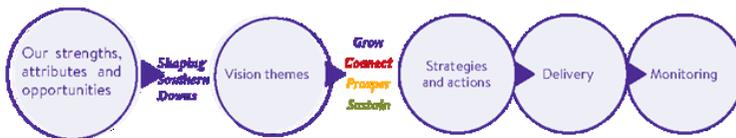
The Southern Downs region will be seen as a place that has embarked upon a journey of significant and sustained growth. The region will have been recognised for achieving sustainable development outcomes and prosperity for its distinctive communities.

In the future the region will:

- protect its country lifestyle and rural and semi-rural character while providing modern, convenient, affordable and accessible services;
- provide small-city urban areas that accommodate the broader region and beyond with a wide range of services, especially in healthcare, research, education and financial services;
- offer a range of housing opportunities, combined with high quality community, educational and recreational facilities;
- encourage residents and visitors to use the many tracks, trails, parks, cultural assets and sporting facilities;
- strengthen the region's tourism offering by encouraging visitors to explore the diverse landscape and promoting varied experiences within the Southern Downs and Granite Belt region;
- understand present and future risks and opportunities and the application of sustainable design principles and practices to all development;
- include the community in planning and decision-making so that it is possible for all to participate in determining the future of the Southern Downs;
- work in partnership to develop and deliver innovative solutions and explore new, more efficient and effective ways of meeting the needs of the community;
- seek to achieve the highest standards in accountability and transparency in decision-making and reporting, thereby building better governance, greater trust in government and ultimately better outcomes for our community;
- provide a liveable environment attractive to families and youth;
- foster community pride and a sense of welcome to new residents.

### 3.2 The Themes of the Vision

Four key themes underpin our suggested vision of Shaping Southern Downs: grow, connect, sustain and prosper. These themes will drive population growth and diversity to evolve Southern Downs into a well-connected, sustainable and prosperous region. These themes provide further dimension and greater clarity about the aspirations for Shaping Southern Downs. These four themes are woven through all aspects of the plan.



#### Theme 1 **Grow** *Accelerating population growth in the Southern Downs to create a diverse and resilient community that consolidates urban centres and protects the rural character of the region.*

The region's urban and rural areas vary in identity, and the nature of their populations is the essence of what has made the region sustainable. Shaping Southern Downs aims to grow population whilst preserving the rural and semi-rural character that the region prides itself on. The major centres in the Southern Downs will be the focus for population growth both in the small cities, towns and villages and in the rural areas that look to them for services and employment. These centres are strategically located and already have the physical and social infrastructure to accommodate future employment and investment.

Shaping Southern Downs means:

- 1 a bigger, and more diverse population;
- 2 affordable housing that is well-connected to infrastructure and services;
- 3 preservation of the region's rural character and lifestyle.

#### Theme 2 **Connect** *Maintain and enhance transport networks that connect Southern Downs with surrounding places to ensure efficient movement of commodities, services and skills.*

Southern Downs' connection to surrounding places, particularly Brisbane and South East Queensland, will be the backbone to supporting growth in the region. There is an opportunity to leverage South East Queensland's growing urbanisation to position Southern Downs' offer as an affordable alternative with close proximity to major urban centres.

This theme positions Southern Downs to protect and maintain existing infrastructure networks that connect the region to key locations elsewhere and drive productivity and efficiency. Road networks will also link urban centres and rural communities to establish communities that have access to a wide range of services and facilities. The major highways and rail links through the region are also strong strategic assets, supporting a well-planned freight network for key industries, such as agribusiness and the different food processing sectors.

Shaping Southern Downs means:

- 1 a connected region efficiently using existing road and rail infrastructure;
- 2 improved transport networks with surrounding regions, particularly Brisbane and South East Queensland;
- 3 complete communities linked by interchangeable services, facilities and commodities.



#### Theme 3 **Prosper** *Strengthen existing industries and encourage business growth to increase employment opportunities and create a viable and high-value economy.*

The prosper theme positions Southern Downs for continued sustainable growth, community wellbeing and economic diversity. The region will be positioned for success, as its population growth supports and enhances its agricultural, manufacturing, construction, tourism, service and transport sectors to provide investment and employment opportunities. The Plan recognises that when it comes to economic prosperity, the whole is greater than the sum of the parts. Industries, services and businesses in the Southern Downs' towns, villages, and rural areas understand our vision and their part in its creation, so recognise the strengths and roles of each other and work together to leverage off each other. The lifestyle opportunities, affordable land prices and community amenity are all qualities that set Southern Downs apart. Strengthening unique qualities of the region will be the key driver for economic and social prosperity.

Shaping Southern Downs means a bigger population that provides:

- 1 a diverse economy built on existing strengths, assets and opportunities;
- 2 an expanding skilled workforce;
- 3 more business opportunities, growth and sustainability;
- 4 expanding employment opportunities in agriculture, forestry, fishing, retail trade and health care.

#### Theme 4 **Sustain** *Southern Downs' rural landscapes and natural assets are protected and nurtured to sustain the region's resilient communities and unique country lifestyle offering.*

The sustain theme aims to protect natural assets and regional landscapes in recognition that these values support the region's environmental systems and underpin local identity. Southern Downs' natural assets support biodiversity, rural production, scenic amenity, cultural heritage and outdoor recreation. Combined with a climate that has four distinctive seasons, Southern Downs presents one of the most liveable and biodiverse regions in Queensland.

Shaping Southern Downs recognises the need to identify, protect and manage these values to ensure they continue to contribute to the region's liveability, health and economy.

Shaping Southern Downs means:

- 1 protecting natural assets to ensure the identity and character of the region is preserved;
- 2 valuing natural habitats as vital to the region's sustainability;
- 3 recognising the importance of rural landscapes to sustain future liveability and economic opportunities.

## 4 STRATEGIES AND ACTIONS

The strategies and actions focus on growing the region's population to create a bigger and better future for Southern Downs to reach a population target of 50,000 people. Strategic outcomes for each theme seek to pursue the vision of Shaping Southern Downs. Each strategy is supported by several actions which provide more specific direction to implement the strategy and overall theme.

The themes, strategies and actions will be implemented through local planning scheme.

### Themes

#### 1 Grow

*Sustainably accommodating a growing and diverse population.*

#### 2 Connect

*Retaining and protecting infrastructure networks to maximise community and economic benefits.*

#### 3 Prosper

*Strengthen existing industries and diversity assets to create an economically viable region.*

#### 4 Sustain

*Protecting natural assets and regional landscapes to promote ecological and social sustainability.*

### Strategies

1. Population growth and diversity
2. Community wellbeing
3. Strong governance

1. Road and rail transport for local and regional connectivity
2. Interlinked urban centres and rural communities
3. Active transport

1. Economic development and tourism
2. Knowledge, education and technology
3. Resilient workforce

1. Rural prosperity
2. Regional landscape identity
3. Environmental Management

## 4.1 Grow

### 1 Population growth and diversity



Southern Downs' population needs to grow and diversify to sustain the future's prosperity. The attraction and retention of young, working age people and families will be encouraged to ensure there is a labour force that can support a growing local economy. The majority of population growth will be targeted at the regional centres of Warwick and Stanthorpe to utilise existing infrastructure and services. There needs to be a broader range of education services, health and community services to meet the evolving changing demographic profile of the region.

#### Strategy

##### Population growth and diversity

*Growing rural towns and villages.*

#### Actions

1. Market the Southern Downs as a viable, liveable region.
2. Promote Southern Downs to working-age people and families to strengthen small-medium business growth and investment to strengthen the region's economic viability.
3. Retain and attract youth to the region by identifying career pathways for school leavers and new graduates.
4. Increase the diversity of available housing to meet the diverse and changing needs of the community.
5. Advocate for Southern Downs to be a liveable destination for new migrants.

### 2 Community wellbeing



Positive communities that celebrate the local identity are vital to the region. Community wellbeing will be supported by encouraging residents to have active, healthy and sociable lifestyles. Access to healthcare, public transport, open spaces, recreation facilities, and learning and employment centres fosters resilient communities and will drive a strong local economy over the long-term. Council plays a key role in ensuring social wellbeing through strategic leadership, and designing and delivering services with wellbeing in mind. Increasing volunteerism, civic involvement and opportunities for community leadership will be encouraged, especially through greater engagement with young people. This type of succession planning is vital to support community resilience and ensure Southern Downs continues to prosper as an economically and socially sustainable region.

#### Strategy

##### Community wellbeing

*Improve and diversify services, facilities and activities to strengthen the identity and resilience of the community.*

#### Actions

1. Support local community groups and volunteering programs by providing information, training, meeting facilities and financial assistance through the community grants program.
2. Develop and maintain community facilities that are multi-functional hubs and support integrated community service delivery.
3. Strengthen youth involvement in community governance and business development to solidify their role in the region's future through programs such as a Youth Council.
4. Celebrate the region's local history and identity and encourage the community to take pride in local areas.
5. Develop an annual program of events for youth.

### 3 Strong governance



Shaping Southern Downs will be aligned with the region's long-term financial forecast and form the basis of actions to be led by the Mayor and undertaken by the whole of Council. There is an expectation that Council operations will be conducted with best practice accountability and transparency and this good governance will strengthen credibility and confidence in public services. Good governance leads to good management, good performance, good stewardship of public money, good public engagement and, ultimately, good outcomes for citizens and service users.

The next decade will see continual changes in Federal and State Government legal and policy frameworks and in the availability of resources to support growth and service delivery in the Southern Downs region. There is scope to secure additional funding to ensure Council has the capacity to support economic and social development initiatives. Council will continue to look at alternate opportunities to raise income or revenue other than rates. This may involve partnerships with the private sector or the State Government. Southern Downs will strengthen partnerships with surrounding local government authorities on the greater Brisbane metropolitan interface to leverage from economic development and tourism benefits from South East Queensland.

#### Strategy

##### Strong governance

Build capacity of Council to support the community and sustainable economic growth of the region.

#### Actions

1. Actively encourage Councillors and community members to consider roles on Local, State and Federal Government committees and taskforces to represent the Southern Downs region.
2. Improve the relationship between Council policy, service delivery, infrastructure, advocacy and community priorities.
3. Build the capacity of Council officers to effectively communicate with all members of the community and uphold transparency by reporting outcomes of consultation strategies.
4. Provide opportunities for community groups, community organisations, service providers and other stakeholders to share ideas, plan and implement programs, projects and services together.
5. Where possible establish customer services charters to ensure provision of timely, accurate information and advice for community members.

## 4.2 Connect

### 1 Road and rail transport for local and regional connectivity



The major highways through the Southern Downs region and the rail links are important strategic assets, supporting a well-planned freight and logistics network. Planned growth in the Southern Downs Region's population will generate demand for further infrastructure, housing and services that will in turn generate jobs and economic growth. The safe and efficient use of existing transport infrastructure between regional centres will be upheld to ensure the existing centres grow without impacting regional landscape. Upgrade of the Cunningham and New England Highways will improve connections between the region and South East Queensland allowing for a 90 minutes travel time to Brisbane providing opportunities for Southern Downs to offer a small city and rural lifestyle with access to metropolitan services and facilities. The growth of the Southern Downs Region needs to acknowledge the role the regional city of Toowoomba and the Wellcamp Airport in facilitating employment and investment, especially in the tourism sector.

#### Strategy

##### Road and rail transport for local and regional connectivity

People and freight move efficiently around the region as population grows, maximising community and economic benefits.

#### Actions

1. Ensure appropriate freight transport links are provided to service the agricultural sector.
2. Support transport infrastructure development for planned growth in urban and industrial areas.
3. Undertake asset management planning for prioritisation of upgrades and renewals for major infrastructure, such as roads and bridges.
4. Support enhancements to the primary arterial road network to improve access to the greater Brisbane, South East Queensland and Northern New South Wales areas.

### 2 Interlinked urban centres and rural communities



Transport networks between urban centres and rural communities will be strengthened to support convenient access across the region to a greater range of health, education, social and recreational facilities and services. Road networks will be enhanced in alignment with the proposed expansion of major centres given these will be the focus for population growth given their strategic location and existing well-planned community and recreation infrastructure. Improved transport networks will also encourage business investment and growth supported by access to a regional catchment for services.

#### Strategy

##### Interlinked urban centres and rural communities

Regional and local infrastructure networks are maintained and enhanced to provide interlinked service and facilities for greater choice and access.

#### Actions

1. Support convenient access across the network of settlements to a greater range of health, educational, social and recreational facilities and services.
2. An interconnected region to support business growth and investment in both urban and rural communities.
3. Enhance the quality and frequency of rail infrastructure and services for freight.
4. Development of express buses to Brisbane or Ipswich to improve access to existing rail networks to Southern Downs.
5. Encourage the development of an Uber network between the rural communities and smaller towns and villages.

3 Active transport



Council seeks to offer a greater range of affordable transport options that are environmentally and socially sustainable. Maintaining a healthy and active lifestyle is promoted within the Southern Downs community. The forests, reservoirs and rivers offer prime opportunities to establish outdoor walking and cycling paths. Directional signage should be included along all major walking and cycle paths to assist with navigation to key destinations and areas of interest. Public open spaces and walking tracks will need to ensure equitable access and safety through design and technological implementations. The provision of active transport networks will promote mental and physical wellbeing through enabling all community members to enjoy outdoor, healthy lifestyles.

Strategy

Active transport

*Communities are designed and supported by active transport infrastructure to provide healthy, liveable places that promote mental and physical wellbeing.*

Actions

1. Increase affordable transport options that are environmentally and socially sustainable.
2. Ensure walking and cycling infrastructure is incorporated into the design and development of neighbourhoods that include clear directional signage to key destinations.
3. Ensure all public open space and pathways are accessible and safe to all age groups and ability types.
4. Maintain a high level of surveillance over key public areas through the effective use of CCTV technology.



4.3 Prosper

1 Economic development and tourism



The Southern Downs local economy is continuing to diversify however, the key foundations of agriculture and agribusiness will remain constants, with the tourism, service industries and food processing sectors continuing to grow. Support will be provided to the manufacturing and traditional retail sectors, as national trends are significantly influencing these industries. The provision of high quality food experiences, in an environment defined by exceptional customer service, will ensure that repeat visitation translates into the attraction of new residents deciding to work and invest in the region.

To support these initiatives Council will efficiently plan to deliver well-placed and high-quality infrastructure and services that support local and regional economic activity. Networks between regional centres and villages and rural communities will drive effective business collaboration where Southern Downs's businesses are well known for their capabilities, products and services to strengthen the region as a whole.

Strategy

Economic development and tourism

*Support community place-making efforts in urban areas and rural towns to strengthen Southern Downs reputation for a rural / semi-rural lifestyle, temperate climate and economic vitality.*

Actions

1. Implement the Southern Downs Economic Development Strategy and Southern Downs Tourism Strategy.
2. Build upon the region's international brand to promote tourism opportunities that will enhance economic, environmental, social and cultural benefits.
3. Attract funding to support economic infrastructure in industrial areas to support business.
4. Continue to work with the larger employers in the region to plan infrastructure and promote the region.
5. Encourage primary producers to implement drought resistance measures into business planning.

## 2 Knowledge, education and technology



The Southern Downs region is fortunate to have a number of quality public and private, primary and secondary schools in settlements across the region. A number of these schools offer the opportunity for students to board on-site and many of them support quality recreational infrastructure. High quality educational and recreational facilities position Southern Downs as a destination offering unique opportunities to existing and future residents. Tertiary educational facilities include the Queensland College of Wine and Tourism based in Stanthorpe and the South West TAFE located in Warwick. Griffith University also has a presence at the Warwick Hospitals. It will be important to promote these educational opportunities to attract and retain young people and attract further investment opportunities in the region. Education and business growth will be further supported by the improvement of technology to progress towards more digitally-based practices.

### Strategy

#### Knowledge and technology precincts

*Investment in technology to attract investment and enhance human capital.*

### Actions

1. Identify and leverage universities, health facilities and migrant communities to develop the region's skilled workforce.
2. Facilitate access to volunteering, learning, mentoring and training opportunities as a pathway to ongoing employment.
3. Support opportunities to improve the quality of digital and telecommunications technology operating through the region.
4. Support and foster progression towards more technologically and digitally-based work practices to attract and grow businesses.

## 3 Resilient workforce

The region's population growth will support increased employment opportunities to further strengthen Southern Downs' local and regional economy. Council's role is to support the local economy through good planning and service delivery, promoting local businesses and working with the community, education providers and other government agencies to build the capacity of the workforce and create future employment and business opportunities. Council will provide incentives where necessary to allow established business to expand or to attract new businesses to the region. By fostering economic growth and developing programs that help local businesses achieve success, community resilience will be strengthened and young working age people will be encouraged to permanently reside in the area.



### Strategy

#### Resilient workforce

*Build the regional workforce capability by using education and business growth to increase employment opportunities and strengthen community resilience.*

### Actions

1. Encourage and market the opportunities for new business and employment in the area focusing on Southern Downs-based businesses encouraging the community to 'buy local.'
2. Encourage effective and strong business networks and facilitate inter-sector collaboration to increase training and employment opportunities.
3. Promote a strong regional reputation where Southern Downs' businesses are well known for their capabilities, products and services.
4. Identify and leverage universities, health facilities and migrant communities to develop the region's skilled workforce.



## 4.4 Sustain

### 1 Rural prosperity



The Southern Downs aims to strengthen the region's natural values and character. Agriculture and agribusiness will continue to underpin the local economy, therefore productive land needs to be protected from inappropriate development. The character of towns and rural communities must be retained to provide a distinctive attraction and competitive advantage for the Southern Downs region. A strategic and sustainable approach to growth and development of settlements and rural land use will be prioritised through the adoption of a hierarchy of settlements with clear roles. Future development will strategically consider the location of utilities and services which enable communities to have equitable access to trunk infrastructure services. Effective planning and growth management will protect regional landscapes and avoid fragmentation of prime agricultural land.

#### Strategy

##### Rural prosperity

Rural areas leverage traditional primary industry strengths to expand and diversify value-adding activities that enhance productivity, resilience and competitiveness in domestic markets.

#### Actions

1. Support rural communities to adapt and build on their strategic advantages to continue the profitability and sustainability of existing rural industry activities.
2. Conserve agricultural areas, including those which provide community with an affordable supply of fresh food, food security and export earning potential.
3. Support a sustainable approach to the growth and development of settlements and rural land use through the adoption of a hierarchy of settlements with clear primary roles.

### 2 Regional landscape identity



Population growth will be managed to retain the environment and distinctive regional landscapes that comprise the region. Residents are attracted to diverse, active and connected communities living in sustainable, well-designed, safe, accessible places with high participation in community life. There needs to be a choice of living environments and employment opportunities in vibrant, liveable settlements set among well-maintained expansive rural areas. In so doing, agricultural and agribusiness enterprises must not be compromised by incompatible land uses and development. The character of towns and landscapes must be retained to provide a distinctive attraction and competitive advantage of the Southern Downs region.

#### Strategy

##### Regional landscape identity

Development efficiently uses land and infrastructure to allow for sustainable growth and reinforce local identity.

#### Actions

1. Ensure each settlement in Southern Downs is a recognised and distinctive place as well as being a great place to visit and live.
2. Protect distinctive landscape and environmental features of Southern Downs Region from inappropriate development.
3. Preserve and enhance the established and strong sense of identity and character of each settlement.
4. Consult, prepare and develop a number of township plans or urban design frameworks for the villages and smaller towns aimed at enhancing the liveability of Southern Downs Region.

### 3 Environmental management



The environment provides the essential services and resources for virtually all social and economic activity, including clean air and water, temperature regulation and nutrient recycling. Also supports natural habitats, plants and animals that are part of our irreplaceable heritage. It is the role of Council, in collaboration with the community to promote, strengthen and provide stewardship of the natural environment for the benefit of future generations. Development and implementation of planning policies and management plans will further increase the biodiversity and conservation value of land within the municipality. The region's environment will be protected to allow existing and future residents to continue to enjoy active, outdoor lifestyles and allow visitors to explore the natural assets of the region. Council will focus investment and growth in renewable technologies, recycling, public transport, energy efficient business and industries, water conservation and pollution reduction to foster healthy natural environments.

#### Strategy

##### Environmental management

The regional biodiversity network and rural landscape values are sustainably managed and provide social, environmental, cultural and economic benefits to the region.

#### Actions

1. Develop policies, programs and management plans, aimed at increasing the biodiversity and conservation value of land within the region.
2. Conserve and protect valued natural resources, including water, land, flora and fauna.
3. Investigate renewable energy options and investments.
4. Implement water sensitive urban design principles in new development and encourage existing industries to efficiently use water.
5. Identify green spaces throughout the region.
6. Manage invasive pests within the region.



# 5 COMMUNITIES

Southern Downs is a large region with diverse urban, rural and natural landscapes and characteristics. Shaping Southern Downs recognises that the region has distinctive regional and district centres, villages and rural communities based on its landscapes, character and economic strengths.

Each community can play its part to achieve our vision for Southern Downs and by working together ensure that the "whole will be greater than the sum of the parts".

### Character Statement for the West

The West of the region features a string of quintessential country towns, with vast plains, tight knit communities and strong agricultural history found in this traditional rural setting.

#### Actions in the West

- Town plans for Leyburn, Pratten and Karara will be developed to improve liveability
- The Leyburn Sprints will be further developed into a more significant event
- Identify and promote other events that can be conducted in this area of the Southern Downs
- Improvements will be made to the Leyburn Water supply
- Themed signage will be erected at the entrances of Leyburn, Pratten and Karara
- In the longer term plans for the best use of agricultural land in this area will be examined

### Character Statement for the North

At the heart of the North lies Allora, a vibrant country town with a strong sense of history, an oldtime charming streetscape and heritage buildings. Vast agricultural plains fill the North while stunning wildflowers line the Highway during Summer.

#### Actions in the North

- Public and privately owned historic buildings in Allora will be restored
- Entrance signs will be installed
- Main street upgrades will be undertaken
- Wastewater infrastructure will be considered to support residential, commercial and industrial development
- Develop plans to enhance the village of Goomburra
- Consideration will be given to events and marketing using heritage and the natural landscapes, such as sunflowers to attract more visitors
- Identify options for restricting heavy vehicle passage through Allora

### Character Statement for the East

The eastern gateway to the Southern Downs is a scenic gem with rolling foothills, deep secluded valleys and dramatic waterfalls. A number of welcoming communities, including the bustling Killarney township, have access to retail, hospitality and professional services.

#### Actions in the East

- Implementation of the Maryvale Urban Design Framework
- Revision of the Killarney Town Centre Plan
- Develop plans to enhance the smaller villages of Emu Vale and Tannymoree
- Promotion of this area of the Southern Downs as a tourist destination, highlighting the natural environment and rural nature of the landscape
  - Signage for the villages will be completed
  - Agriculture and heritage to be preserved
  - Condamine River Gorge to be ...
  - Improved transport linkages

### Character Statement for the Centre

The Centre is the region's main hub, with major city Warwick providing access to essential services including medical, retail, professional and education facilities. Sitting on the banks of the Condamine River, the thriving Centre features some of the State's finest original sandstone buildings. Surrounded by prime agricultural land, there is a strong industrial sector and international sporting facilities.

#### Actions in the Centre

- The Warwick By Pass planning will be completed
- Industrial and commercial development to remain a focus to increase population
- Main street development will continue to create a destination for residents and visitors
- A mix of housing will create new products for new residents to consider
- Recycled water projects will be an exemplar to other local government agencies
- An Urban Design Framework for Warwick will be completed
- Improve signage to encourage travelers to leave the highways and stop in the towns
- Encourage outdoor activities through the expansion of cycleways and pathways
- Aim to have events conducted on a weekly basis as a means to attract visitors, enhancing the Morgan Park precinct
- Work with the rural sector to drought proof primary production properties
- Develop saleyards infrastructure
- Develop plans to enhance the smaller villages of Yangan and Dalveen

### Character Statement for the South

The Granite Belt has a mix of breathtaking natural landscapes, world class wineries and close knit communities with the flourishing town of Stanthorpe providing essential services. Surrounding areas are characterised by orchards, vineyards and rocky outcrops, all supporting a strong agriculture and tourism industry.

#### Actions in the South

- Water security will be the focus and investment in water infrastructure will be substantial
- Promote the Granite Belt as a distinct geographical area to differentiate its produce
- Work with tourism businesses to develop products and experiences that exceed visitor expectations
- Continue with the implementation of the Stanthorpe Street Scapes
- Continue with the implementation of the Wallangarra Urban Design
- Food production will dominate the local economy
- Housing in Stanthorpe and Applethorpe will be reviewed as part of the development of a broader town plan, promoting sustainable living
- A learning hub will be established to facilitate an educated community?
- Celebrate the diversity of the region through public art, events and cultural activities
- Signage will recognize the character of the settlements and their history
- Encourage outdoor activities through the expansion of cycleways and pathways
- Develop plans to enhance the smaller villages of Cottonvale, The Summit, Amiens, Applethorpe, Severnlea, Gen Aplin and Ballandean

## 6 ROLES OF THE COUNCIL AND THE COMMUNITY

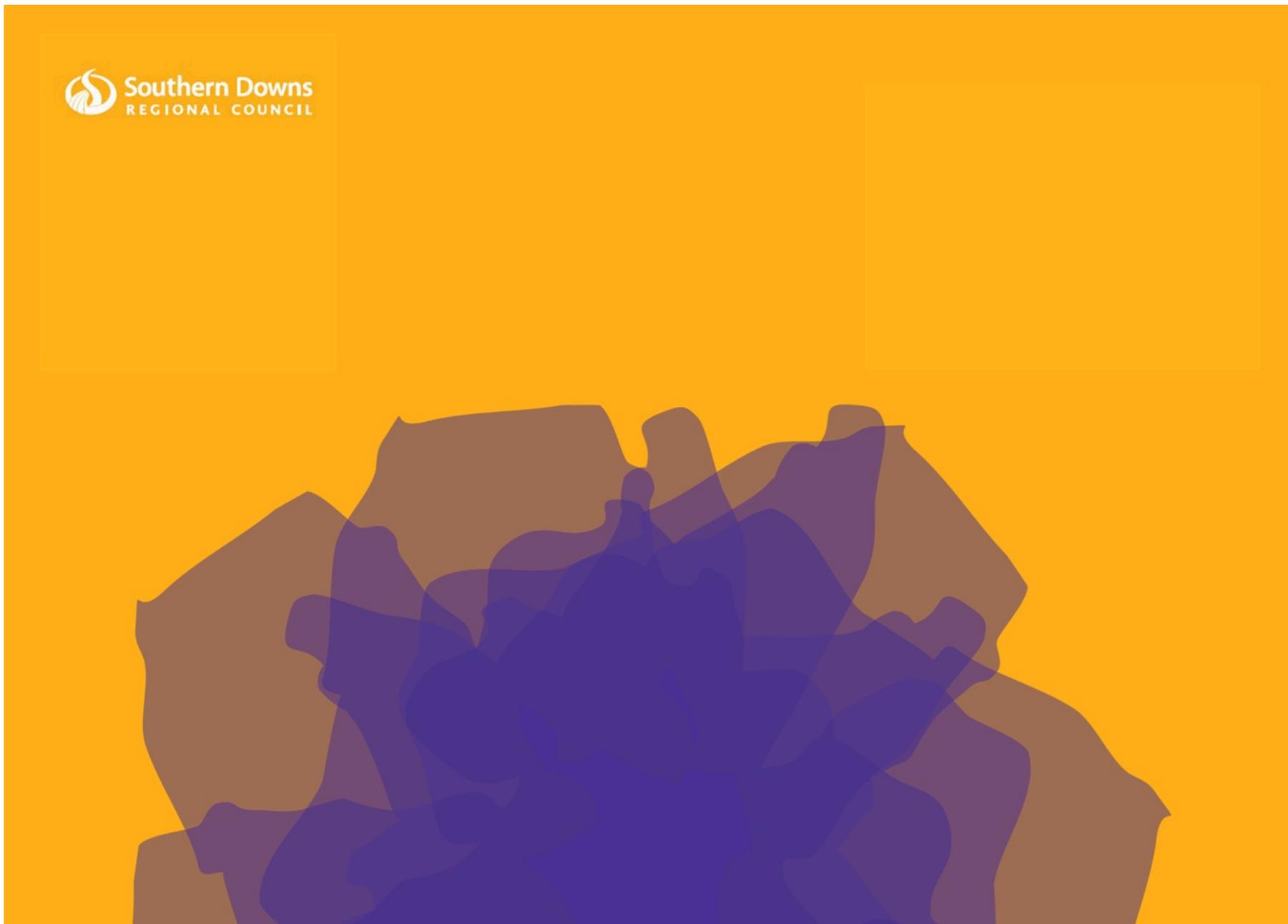
### *In responding to the future, the Council will seek to:*

- Develop a plan or urban design framework for each of the towns and villages in the municipality
- Create masterplans for the central business districts or main streets of Warwick, Stanthorpe, Allora and Killarney
- Improve the quality and accessibility of open spaces across the region
- Renew or replace infrastructure that meets the expectations of the community in a timely manner
- Advocate to all levels of government to ensure that the Southern Downs Region is front of mind in all decision making processes
- Promote to residents the assets and opportunities available in the region
- Maintain a high level of communication and consultation with all urban and rural communities in Southern Downs
- Provide leadership in its own activities
- Utilise its planning powers and resources wisely to regulate the activities of landowners, residents and businesses
- Provide targeted services to support the community in partnership with the community, local businesses and other government agencies
- Partner, support or seek to influence other agencies where Council shares responsibility
- Demonstrate a high level of financial responsibility, recognizing the limited capacity of ratepayers to deal with successive rate rises, whilst also managing debt levels to improve the financial sustainability of the Southern Downs Regional Council

### *In responding to the future, the community will seek to:*

- Promote a level of pride in different communities that supports an atmosphere of positivity and willingness
- Recognize innovation and success in the local communities
- Seek to develop capacity in the community by fostering resilience and ownership of issues
- Establish a welcoming environment that accommodates change in line with broader expectations and long term objectives of the region
- Provide leadership within the community
- Contribute and take an active role in putting forward ideas
- Communicate ideas and concerns directly with Council, Council Advisory Committees or other working groups





## 10.5 Quarterly Report - Regional Promotion and Visitor Numbers

### Document Information

 <b>Southern Downs</b> <small>REGIONAL COUNCIL</small>	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 24 October 2018
	Manager Economic Development & Tourism	<b>ECM Function No/s:</b>

### Recommendation

THAT Council receive the report of figures from the Visitor Information Centres.

### Report

This report outlines the number of visitors through the Stanthorpe and Warwick Visitor Information Centres (VIC's) from 2013 onwards.

### Southern Downs Visitor Information Centre Visitor Stats

The Southern Downs VIC's continue to perform well through the year.

<b>Stanthorpe Visitor Information Centre Yearly Stats</b>						
<b>Month</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>January</b>	2,786	2,306	2,078	2,013	1,861	1,674
<b>February</b>	1,727	1,591	1,270	1,701	1,539	1,072
<b>March</b>	2,700	2,128	1,791	2,903	2,053	2,035
<b>April</b>	3,451	3,452	2,713	2,416	2,208	2,828
<b>May</b>	1,895	2,040	1,970	2,083	2,118	2,286
<b>June</b>	2,756	2,185	1,964	1,870	2,075	1,752
<b>July</b>	2,661	2,892	3,380	2,786	2,782	2,665
<b>August</b>	2,060	2,040	1,822	1,600	1,901	1,958
<b>September</b>	2,554	2,371	1,856	1,962	1,972	1,816
<b>October</b>	2,509	2,343	1,905	1,676	1,603	
<b>November</b>	1,860	1,927	1,350	1,318	1,298	
<b>December</b>	2,099	1,719	1,773	1,525	1,557	
<b>TOTAL</b>	<b>29,058</b>	<b>26,994</b>	<b>23,872</b>	<b>23,853</b>	<b>22,967</b>	<b>18,086</b>

<b>Warwick Visitor Information Centre Yearly Stats</b>						
<b>Month</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>January</b>	2,224	1,232	943	1,071	1,522	1,886
<b>February</b>	1,276	832	625	751	802	1,006
<b>March</b>	1,646	1,011	993	1,067	969	929
<b>April</b>	2,193	1,459	1,285	1,118	1,335	1,242
<b>May</b>	1,620	1,020	854	1,029	1,163	1,136
<b>June</b>	1,701	1,163	971	859	1,338	1,077
<b>July</b>	4,596	4,790	4,874	4,218	3,671	2,430
<b>August</b>	1,520	1,057	864	1,126	1,254	1,089
<b>September</b>	1,416	1,333	846	1,354	1,517	1,310
<b>October</b>	1,914	1,170	1,152	1,516	1,381	
<b>November</b>	935	778	736	910	1,107	
<b>December</b>	1,007	758	756	897	935	
<b>TOTAL</b>	<b>22,048</b>	<b>16,603</b>	<b>14,899</b>	<b>15,916</b>	<b>16,994</b>	<b>12,105</b>

Warwick's July 2018 (Jumpers and Jazz) figures are down on previous years due to the Jumpers and Jazz Committee information table being situated outside the Warwick Visitor Information Centre in Palmerin St. As a result, potentially thousands of visitors did not enter the VIC and therefore were not counted. In 2019, Warwick VIC volunteers will resume responsibility of this J&J information table and follow their usual visitor recording processes.

### **Budget Implications**

The operation of the VIC's and funding for Regional Promotion is provided in the Economic Development and Tourism Budget. The Economic Development and Tourism Department ensure that the community receives value for money by utilising transparent and diligent procurement practices.

### **Policy Consideration**

Nil

### **Community Engagement**

Nil

### **Legislation/Local Law**

Nil

### **Options**

1. Council receive the report of figures from the Visitor Information Centres.
2. Council not receive the report of figures from the Visitor Information Centres.

### **Attachments**

Nil



## 11. ENGINEERING SERVICES DEPARTMENT REPORTS

### 11.1 Engineering Services Department Monthly Report

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 24 October 2018
	Acting Director Engineering Services	<b>ECM Function No/s:</b> 04.15.01

#### Recommendation

THAT Council receive the Engineering Services Department Monthly Report

#### Report

The following is provided for the information of Councillors.

#### General

##### 2018/19 Project Status Report

The information table 2018/19 Project Status Report for Community Services & Major Projects is attached.

##### Works Construction, Workshops and Assets

Capital Program as at 30 September 2018 is attached.

#### Design

##### Works Construction Section

###### Blackspot Treatments, Warwick

2017-18 Blackspot project in Guy Street at the intersections of Grafton & Fitzroy Streets. Construction is 90% complete.

###### Intersection of Amiens Road, Bapaume Road and Minuti Lane, Amiens

Reconstruction of intersections. Design is 40% complete.

###### Condamine River Path Extension, Churchill Drive, Warwick

Footpath. Preliminary concept revised.

###### Yangan State Primary School, Yangan

Parking/drop-off area. Preliminary investigation commenced.

###### Cycle Path, Glen Aplin

Drawings for TMR approval. Revised submitted to TMR.

### **Rangers Road / Oxenham Street Intersection, Warwick**

Design review in progress. Amendments required.

### **Other**

#### **Council infrastructure on Private Land, Stanthorpe**

Design & construction of pump station access to New England Highway.  
TMR response received. Awaiting budget amendment.

#### **Review of SDRC Traffic Management System**

MUTCD Part 3 update and review of Traffic Management Procedure, Traffic Guidance Schemes and Risk Assessments is progressing.

#### **Asset Management/Geographical Information System**

- GIS Layer for Carparks and parking lanes updated.
- GIS Upgrade to latest version of IntraMaps
- Soil types were updated and associated with Stormwater assets.
- Rosenthal Height CED alignments were updated.
- Plant and Fleet maintenance procedure documentation is continuing.
- GIS AM Technical officer continued to assist with the TechOne Asset Hierarchy Development for Water and Wastewater “As constructed processing of jobs” to be capitalised in the 2018/19 year.
- GIS officers surveyed stormwater, water supply and waste water infrastructure and updated the GIS as constructed information for asset management.
- The stormwater database is being built involving ongoing checking and updating e.g. pipes, culverts, pits and end walls and its attributes.
- The preparation of a tender document for” Road condition survey” has been commenced.

### **Plant**

#### **Passenger Vehicles Due for Replacement for Next Three Months**

Nil

#### **Passenger Vehicles Replace this Month**

Nil

## Water and Wastewater

### Water & Wastewater Report as at 30 September 2018

WWTP - Performance against target levels of service September 2018.																			
Number	Licence compliance Parameters		WARWICK WWTP.						STANTHORPE WWTP.				Parameter	WALLANGARRA		DALVEEN		KILLARNEY	
			Class A.		STP outlet.		IRG.4. Lyndhurst Stud.		Class B. Supply point.		W1 release point. Quart pot creek.			CED Lagoon 7		IRG.1. CED		IRG.2.CED	
			Licence Target	Actual	Licence Target	Actual	Licence Target	Actual	Licence Target	Actual	Licence Target	Actual		Licence Target	Actual	Licence Target	Actual	Licence Target	Actual
1	5 Day BOD. mg/L	Max	20	6	30	11			50	9	20		BOD						
2	TSS. mg/L	Max	5	7			30	53	100	45	30		TSS						
	TDS. mg/l				1000	712	1500	573	<1500	822	1000								
6	Turbidity NTU	Max	2	1.9									NTU						
7	pH	Min	6	7.2	6.5	7.5	6.5	7.8	6.5	6.8	6.5		pH	6.5	7.7	6.5	7.7	6.5	8.1
		Max	8.5	7.7	8.5	7.3	9.0	7.8	9.0	6.7	9.0			9	7.7	8.5	7.2	8.5	8.1
8	Free Chlorine Residual. mg/l	Min							0.3	0.1	0.3		Free Cl2						
		Max																	
	E. coli. cfu/100 mL	Max	<10	<10					<100	<10	<10		E.Coli						
3	Faecal Coliform (cfu/100 mL)	Max					1000	1400					F. Cols	1000	8,200	1000	31	1000	20
	Elec. Cond. uS/cm	Max					3000	881						E.C.					
9	SAR. mg/l						15	4.9	<10	16.3									
10	Total N. mg/L	Max						5.93	125	21.4	0.75		Tot. N						
11	Total P. mg/L	Max						0.55	20	8.5	0.1		Tot.P						
12	Boron mg/L	Max							<2	0.062			Boron						
13	Chloride. mg/L	Max					800	149	<250	315			Chloride						
14	DO. mg/L	Min												DO					
15	Volume ML	ML		23.5		52.5				22.3	W1 release	NIL							
16	Odour Complaint	Yes	Warwick Inflow: ML		76.0				Stanthorpe inflow ML	24.5			Odour						
17	Other (Discharge to creek)	No											Other						

Legend

Meeting Target
Not Meeting Target
M/S Missed sample
## Lab Error

### Recycled Water Table

Supply Year 2018-19	Group 1		Group 2				Group 3		Urban	Receiving Environment	Monthly Total
	Eastern Colour	DPI	Hendrick sen/Baronio	Visentin 1	Visentin 2	Pinata 1 Kelly rd	Pinata 2 Ellwoods	Taylor			
July	7.6582		3.5607	0.0012	3.8768	1.3856		4.6964	1.2455	5.0140	27.4384
August	7.9024		3.347		3.4975	1.48		2.2081	1.3269	3.537	23.30
September	8.9681		2.5843		4.7181	0.0017	1.1359	2.8616	2.8432	4.613	27.73
October											
November											
December											
January											
February											
March											
April											
May											
June											
											78.46
<b>Full Allocation (ML)</b>	103	1	42	10	42	19	15	31	16		279
<b>YTD Total (ML)</b>	24.5		9.5	0.0	12.1	2.9	1.1	9.8	5.4		65
<b>YTD Target (ML)</b>	103.0	1.0	42.0	10.0	42.0	19.0	15.0	31.0	16.0		279
<b>YTD Target (%)</b>	24%		23%	0%	29%	15%	8%	32%	34%		23%
<b>Full Allocation (%)</b>	24%		23%	0%	29%	15%	8%	32%	34%		23%

Irrigators are under expected targets  
Discharges to the Quart Port Creek

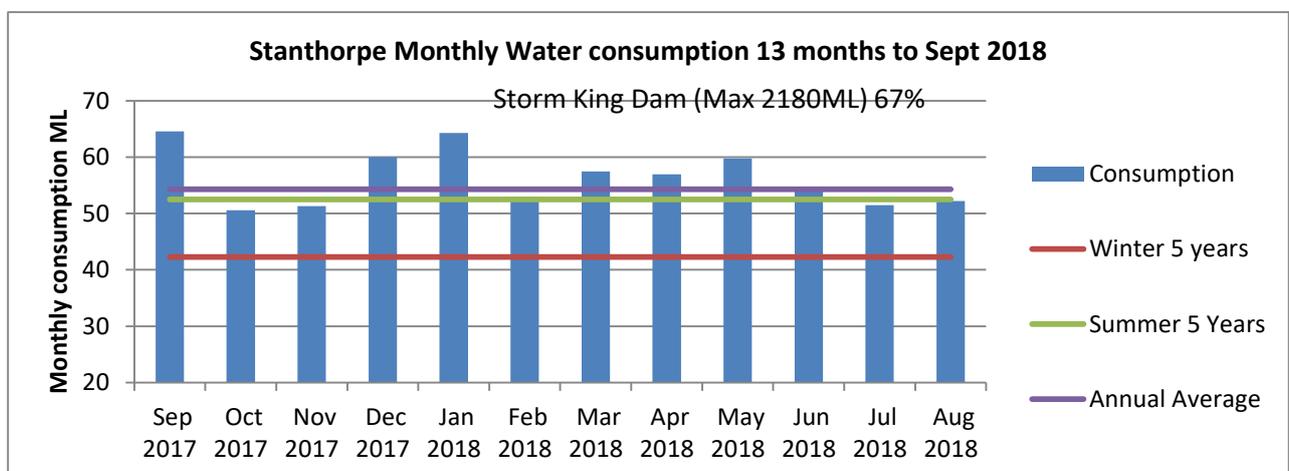
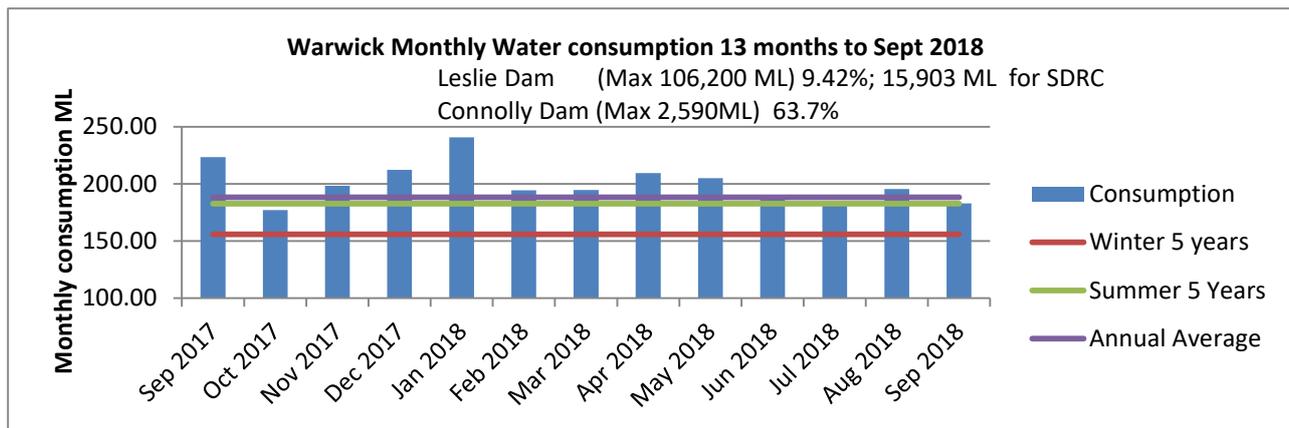
## Potable Water Table

Water Supply from Treatment Plants – Month of			September				
Number	Licence compliance Parameters	ADWG Standard	Warwick WTP	Stanthorpe WTP	Killarney WTP	Wallangarra WTP	
			Status	Status	Status	Status	
1	Physical	NTU	<1	0.43	0.14	0.23	0.33
		Taste Complaint		0	0	0	0
		Odour Complaint		0	0	0	0
2	pH	Minimum	6.5	6.92	7.04	7.3	6.93
		Maximum	8.5	7.3	7.4	7.96	7.43
3	Free Chlorine Residual (mg/L)	Maximum	<5.0	3.10	2.4	2.1	3.2
4	<i>E. coli</i> (cfu/100mL)	Nil		0	0	0	0

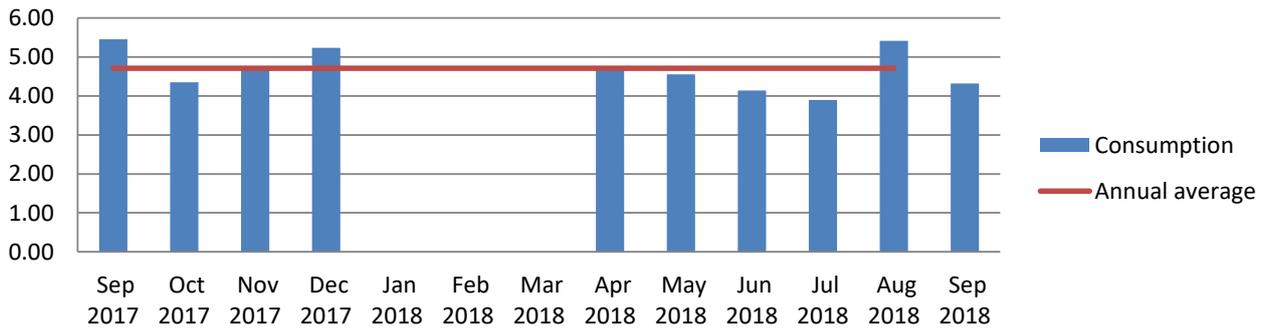
Legend	
<span style="display:inline-block; width:15px; height:10px; background-color:#90EE90;"></span>	Meeting Target
<span style="display:inline-block; width:15px; height:10px; background-color:#FF0000;"></span>	Not Meeting Target
<span style="display:inline-block; width:15px; height:10px; background-color:#A9A9A9;"></span>	Not Measured

## Monthly Water Consumptions Graphs

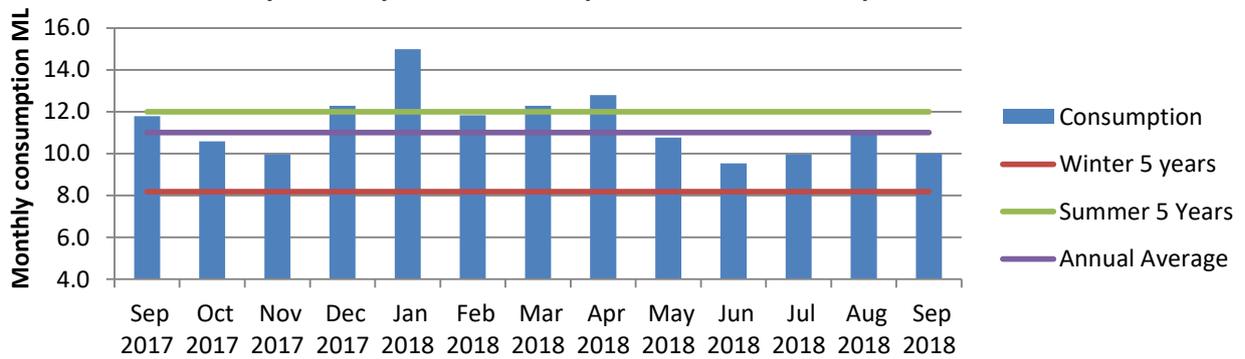


### Wallangarra Monthly Water consumption 13 months to Sept 2018

BeeHive (Max 97 ML) 92%  
The Soak (Max 22 ML) 100%

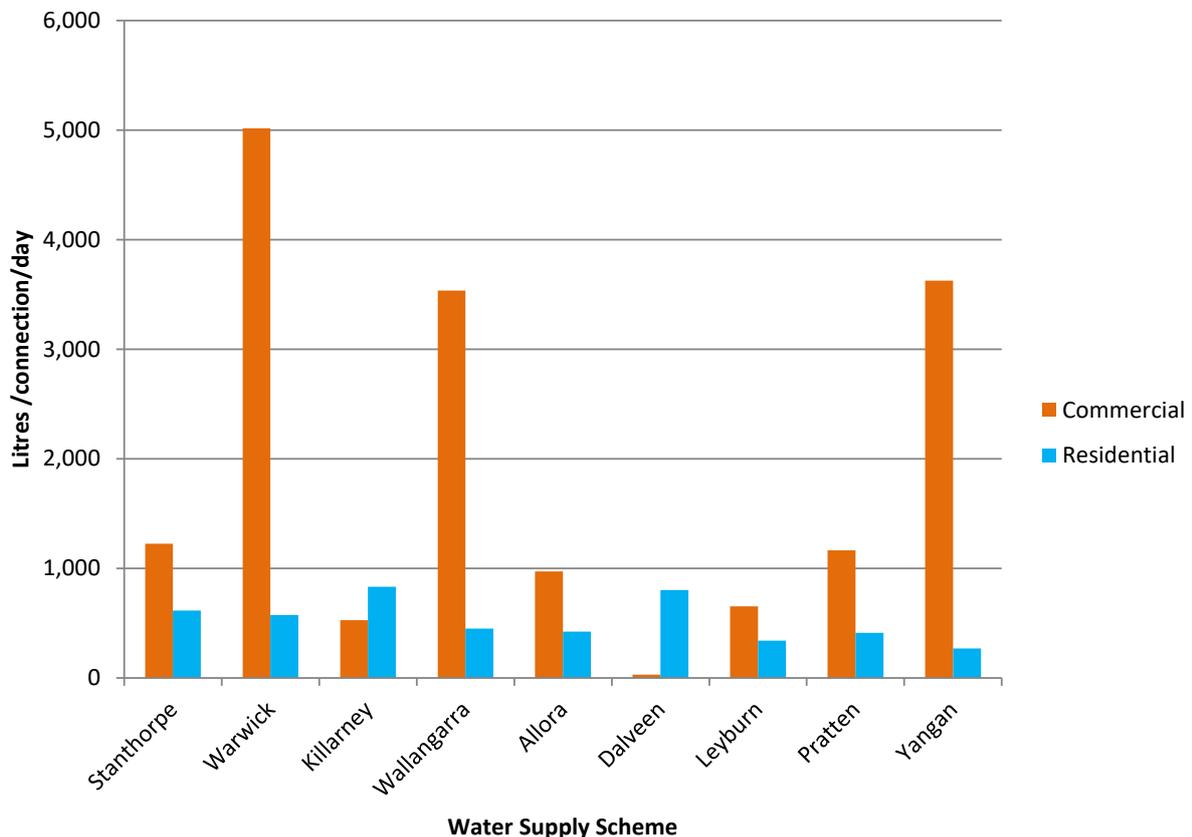


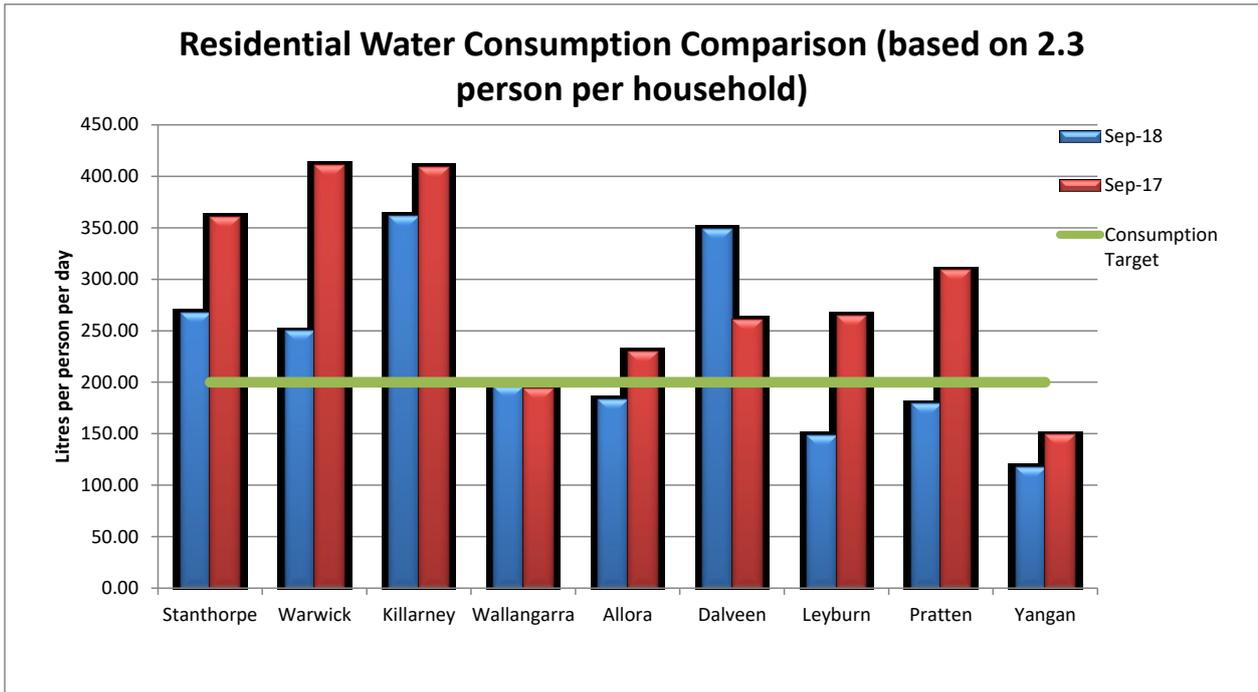
### Killarney Monthly Water consumption 13 months to Sept 2018



### Avg Daily Consumption per Connection September 2018

(based on September 2018 meter readings)





**Budget Implications**

Nil

**Policy Consideration**

Nil

**Community Engagement**

Nil

**Legislation/Local Law**

Nil

**Options**

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

**Attachments**

1. Community Services & Major Projects 2018/19 Project Status Report [View](#)
2. Works Construction, Workshops & Assets Capital Program [View](#)

## COMMUNITY SERVICES AND MAJOR PROJECTS PROJECT STATUS UPDATE

Communication Update No.: 13

Reporting Period: 2018/19 Financial Year

Date of Issue: 28 September 2018

Project Tracking Legend:

On Target Minor Slippage Off Target

Initiation Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
<b>Building Fire Systems Upgrades</b> PC Date: June 2019 Budget: \$75k PM: AJ	RFQ being finalised.	Issue RFQ 28/09/18	Quality: Expert advice to be sought to obtain adequate system	
<b>Community Health &amp; Wellbeing Project</b> PC Date: Jan 2019 Proposed Budget: \$5k PM: KM	Develop and Implement Council's Community Health and Wellbeing Project Draft PMP completed and circulated to stakeholders 28 September 2018.	Sign off of PMP Project implementation 2 January October 2018.		
<b>Enhancement of Public Toilets</b> PC Date: Jun 2019 Budget: \$160k PM: ZD	Project scoping. Project Management Plan currently being drafted.	PMP Sep 2018	TBC	
<b>Equitable Access Requirements – Stanthorpe Admin Building</b> PC Date: Jun 2019 Budget: \$150k PM: ZD	Project Management Plan updated following feedback. Approved copy distributed. RFQ for design and construction for options in PMP currently being drafted. Outcome of library feasibility study prior to decision on location of elevator no longer an issue. With dependency now removed, project can continue.	Release RFQ end of October 2018.	Outcome of Library Feasibility Study initially impacted on scope and time. Now this is no longer an issue, project can continue, however, impact of time will still be experienced.	

Initiation Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
<b>Flood Mitigation Gauges 2018-2020</b> <b>PC Date: Dec 2018</b> <b>Budget: \$77K</b> <b>PM: AJ</b>	Bureau of Meteorology have performed a desktop radio path test of the four proposed rain tree sites. Confirmation of the need for the Goomburra site to be sought. BOM have provided the list of required equipment for sourcing from specialised equipment supplier.	Quote for equipment 12/10/18	Limited suppliers for specialised equipment – Bureau of Meteorology to provide guidance for approved suppliers.	
<b>Implementation of Council's Community Services Strategic Direction</b> <b>PC Date: Jun 2019</b> <b>Budget: \$5k</b> <b>PM: KM</b>	Develop and implement the Community Services Action Plan priorities (as Identified by the Community Services Advisory Committee). PMP to be developed to track actions and milestones.	Develop and sign off project management plan 28 September 2018.  Project implementation 1 October 2018.	TBC	
<b>Mental Health Week Awareness Campaign</b> <b>PC Date: Oct 2018</b> <b>Proposed Budget: \$2.1k</b> <b>PM: CA</b>	To raise awareness of Mental Health by partnering with organisations across our region to promote Mental Health Week activities.  Mental Health Week celebrations are held across Queensland each October to raise awareness about mental health and wellbeing across the State. World Mental Health Day is 10 October 2018.  2018 Mental Health Week Theme: Wheel of Wellbeing The theme for 2018 is to value mental health – with six steps Be active – do what you can, enjoy what you do, get moving and improve your mood Keep learning – embrace new experiences, recognise opportunities, surprise yourself Connect – talk, listen, be there Give – your time, your words, your presence Take notice – remember the simple things that give you joy Care for our planet – it's the home we all share	Promote identified events through community networks 31 October 2018.		

Initiation Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
	<p>This year's theme is informed by the Wheel of Wellbeing* to encourage people to be inspired by six actions that have been proven to improve wellbeing in everyday life</p> <p>Project plan developed and signed off</p> <p>Completed calendar of events</p> <p>Completed media release</p> <p>Signature banner organised to be changed week of 6 October</p> <p>Town Hall booking confirmed</p> <p>Website updated</p> <p>Media release circulated</p> <p>Sent to PNP for October issue</p> <p>Three officers in CS&amp;MP formally training in Standard Mental Health First Aid.</p>			
<p><b>Resupply Sub-Plan</b>  <b>PC Date:</b> Jun 2019  <b>Budget:</b> \$1k  <b>PM:</b> PF</p>	<p>Review and benchmark what other LG authorities have in place.</p>	<p>Draft to be developed by end of September 2018.</p>	<p>Risk of community members being isolated for extended periods of time. Possibly impacting them by being unable to access essential goods required for survival.</p> <p>Develop Sub-Plan with appropriate stakeholders to ensure resupply is carried out as required.</p>	

Initiation Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
<p><b>Shout Out About the Drought</b>  <b>PC Date:</b> Jun 2019  <b>Budget:</b> \$5k  <b>PM:</b> CA</p>	<p>In May 2018 Southern Downs Region was drought declared following extremely dry conditions and little to no rain. A drier and hotter than average spring is forecast for the Region. As a result Primary Producers and businesses across the region are suffering.</p> <p>There are many agencies offering assistance and services to residents of the Southern Downs by a variety of means.</p> <p>There is a need to coordinate and share information across networks to ensure residents can access any opportunities that may benefit them. There is also a need to strengthen the resilience of drought affected residents through providing avenues to seek flexible financial assistance and mental health provisions.</p> <p>Project Plan sent to stakeholders for feedback.</p> <p>Interagency meeting scheduled 3 October 2018 to be held at Dalveen.</p>	<p>Develop project plan and sign off 28 September 2018.</p> <p>Collate RSVPs for Interagency Meeting. Finalise meeting agenda</p> <p>Attend Dalby 'Have your say on the future of Queensland's Drought Program' regional forum</p>	<p>Lack of buy in from stake holders will be addressed through development of PMP.</p>	
<p><b>Southern Downs Community Directory – New IT Solution</b>  <b>PC Date:</b> Est. Jan 2019  <b>Proposed Budget:</b> \$15k  <b>PM:</b> GJ</p>	<p>Community Services is currently looking at an IT solution around the community directory and will prepare and call an RFQ.</p> <p>In the interim, modifications are being made to the current directory system to make it more user-friendly so that the community still has an option.</p>	<p>Call for RFQ by end Nov 2018</p>		
<p><b>Stanthorpe Youth Support Services Interagency Group</b>  <b>PC Date:</b> Ongoing  <b>Budget:</b> \$3k  <b>PM:</b> GJ</p>	<p>An officer from Gateway to Training (a local NGO) has established a new Stanthorpe Youth Support Services Interagency group which will meet on a bi-monthly basis. The format is based on group ownership with rotating hosting and minute-taking responsibilities.</p> <p>Council has been invited to be a member of this interagency group. The first meeting was held on 25 July 2018; however a Community Services team rep was not able to attend.</p>	<p>Draft Terms of Reference to be circulated prior to the next meeting.</p> <p>The next meeting is scheduled for 10am on 20 November 2018 at the Stanthorpe Civic Centre Supper Room.</p>		

Initiation Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
	<p>Council met with the Gateway to Training officer and a representative from SDIEA on 21 August 2018 to discuss a request for venue support and to get more information about the purpose of the Interagency.</p> <p>Council will provide support for the meeting through provision of the Civic Centre Supper Room for the meetings, subject to availability, and as needed (noting some hosts may choose to use their own facilities).</p> <p>The second meeting was held on 27 September 2018 at the Stanthorpe Civic Centre Supper Room and was attended by 12 representatives from various agencies.</p> <p>Items discussed:</p> <ul style="list-style-type: none"> <li>- Inclusion of young people or students as representatives of the interagency group</li> <li>- Mapping of community transport options is progressing</li> <li>- The need for more referral contacts from agencies</li> <li>- Improvements to the existing Southern Downs Community Directory and plans to undertake a procurement process for a new IT solution</li> <li>- Importance of agencies being clear about consent forms and disclosure of information with their clients</li> <li>- Assistance for youth over the Christmas shutdown period – CDS &amp; BEST to advise their arrangements to network</li> <li>- Development of Terms of Reference for the Interagency, and also for the community transport sub-group.</li> <li>- Youth housing and homelessness</li> <li>- Promotion of SDRC;s Drought Support Interagency meeting on 3 October</li> <li>- Promotion of the Mental Health Week calendar of events.</li> </ul> <p>Agencies seeing increasing issues with drug use.</p>			

Initiation Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
<b>Youth Week 2019 Event – Camp Leslie Dam</b> <b>PC Date: April 2019</b> <b>Proposed Budget: \$35k</b> <b>PM: KM</b>	Council Resolution 22.08.18 – “a) With respect to Youth Week 2019: THAT Council continue to progress the 2019 Youth Week event; more specifically an event at Camp Leslie Dam, and consider a budget allocation, after confirmation of attendance, at the second quarter budget review.”	Develop project plan and sign off 28 September 2018. Project implementation 1 April 2019.		

Planning Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
<b>Outdoor Burial Wall – Warwick Cemetery</b> <b>PC Date: Jun 2019</b> <b>Budget: \$180k</b> <b>PM: AJ</b>	Tender for construction of Outdoor Burial Wall closed. Awaiting receipt of Tender responses due to current staff availability in contract’s team.	Evaluate offers 12/10/18	Time and Cost: Warwick Cemetery is heritage listed. Need Heritage Exemption Certificate to construct building on the site.	
<b>Regions Art Gallery Upgrade</b> <b>PC Date: Jun 2019</b> <b>Budget: \$150k</b> <b>PM: AJ</b>	RFQ for Warwick Art Gallery toilet upgrades reissued to broader cross-section of prospective builders due to no responses after first issue. Change Request approved to provide a fireproof solution for the Stanthorpe Art Gallery’s collection room. RFQ being drafted.	Reissued RFQ for Warwick Art Gallery works closes 04/10/18 Issue RFQ for Stanthorpe Art Gallery works 05/10/18	Time: Lack of response from builders, requiring reissue of RFQ Time: Project dependent on library feasibility study being conducted by Corporate Services, which was due end May 2018. Project now proceeding without reference to Stanthorpe Library Feasibility Study.	

Planning Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
<b>Rest Area for Visitors and Travellers Incorporating New Entrance Signage</b> PC Date: Dec 2018 Budget: \$150k PM: ZD	TMR provided approval to structural engineers for installation of Queenslander sign. Traffic engineer sign off and road corridor permit required by TMR. Construction drawings to be finalised following soil test and survey of site.  Report and approval from traffic engineer received 06/09/18  Survey of site arranged by engineers was completed later than scheduled which has delayed the completion of drawings. Engineers still waiting on survey, officers to follow up.	Structural engineers to complete construction drawings following survey of site 05/10/18	Multiple risks and their mitigation strategies identified in the PMP, particularly with funding amounts. Issue previously raised around potential budgetary issues.	
<b>Stanthorpe Fitness Centre – Outside School Hours Care Facility Relocation</b> PC Date: Dec 2018 Budget: \$100k PM: AJ	Application submitted to Department of Education and Training (DET) regarding the proposed new location for the Stanthorpe Outside School Hours Care service to the Stanthorpe Fitness Centre. This is to cover off the need to relocate the centre from its existing location when the lease tenure expires at the end of the year.  Additional documents provided to DET to progress application.	Approval for OSHC relocation 07/12/18  RFQ for building works following approval by DET	Disruption to fitness activities –contractor aware of need to work with users	

Planning Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
<b>Youth Pool Parties</b> <b>PC Date: October 2018</b> <b>Proposed Budget: \$4k</b> <b>PM: KM</b>	Council Resolution 22.08.18 – “b) With respect to a social event for Year 9 & 10 Students: i. THAT Council organise social events for Year 9 & 10 students to kick-off the pool season with an evening pool party at the Allora, Killarney, Stanthorpe and Warwick pools; and ii. THAT Council allocates a budget of approximately \$1000 for each of the four events.” Stakeholder consultation completed, venues and dates (29 September 2018) organised, project plan developed and signed off, 7 September 2018. Renegotiated Warwick event to 7 October 2018 – 9am to 11am. Sent Invitations and flyers to schools 13 September 2018. Due to re-caulk and re-paint delays at various pools, 3 events rescheduled, Allora & Killarney 13 October 2018 6pm to 8pm, Stanthorpe 6 October 2018 5pm to 7pm.	Promote events 7 October 2018. Project Implementation 7 October 2018.	See PMP	

Construction/Implementation Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
<p><b>Community Engagement – Disaster Preparedness and Get Ready</b>            PC Date: Dec 2018            Budget: \$20k            PM: PF</p>	<p>Emergency Services Day planning started on villages to be targeted during 2019.</p> <ul style="list-style-type: none"> <li>Warwick – 9 February 2019</li> <li>Ballandean – April/May 2019</li> <li>Killarney – July 2019</li> <li>Stanthorpe – September 2019</li> <li>Dalveen – November 2019</li> </ul> <p>17 August 2018 - Council informed of its success under the 2018-19 Get Ready Grant Program. Grant value \$19,400.</p> <p>Emergency Services Pop Up Event held Leyburn – 15 September 18.</p>	<p>Get Ready QLD – October 2018            Wallangarra – 3 Nov 2018            Will contact Wallangarra School closer to ESD In Nov 18.</p>	<p>Community resilience is impacted by lack of communication of PPRR. Ensure engagement activities throughout the year include varied demographics and smaller communities outside of Stanthorpe &amp; Warwick.</p>	
<p><b>Drought Support</b>            PC Date: TBC            Budget: \$5k            PM: GJ</p>	<p>The team is working with other NGO and State Government agencies around drought.</p> <p><b>Community Events</b>            Council is providing promotional support for community drought support fundraisers through sharing on social media channels and through established networks.</p> <p><b>Rural Minds workshops</b>  <i>Karara</i></p> <ul style="list-style-type: none"> <li>Karara has been identified as a location in need for a Rural Minds workshop through consultation with the Rural Financial Counselling Services, Dept. of Human Services and local producers in the Traprock area. This has been flagged with Queensland Health and a date and time will be determined, with the workshop likely to be held at the Karara pub.</li> <li>The Traprock Group was contacted on 18 September to gauge interest with their members to attend a workshop in Karara or in another location.</li> <li>The Traprock Group responded on 26 Sept that they</li> </ul>	<p><b>Rural Minds workshops:</b>            - Karara (Interest being gauged)</p>	<p>Time: Consideration may be required around the budget with the project duration currently unknown.</p>	

Construction/Implementation Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
	<p>will seek an EOI from their members and if there is sufficient interest from their members, then we can proceed with event planning.</p> <p><b>Applethorpe</b></p> <ul style="list-style-type: none"> <li>- Initial discussions have been held with the Department of Agriculture and Fisheries, about the possibility of holding a Rural Minds workshop at one of the Grower Evenings hosted at the Applethorpe Research Facility.</li> </ul> <p><b>Website</b></p> <p>Further enhancements to the drought assistance information page on Council's website will continue to be made over time. Details of website have also been shared with internal and external contacts.</p>			
<p><b>Dungaree Memorial Project</b></p> <p><b>PC Date:</b> Dec 2018</p> <p><b>Budget:</b> \$135k</p> <p><b>PM:</b> ZD</p>	<p>Contractor completed WHS induction 10/09/18.</p> <p>Project schedule provided. Dungaree Memorial construction not commencing until after Remembrance Day due to lead times in sourcing granite materials.</p> <p>Wording for memorial features revised and sent to Heritage for approval.</p>	<p>Site establishment 12/11/18</p>	<p>Multiple risks and their mitigation strategies identified in the PMP.</p>	

Construction/Implementation Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
<b>Leslie Park Cenotaph Dais</b> <b>PC Date: Nov 2018</b> <b>Budget: \$80k</b> <b>PM: MB</b>	<p>Plaque concepts due 07/08/18. Council briefed on plaques 13/8/18. Council endorsed plaque concept with recommendation that final concept go through Interpretative signage consultant.</p> <p>Contractor provided project schedule. Sandstone materials delayed due to limited availability. Officers phoned around various quarries and confirmed. Sandstone to be installed in December, all other elements to be completed by end of October.</p> <p>Contractor completed WHS induction 10/09/18. Temporary fencing installed around site 12/09/18</p> <p>Provided Construction Management Plan to Department of Environment &amp; Science as per Heritage Exemption Certificate.</p> <p>Construction commenced. Footings completed 19/09/18.</p>	<p>Slab to be poured 01/10/18</p>	<p>Risk: Dais masonry will not be available under after the official opening.</p>	
<b>Grants to Community</b> <b>PC Date: Jun 2019</b> <b>Budget: \$367k</b> <b>PM: SH</b>	<p>The Fast Grant opened on 2 July 2018. Year to date - 16 applications submitted, 15 approved and 1 Ineligible.</p> <p>The Community Grant opened on 25 July 2018 and closed on 22 August 2018.</p> <p>The Assessment &amp; Moderation process for the of 28 Community Grant applications was completed on 11 September 2018, the recommendation Agenda Report was submitted to DES on 12 September 2018, tabled at the EMT on 18 September 2018 and presented to the General Council Meeting on 26 September 2018.</p>	<p>The assessment of Fast Grant applications will be ongoing until the end of this financial year.</p> <p>Community Grant administrative processes for successful applicants and all funding payments to be finalised by mid October 2018.</p> <p>Agenda report to be prepared for General Council Meeting on 24 October 2018 regarding Councillor participation in future <i>Grants to Community Assessment &amp; Moderation</i> Panel meetings.</p>	<p>Scope: Changes to approved process risk quality of outcome.</p>	

Construction/Implementation Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
<b>John Simpson – Equestrian Sculpture</b> <b>PC Date: Dec 2018</b> <b>Budget: \$60</b> <b>PM: MB</b>	PMP amended and signed off 27 March 2018. Site preparation completed. Chutes are in storage at the Depot. 24 August 2018 – Call from John Simpson about who holds the insurance whilst the project progressing – matter referred to Acting Director, Planning, Environment and Corporate Services.	Sculpture Installation – October 2018	Budget: Unclear what funding is in place? Proponent requested to meet with all key stakeholders Reputation: Managed process closely and align to agreed PMP objectives and outcomes. Time: Likely to slip due to a lack of stakeholder engagement by proponent.	
<b>LDCC Activation &amp; Coordination Sub-Plan</b> <b>PC Date: Jun 2019</b> <b>Budget: \$1k</b> <b>PM: PF</b>	Draft Procedure developed. Additional Information to be Incorporated Into draft due to Guardian System now being available for LDCC Staff. LDCC Exercise planned for the 29 August 2018 – learnings will assist in plan development.	Ensure Sub-Plan appropriately reflects processes for and responsibilities of those within the LDCC. Sub Plan Nov 2018.	Risk of LDCC not operating efficiently and possibly being under resourced during an event. Ensure the LDMG and LDCC are trained and adequately resourced prior to an event occurring	
<b>LDMG Member Training</b> <b>PC Date: Jun 2018</b> <b>Budget: \$5k</b> <b>PM: PF</b>	Training for LDMG Group members available through Face-to-Face sessions and /or online. LDCC Exercise – 29 August 2018 Project slightly off track due to number of members on group requiring training. Raised at the June and September LDMG meetings. Participated in Desktop Exercise as part of the USAR Warwick Exercise run by QFES. LDMG Activities and scenarios discussed and exercised – 26 July 2018 Guardian – end user training to be conducted through exercise – August 2018.	Training to be booked in with QFES modules listed below (dates to be confirmed): Local Disaster Management Group Member Induction Module 1 - Introduction to Evacuation Module 1 - Introduction to Recovery	Risk of LDMG being under resourced in training areas. Ensure the LDMG and LDCC are trained and adequately resourced prior to an event occurring. LDMG/LDCC legislative compliance.	

Construction/Implementation Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
<b>Mitchner Shelter Restoration</b> <b>PC Date:</b> Jun 2019 <b>Budget:</b> \$80k <b>PM:</b> AJ	Contract for restoration of 'high priority' building and plumbing works awarded.	Site possession 05/10/18 Practical completion 24/12/18	Quality – heritage building requires specialist contractors, previous experience of contractors to be highly weighted during procurement.	
<b>Music: Count Us In</b> <b>PC Date:</b> 1 Nov 2018 <b>Budget:</b> \$1k <b>PM:</b> GJ	Received a request to share details of the national Music: Count Us In (MCUI) Initiative with schools across the Southern Downs. MCUI exists to advocate for and celebrate music in Australian schools. Celebration Day 2018 will be Thursday 1 November. MCUI is available to all schools across the nation and registration is free.  Details emailed on 30 August 2018 to the Southern Downs Youth Council Members Schools, and separately to all other schools in the Southern Downs Region. Total number of schools informed is 35.  Information was shared with Council's Media Officer who is seeking to undertake some additional promotion of this initiative.	Registrations are open. Music: Count Us In will be held on 1 November 2018.		
<b>Old Allora Offices Restoration and Willi Street Community Groups Relocation</b> <b>PC Date:</b> Jun 2019 <b>Budget:</b> \$695k <b>PM:</b> AJ	Old Allora Offices: Preliminary drawings received from engineer and forwarded to heritage consultant for feedback.  Willi St Relocation: Final preliminary plans received for the sheds. Design moving to next stage including hydraulic plans and electrical design. Officer to confirm timing.	Structural drawings to raise and restump Old Allora Offices 30/09/18 Heritage Impact Report 30/09/18	Scope creep being mitigated by meetings with stakeholders	
<b>Pools – Allora &amp; Killarney – Paint &amp; Caulk</b> <b>PC Date:</b> Oct 2018 <b>Budget:</b> \$70k <b>PM:</b> AJ	Allora and Killarney Pool painting progressing. Facilities Maintenance staff working over the long weekend to fill the pools to ensure they can be handed over to the pool operators 1 October 2018	Start filling Allora Pool 29/09/18 Start filling Killarney Pool 30/09/18 Pools filled by 01/10/18	Time: Completion date of 31/08/18 has not been met. Weather has impacted on the timelines.	

Construction/Implementation Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
<b>Pools – Stanthorpe – Paint &amp; Caulk</b> PC Date: Oct 2018 Budget: \$70k PM: AJ	Painting and caulking completed. Pool filling commenced. Facilities Maintenance staff working over the long weekend to fill the pool by 1 October 2018.	Pool filled 01/10/18	Time: Completion date of 31/08/18 has not been met. Weather has impacted on the timelines.	
<b>Recreation Areas at Connolly Dam and Small Villages (BBQs and covered seats)</b> PC Date: Dec 2018 Budget: \$150k PM: ZD	Picnic settings, BBQs and shelters all received and in storage. Request from CEO to place Maryvale Park installation on hold awaiting outcome of Maryvale Urban Design Project. Contractor met onsite with Parks & Gardens to confirm locations for installation 12/09/18.	Installation 31/10/18	Multiple risks and their mitigation strategies identified in the PMP.	
<b>Recovery Sub-Plan</b> PC Date: Dec 2018 Budget: \$1k PM: PF	DRAFT Sub-plan currently under development sent out for stakeholder feedback. Limited responses provided. Sub-plan now to be finalised for submission to LDMG. Sub-plan presented to September 18 LDMG meeting for endorsement.	Sub Plan to be dealt with by flying minute.	Risk of community recovery not being adequately addressed after an event.	
<b>Drought Resilience Sub-Plan</b> PC Date: Nov 2018 Budget: \$1k PM: PF	Draft drought resilience sub-plan circulated for feedback. Stakeholder feedback due 24 August 2018. Drought Resilience Sub-plan to be tabled September LDMG.	Sub Plan to be dealt with by flying minute.		
<b>Regional Arts Development Fund (RADF)</b> PC Date: Jun 2019 Budget: \$105k PM: KM	All Funding Agreements for successful Round 3 applicants returned and grants paid. Notification that 2018/19 application to Arts Queensland was successful. Funding agreement has now been executed by Arts Queensland and funding activities can commence.	Commence 2018/19 RADF Program activities 28/09/18 Seek nominations for vacant Reference Group position 31/10/18 Annual Report to Arts Queensland 31/10/18		

Construction/Implementation Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
<p><b>Risk Assessment Workshops- Development of Risk Management Plan</b>  <b>PC Date:</b> Dec 2018  <b>Budget:</b> \$5k  <b>PM:</b> PF</p>	<p>Bushfire Risk Assessment has commenced – Complete mapping of all stakeholders relationships/arrangement and associated business continuity and/or disaster management plans.</p> <p>To be progressed – Severe Thunderstorm Event (including large hail) leading to Localised Flash Flooding &amp; landslides – October 2018 – Timeframe likely to be missed.</p> <p>Tropical Low or Large Inland Trough Event leading to Major Creek Line Flooding &amp; Major Riverine Flooding (Condamine River) &amp; Landslides - December 2018 - Timeframe likely to be missed.</p> <p>QFES have advised that the Queensland Earthquake Risk Assessment will be released in 2018.</p> <p>QFES is making enquiries on the possibility of hosting another workshop for Flood Risk Assessment.</p>	<p>Finalise Bushfire Risk Assessment as recommended – Nov 2018</p> <p>Stakeholder engagement workshops to be arranged.</p>	<p>Current Risk Register requires updating.</p> <p>To ensure Agencies and stakeholders are aware of the identified risk in the region.</p> <p>Ensure that the DDMG are notified of residual risks in the region.</p>	
<p><b>Science Teachers Association of Queensland – Sponsorship &amp; promotion of School entries to 65<sup>th</sup> Queensland Science Contest 2018</b>  <b>PC Date:</b> Oct 2018  <b>Budget:</b> \$500  <b>PM:</b> GJ</p>	<p>STAQ approached SDRC to sponsor school entries from Prep-Grade 12 to the Qld Science Contest 2018 and promote to local schools.</p> <p>Sponsorship has been arranged, and the STAQ website has been updated with the Southern Downs entries - FREE section.</p> <p>A media release was issued on 23 August 2018 to promote the contest and sponsorship of 100 school entries.</p> <p>Direct promotion to all 35 schools in the Southern Downs region occurred on 23 August 2018 with the media release and an invitation emailed out.</p> <p>The media release is available on Council's website, and details have been shared on the SDRC Facebook Page and on the Southern Downs Youth Facebook Page, with the STAQ and SDRC tagged in the post.</p>	<p>Periodic promotion will continue in the lead up to the entry closing date.</p> <p>Contest entries close 8 October 2018.</p>		

Construction/Implementation Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
	Contacted STAQ to check whether any Southern Downs schools have taken up the FREE entry and was advised none to date; however they usually don't receive entries until close to the closing date.			
<b>Stanthorpe Admin Building - Underpinning</b> PC Date: June 2019 Budget: \$80k PM: ZD	Project Management Plan distributed. RFQ for structural assessment closed 12/09/18. Successful engineer notified.	Structural assessment and report 05/10/18	Multiple risks and their mitigation strategies identified in the PMP.	
<b>Stanthorpe Fitness Centre – Building Compliance Rectifications</b> PC Date: Dec 2018 Budget: \$50k PM: AJ	Funding approved to provide a compliant fire hydrant for the Stanthorpe Fitness Centre – to be managed by Water and Waste Water Department.	Tactile Ground Surface Indicators installation 29/09/18 Fire hydrant design by Water and Waste Water Dep't to be advised		
<b>Stanthorpe Skate Park Improvements</b> PC Date: Dec 18 Budget: \$10k PM: GJ	SDRC was approached by a resident about possible Improvements (i.e. graffiti style artworks & a water bubbler) to the Stanthorpe Skate park. Resident has been contacted and awaiting a response about a time to meet to discuss their ideas further. Contacted the RADF Officer who has advised that Round 1 of the 18/19 grants may open around Oct/Nov. There may be an opportunity for the resident to consider an RADF application for the graffiti style artworks. Assessments of the Stanthorpe and Warwick skate parks have been completed. Stanthorpe skate park is in good condition in general, with only some minor works to be done. A water bubbler combo is planned for this skate park. Advice received from the Parks Team is that in relation to	Assessment of the Allora and Killarney skate parks to be completed by end of November 2018. Estimated completion of maintenance works at skate parks by December 2018. Estimated installation of water bubbler combo at Stanthorpe skate park by December 2018.	TBC	

Construction/Implementation Phase				
Project Details	Status	Next Milestone & Target Date	Risk & Mitigation	Project Tracking
	<p>the Stanthorpe, Killarney &amp; Allora Skate Parks, these will be looked at in the next 1 to 2 months with any required actions undertaken.</p> <p>Works have been completed at the Warwick Skate Park and it is back open to the public.</p>			
<p><b>Stanthorpe Soldiers Memorial Restoration</b>  <b>PC Date:</b> Dec 2018  <b>Budget:</b> \$46k  <b>PM:</b> ZD</p>	<p>Grant stage one status report and Invoice submitted 13/08/18</p> <p>RFQ for building works closed 08/08/18. Contractors engaged for building works and bronze plaque conservation treatment 15/08/18</p> <p>Work Method Statement and patch test results for conservation treatment of bronze plaques submitted to Department of Environment &amp; Science (Heritage) 6/09/18.</p> <p>Met with builder to discuss Heritage Exemption Certificate requirements.</p> <p>Temporary fencing installed.</p> <p>Bronze plaques removed for conservation work. Media release issued.</p>	<p>Paint schedule and WMS to Department of Environment &amp; Science (Heritage) 05/10/18</p>	<p>Conservation treatment of bronze plaques may not be completed by grant completion date.</p> <p>Supply of WMS and additional information as per Heritage Exemption Certificate conditions may cause delays if not approved.</p>	
<p><b>Youth Council 2018</b>  <b>PC Date:</b> Dec 2018  <b>Budget:</b> \$15k  <b>PM:</b> GJ</p>	<p>The Youth Council student members are currently participating in a group challenge to try and increase the profile of the Southern Downs Facebook Page, aiming for 1000 page likes by the end of October.</p>	<p>Update to be taken to the SDYC meeting scheduled for 1 November 2018.</p> <p>Review of Terms of Reference and Calling of Nominations for 2019 Youth Council by end of December 2018.</p>	<p>Reputation: Closely managed process by CDO-Y&amp;E to ensure clear objectives and outcomes.</p>	

<b>Completed Projects</b>	
<b>Allora Play Group Building – Switchboard Upgrade, Cladding</b>	<b>APRA – Roof Repairs</b>
<b>Big Thermometer</b>	<b>GIMT for Schools</b>
<b>NAIDOC Week 2018</b>	<b>Warwick Library Air Conditioning Replacement</b>
<b>White Balloon Day</b>	<b>Seniors' Week 2018</b>
<b>Disability Action Week 2018</b>	<b>Special Presentation to School Students – Inspirational Speaker Sam Bailey (Resilience)</b>

**Capital Program - Works Construction Workshop and Assets as at 27 September 2018**

Project Name	Act Expend 18/19	Commit	Act/Com Expend 18/19	Commit Budget 18/19	Proposed Budget 19/19	Pending	Cont Start	Finish	Status/Comment
<b>Carry Over Items</b>									
101673 - Sycamore Street, Killamey	323,425	38,023	361,448	0	360,000	RTR	Jun-18	Aug-18	Ext funded project in progress at EoFY. Worse than expected subgrade has cause over expend
101681 - Aldred/Miller St storm water extension	926	0	926	0	0	RTR	Apr-18	Jun-18	Completed last financial year suspect expend incorrect and will be journalled out
101855 - Allora-Clifton Rd Major Pavement Repairs (17-18 RTR)	58,640	25,022	83,662	0	90,000	RTR	Aug-18	Sep-18	Ext funded project not started last FY. Project physically complete costs being finalised
101856 - Forest Plains Rd Major Pavement Repairs (17-18 RTR)	189,490	28,985	218,475	0	220,000	RTR	Jun-18	Aug-18	Ext Funded Project in progress at EoFY. Project completed
101857 - Goomburra Rd Widen and Rehab (17-18 RTR)	12,834	0	12,834	0	12,834	RTR	Mar-18	Jun-18	Completed last financial year expend due to late invoice.
101858 - Harslett Rd Widen and Rehab (17-18 RTR)	95,534	15,590	111,124	0	110,000	RTR	May-18	Jul-18	Project in progress at EoFY. Rain caused pavement rework may run over budget
101859 - Jack Smith Gully Rd Rehab (17-18 RTR)	5,390	13,456	18,845	0	300,000	RTR	Oct-18	Nov-18	Ext Funded Project not started last FY. Const to commence early Oct
101872 - Guy St (Fitzroy-Grafton) Blackspot 17-18	14,753	79,682	94,436	0	114,780	BS	Sep-18	Oct-18	AC works completed early Sept. Linemarking yet to be completed. Additional Blackspot Funding approved
101874 - Sugarloaf Rd Blackspot 17-18	71,109	21,853	92,962	0	180,633	BS	May-18	Oct-18	Ext funded project in progress at EoFY. Road construction part completed guard rail remaining.
<b>18/19 Capital Budget Items</b>									
101249 - Plant Replacement	202,591	77,134	279,725	3,580,000	4,042,000		Aug-18	Apr-19	RFT issued for grader, steel drum roller, multi tyre roller, excavator and 2 backhoes.
101668 - Raagans Rd / Osnaham Street Intersection	269	0	269	250,000	250,000	RTR	Feb-18	Apr-19	Design and resurptions complete
101682 - Thanes Creek Culvert reconstruction	10,434	3,491	13,925	300,000	300,000		Oct-18	Nov-18	RFT closed and assessment underway. Report went to September meetings
101694 - Freestone Bridge Planning and Design (BRP)	7,558	67,827	75,385	2,000,000	2,000,000	BRP	Jan-18	Aug-18	Consultancy awarded to HIG in late August for preliminary design and D&C Tender preparation.
101857 - Condamine River, Walking and Cycle Path Extension (W&C)	2,526	0	2,526	115,000	115,000	W&C	Mar-18	Apr-19	Design commenced. Proposed to change scope for path to follow river.
101888 - Mill Purpose Vehicle Flitout - Disaster Centre/Library	0	0	0	75,000	75,000	W&C	Jan-18	May-19	Vehicle shell ordered expected delivery of shell January 2019
101892 - Industrial Land Development	0	0	0	750,000	950,000	W&C	Dec-18	Apr-19	Cost estimates indicate there is insufficient budget for all internal works and upgrade of external water main. Estimate additional budget required to complete all is an additional \$200,000. Preliminary works for Ext water main commenced in late Sept
101893 - Warwick CBD Road and Footpath Improvements	1,437	0	1,437	365,919	365,919	W&C	Nov-18	Feb-19	Tender awarded for footpath adjacent to Dungree Memorial. Cherry Tree corner later. Likely to reduce budget by 30,000 to transfer to Dungree Memorial.
101906 - Cycleways - Glen Aplin and Condamine Bridge	7,021	4,852	12,474	125,000	425,000	CHILGSP	Oct-18	Nov-18	Finalising scope with negotiations with TMR. (Park Rd Bridge Component was not included 300,000)
101907 - Moving Stormwater at Defiance Mills	118,094	6,703	124,797	180,000	342,202		Aug-18	Sep-18	Construction commenced late Aug. Some issues with QR land
101903 - Goomburra Rd Widen and Rehabilitation (Stage 2)	3,525	147,432	150,956	600,000	600,000	RTR	Oct-18	Nov-18	Preconstruction finalised. Commencing very early Oct
101994 - TIDS Arriens Road widening 18/19	120,386	63,843	184,228	998,846	998,846	TIDS	Aug-18	Nov-18	Early clearing commenced in August. Arriens/Mnute and Arriens/Bapaume Intersection design being finalised. Main construction commenced mid Sept
101986 - TIDS Invermay Road widening 18/19	16,662	89,261	105,923	800,000	800,000	TIDS	Oct-18	Dec-18	RFT for Culvert to be issued Sept 2018. Other road works preconstruction in progress
101997 - TIDS Freestone Road 18/19	801	0	801	400,000	400,000	TIDS	Dec-18	Feb-19	Not yet started
101998 - Hendon Street Sealing - Goomburra St	71,224	117	71,341	100,000	100,000	RTR	Aug-18	Aug-18	Commenced 1/8/18 Completed. May be able to do additional sealing in Hendon with left over budget
102000 - Easey Street Drainage 18-19	0	0	0	80,000	80,000		Sep-18	Dec-18	Consultancy RFQ being prepared.
102001 - Gravel Resheeting (18-19)	178,796	196,173	374,969	1,000,000	1,000,000		Aug-18	May-19	Completed (Bald M Rd, Graysons Siding Rd, Yangan Cemetery Rd, Washpool Rd, Markeys Ln, Mners Ln, Edmund St). None planned Oct
102002 - Jimmy Mann Road Roadway	0	0	0	150,000	150,000	RTR	Mar-18	Apr-19	Not yet started
102004 - Reseals 18/19	2,548	1,579	4,127	1,000,000	1,000,000		Oct-18	Apr-19	Finalising resal list
102005 - Sundown Road Rehabilitation and Widening	80,794	53,771	134,565	250,000	250,000	RTR	Sep-18	Oct-19	Construction commenced early Sept
102006 - B Double Routes	0	0	0	150,000	150,000		Jan-19	Mar-19	Not yet started. Scope yet to be determined
102051 - Hendon Street Sealing - Allora St	68,785	0	68,785	100,000	100,000	RTR	Aug-18	Aug-18	Commenced 1/8/18 Completed. May be able to do additional sealing in Hendon with left over budget
	<b>1,664,993</b>	<b>834,612</b>	<b>2,499,605</b>	<b>13,390,785</b>	<b>15,962,314</b>				
Construction In Progress									
Completed									
Warning									
BRP - Bridge Reseal Programs (50/50)									
BS - Blackspot (50/50)									
CHILGSP - Cycle Network/Local Government Grants Program (50/50)									
RTR - Road to Recovery (100)									
TIDS - Transport Infrastructure Scheme (50/50)									
W&C - Works for Queensland (100)									

## 11.2 Warwick Art Gallery Financial Report

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 24 October 2018
	Community Services Coordinator	<b>ECM Function No/s:</b> 05.55.02

### Recommendation

THAT Council receive the Warwick Art Gallery Financial Report for the financial year ended 30 June 2018, and note the contents.

### Report

Council has included an Operational Grant of \$175,000 (plus GST of \$17,500) in its 2018/2019 Budget to assist with the operations of the Warwick Art Gallery (WAG). The first instalment of \$96,250 (inc GST) was paid in July 2018.

As a condition of receiving this grant Warwick Art Gallery will provide Council with audited financial statements for the last trading period, before the second instalment is paid.

The attached WAG Audit Report documents the gallery's financial position as at 30 June 2018.

### Budget Implications

As provided for in the 2018/2019 financial year budget.

### 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 Warwick Art Gallery Financial Report.
2. Not receive and note the Warwick Art Gallery Financial Report.

### Attachments

1. Warwick Art Gallery Financial Report [View](#)

**WARWICK ART GALLERY INC**

**AUDIT REPORT**

**SCOPE**

We have audited the financial statements, being a special purpose financial report of the **Warwick Art Gallery Inc.** for the year ended 30 June 2018. The committee is responsible for the financial statements and the information contained therein. We have conducted an independent audit of these financial statements in order to express an opinion of them to the members of the association.

The financial statements have been prepared for distribution to members. We disclaim any assumption or responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the accounts and other disclosures in the financial statements, and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with accounting policies described in Note 1 to the financial statements so as to present a view which is consistent with our understanding of the Association's financial position, and performance as represented by the results of its operations. These policies do not require the application of Australian Accounting Standards and other mandatory professional reporting requirements.

A comprehensive receipts system has not been maintained owing to the inherent difficulties associated with cash trading. This represents a limitation on the scope of our audit such that we were unable to obtain sufficient appropriate audit evidence as to the completeness of monies received. Accordingly, we have had to rely on the information and explanations supplied to us.

The audit opinion expressed in this report has been formed on the above basis.

**AUDIT OPINION**

In our opinion, subject to the limitations in the scope of our Audit referred to above, the financial statements present fairly, in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of the **Warwick Art Gallery Inc** as at 30 June 2017 and the result of its operations for the year ended. Further, there are no mortgages, charges or securities affecting the property of the association.

WARWICK  
15<sup>th</sup> August, 2018

  
BARLOW DOLLING PTY LTD  
CHARTERED ACCOUNTANTS  
AUDITOR

 21/9/18

**WARWICK ART GALLERY INC**  
**STATEMENT OF INCOME AND EXPENDITURE**  
**FOR THE YEAR ENDED 30 JUNE 2018**

<b>2017</b>		<b>2018</b>
	<b><u>INCOME</u></b>	
4.55	Buds Club Income	429.07
3,236.24	Catalogues and Sales	4,814.69
1,701.38	Commissions Received	2,274.33
111.55	Catering	409.09
1,467.50	Donations	2,010.55
---	Exhibitions	477.37
424.53	Gallery Hire	219.90
167,100.00	Grants - Operational	175,000.00
---	- RADF	8,301.82
6,468.23	- Other	----
1,113.16	Interest Received	1,274.55
5,347.83	Jumpers & Jazz	3,193.82
2,518.20	Membership	2,472.79
	SD Art Prize Entries	472.68
	Sponsorship	4,154.55
533.37	Sundry Income	240.91
2,886.34	Workshops	1,859.07
<b>\$192,912.88</b>		<b>\$207,605.19</b>

LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

*ababyte* 21/9/18

**WARWICK ART GALLERY INC**  
**STATEMENT OF INCOME AND EXPENDITURE**  
**FOR THE YEAR ENDED 30 JUNE 2018**

2017		2018
	<b>LESS EXPENSES</b>	
6,292.92	Advertising	7,398.28
790.00	Audit Fees	790.00
593.40	Bank Charges	577.79
-----	Buds Club	1,031.21
1,340.47	Catering – Functions & Exhibitions	2,408.54
63.79	Cleaning & Supplies	169.36
190.80	Computer Software	3,311.28
1,952.07	Depreciation	2,298.39
200.00	Entertainment	-----
-----	Equipment Replacement	40.00
-----	Exhibition Lighting & Signage	1,096.27
51.70	Fees & Permits	53.50
604.55	Framing	121.82
167.27	Freight & Cartage	-----
79.95	Gifts	240.00
6,468.23	Grant – Art Qld	3,061.82
-----	Hiring	3,723.58
1,800.00	Honorarium - Treasurer	1,800.00
3,855.61	Insurance	2,621.61
470.16	Internet	900.02
20,580.63	Jumpers & Jazz Expenses	15,318.58
-----	Mural	4,036.80
-----	Office Supplies	182.54
9,357.58	Postage, Printing & Stationery	7,892.29
1,036.21	Public Program	-----
2,313.26	Purchases	1,628.55
493.60	Repairs & Maintenance	457.06
-----	SD Art Prize	5,390.00
-----	Seminars, Conferences & Workshops	-----
386.36	Sponsorship	386.36
-----	Staff Amenities	35.46
676.36	Subscriptions	676.36
10,302.71	Superannuation	11,389.45
403.86	Supplies - Storeroom	82.78
9,414.54	Touring Exhibition Costs	-----
300.53	Travel Expenses	1,258.88
1,244.60	Volunteer Expenses	922.73
110,407.87	Wages	121,133.20
136.32	Website Expenses	219.96
182.68	Worker Cover	182.68
5,143.45	Workshop Expenses	10,177.59
197,301.48		213,014.74
<b>(\$4,388.60)</b>	<b>EXCESS INCOME OVER EXPENDITURE</b>	<b>(\$5,409.55)</b>

LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

*debuter 21/9/18*

**WARWICK ART GALLERY INC**  
**BALANCE SHEET AS AT 30 JUNE 2018**

2017		2018
	<b>ACCUMULATED FUNDS</b>	
43,373.19	Credit Balance as at 1 July 2017	38,984.59
(4,388.60)	Excess Income over Expenditure	(5,409.55)
16,077.95	Asset Revaluation Reserve	16,077.95
3,000.00	Employee Entitlement Reserve	3,000.00
<b>\$58,062.54</b>		<b>\$52,652.99</b>
	<b>Represented By:</b>	
	<b>CURRENT ASSETS</b>	
5,107.73	Cash at Bank – Warwick Credit Union	10,349.46
533.00	Undeposited Funds	6.00
149.10	Petty Cash	8.70
20.00	Prepaid Visa Cards	89.34
<u>5,809.83</u>		<u>10,453.50</u>
	<b>INVESTMENTS</b>	
10.00	Shares – Warwick Credit Union	10.00
60,993.87	Cash Management Account – Warwick Credit Union	46,694.42
<u>61,003.87</u>		<u>46,704.42</u>
	<b>NON-CURRENT ASSETS</b>	
58,723.28	Plant and Equipment	60,569.64
55,115.62	Less Accumulated Depreciation	57,414.01
<u>3,607.66</u>		<u>3,155.63</u>
<u>70,421.36</u>	<b>TOTAL ASSETS</b>	<u>60,313.55</u>
	<b>LESS CURRENT LIABILITIES</b>	
2,739.45	Customer Deposits	1,621.85
2,510.91	Employee Superannuation	2,527.55
(437.36)	GST Liabilities	(926.87)
---	GST Adjustment	(12.97)
4484.00	PAYG Tax Payable	4,451.00
3,061.82	Unexpended Grants	---
<u>12,358.82</u>		<u>7,660.56</u>
<b>\$58,062.54</b>		<b>\$52,652.99</b>

LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

*Bobington* 21/9/18

**WARWICK ART GALLERY INC**  
**NOTES FOR THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2018**

**Note 1: Statement of Significant Accounting Policies**

This financial report is a special purpose financial report prepared for use by the Committee and members. Consistent with previous years, the Committee has determined that the **Warwick Art Gallery Inc.** is not a reporting entity. No Australian Accounting Standards or mandatory professional reporting requirements or other authoritative pronouncements of the Australian Accounting Standards Board have been used in the preparation of this financial report.

This financial report is prepared on a cash basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

*20/10/18*

## 12. PLANNING, ENVIRONMENT & CORPORATE SERVICES DEPARTMENT REPORTS

### 12.1 Request to Remove a Place from the Local Heritage Register - Stanthorpe Presbyterian Church, 14 Leslie Parade, Stanthorpe

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b> Planning and Compliance Coordinator	<b>Meeting Date:</b> 24 October 2018
		<b>ECM Function No/s:</b> 91830

#### Recommendation

THAT Council resolves to remove the following place from the Local Heritage Register:

Listing No. 696, Stanthorpe Presbyterian Church, Lot 64 RP806034, 14 Leslie Parade, Stanthorpe.

#### Report

At the General Meeting on 22 August 2018, Council considered a request by the Church Management Committee of the Stanthorpe Presbyterian Church for church building at 14 Leslie Parade, Stanthorpe, to be removed from the Local Heritage Register.



The Presbyterian Church was identified in the Southern Downs Cultural Heritage Study as being of cultural heritage significance for the following reasons:

- its association with the local historical theme of the development of social, cultural and recreational facilities; and
- its social value to the local community as a long-standing meeting place.

Under section 119 of the *Queensland Heritage Act 1992*, Council may decide to remove a place from its Local Heritage Register if Council is satisfied that the place is no longer a place of cultural heritage significance.

As this site has been used for a place of worship since 1980 only, it cannot be considered to be 'a long-standing meeting place'. It was considered that the only part of the building that could be considered to have heritage significance is the part that was the former Glen Aplin church and was relocated to its current site in 1980. While the relocation of a building does diminish its heritage significance, it does not eliminate it, and it was considered appropriate that the proposal to remove the place from the Local Heritage Register be publically notified to enable a measure of whether the building is of significance to the community.

A public notice advising of the proposal to remove the place from the Local Heritage Register was published in the Border Post, and the public consultation period closed on 5 October 2018. No submissions were received.

Given that no submissions were received, and the relatively short period of time that this site has been used as a place of worship (when compared with other places of worship in the Region), it is considered that this place is not of sufficient cultural heritage significance to warrant its inclusion on the Local Heritage Register.

### **Budget Implications**

Costs associated with advertising the proposed removal of the place from the register.

### **Policy Consideration**

#### ***Corporate Plan***

1.5 Continue to record and protect all significant heritage and cultural sites and structures.

### **Community Engagement**

Public consultation of the proposed amendment to the Local Heritage Register was conducted in accordance with the *Queensland Heritage Act 1992*.

### **Legislation/Local Law**

*Queensland Heritage Act 1992*

### **Options**

Council:

1. Resolve to remove the place from the Local Heritage Register; or
2. Resolve to make no change to the Local Heritage Register.

### **Attachments**

Nil

## 12.2 Reconfiguring a Lot - M & P Ough, 175 Bracker Road, Rosenthal Heights

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 24 October 2018
	Planning Officer	<b>ECM Function No/s:</b> RC\01706

<b>APPLICANT:</b>	Michael A & Pamela M Ough
<b>OWNER:</b>	Michael A & Pamela M Ough
<b>ADDRESS:</b>	175 Bracker Road, Rosenthal Heights
<b>RPD:</b>	Lot 5 SP144656, Parish of Rosenthal, County of Merivale
<b>ZONE:</b>	Low density residential
<b>PROPOSAL:</b>	Subdivision of one into three lots and Access easements
<b>LEVEL OF ASSESSMENT:</b>	Code
<b>SUBMITTERS:</b>	Not Applicable
<b>REFERRALS:</b>	Department of State Development, Manufacturing, Infrastructure and Planning

### Recommendation Summary

1. THAT the application for Reconfiguration of Lot (1 lot into 3 lots and access easements), on land at 175 Bracker Road, Rosenthal Heights, described as Lot 5 SP144656, Parish of Rosenthal, County of Merivale, be approved subject to conditions.
2. THAT Council develop a policy for the use of private pressure sewer systems.

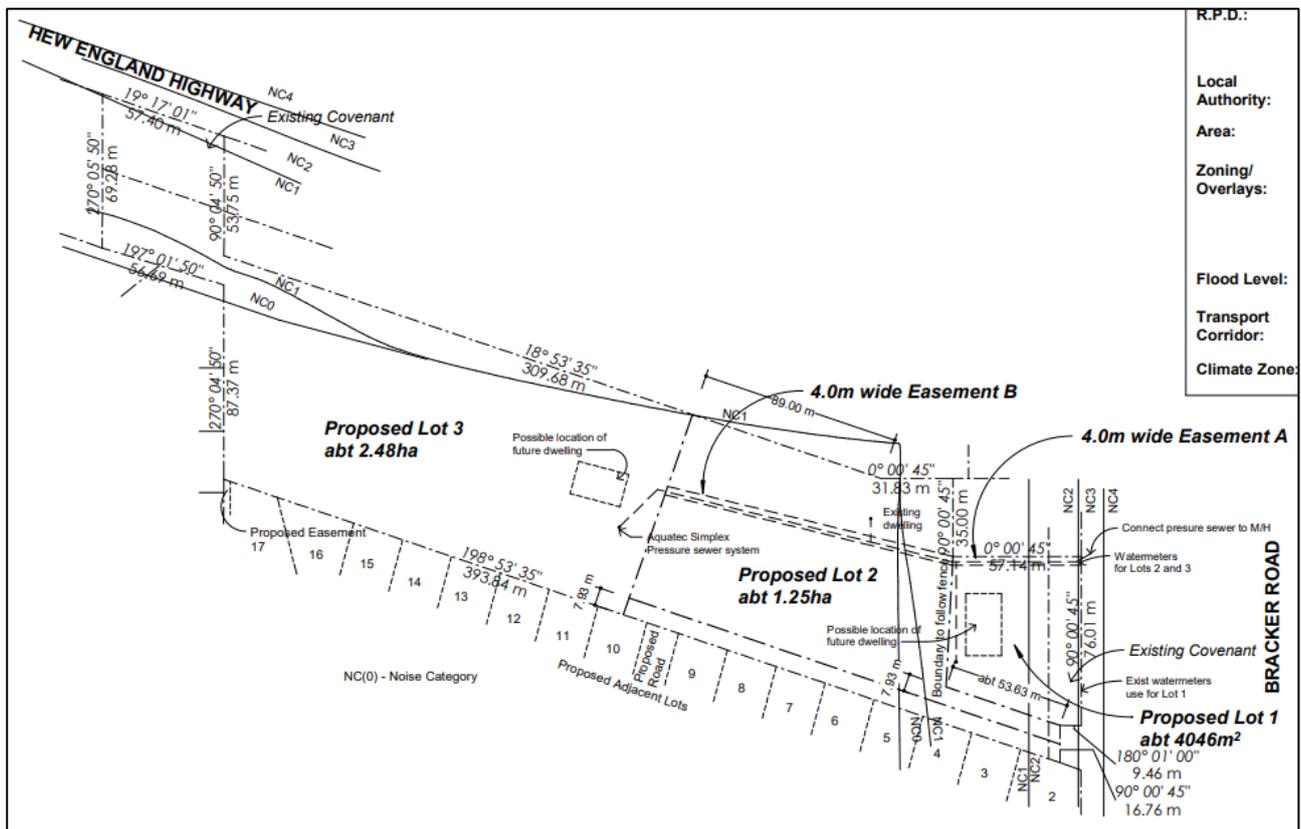
## Report



The land subject to this application is located within the Low density residential zone and has frontage to Bracker Road and the New England Highway. Bracker Road and the New England Highway are State-controlled roads and the applicant has referred the application to the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP).

The lot has two covenants preventing construction of residential buildings; one along the Bracker Road frontage and another along the New England Highway frontage. The lot has access to all urban services except sewerage, and the existing dwelling is serviced by an on-site wastewater system.

The applicant proposes to subdivide the land into three allotments. The existing dwelling will be included on proposed Lot 2 which will have an area of 1.25 hectares. Proposed Lots 1 and 3 will have areas of 4046 square metres and 2.48 hectares, respectively. The three proposed lots will have access from Bracker Road, with proposed Lots 2 and 3 being accessed via access easements.



**Assessment benchmarks**

The Assessment benchmarks applying to this development are those of the Reconfiguring a lot code of the Southern Downs Planning Scheme.

The proposed development does not meet all of the assessment benchmarks. Comments are provided below in relation to those assessment benchmarks that are not complied with.

Benchmark	Comments regarding non-compliance with benchmark
<b>Reconfiguring a lot code</b>	
<p><b>AO8</b> Rear lots are designed so that:</p> <p>(b) Where two rear lots adjoin each other, a single common driveway and reciprocal access easements are provided.</p> <p>(e) In urban areas, the access strip is constructed in concrete for its full length to a width of 3 m.</p> <p><b>PO8</b> Rear lots are designed to:</p> <p>(a) in a residential area, provide a high standard of amenity for residents and other users of the site and adjoining properties;</p> <p>(b) not adversely affect safety and efficiency of the road from which access is gained.</p>	<p>In response to the relevant Acceptable Outcome, the applicant stated that gravel driveways are considered adequate. However, the Performance Outcome requires a high standard of amenity for residents of the site.</p> <p>In order to maintain a high standard of amenity for residents within the Low density residential zone, the road surface to rear lots must remain consistent with the residential area.</p> <p>Accordingly, a single common driveway and reciprocal access easements are to be provided to ensure the development provides a high standard of amenity for residents. With consideration to the residential area and proposed lot sizes, the development will be conditioned to require bitumen seal.</p>
<p><b>AO16.2</b></p> <p>(a) Except in Allora, all lots in the Low density residential, Medium density residential, Principal centre, District centre, Specialised centre, Mixed use and Industry zones are connected to the reticulated sewerage system.</p>	<p>The proposed lots are located within the Low density residential zone. The applicant has proposed to implement a private pressure sewer system in lieu of connection to the reticulated sewerage system.</p> <p>Council does not have a policy that regulates implementation and maintenance of private pressure sewer systems. Without a policy there is no framework</p>

Benchmark	Comments regarding non-compliance with benchmark
	<p>outlining when a pressure sewer is considered appropriate.</p> <p>It is a requirement for all subdivisions within the Low density residential zone to connect to reticulated sewer. Wavering from this stance without a clear framework provides potential for bias in decision-making.</p> <p>With consideration to the lots' proximity to the sewer and the zoning of the proposed lots, it is not considered appropriate to allow the lots to be serviced with a private pressure sewer system. Therefore, with conditions imposed to require the development to connect to the reticulated sewerage system, the development can comply with the Acceptable outcome.</p>
<p><b>PO31</b>  (a) In Warwick and Stanthorpe roads adjoining the land being reconfigured are sealed and kerb and channel provided.</p>	<p>The proposed land being reconfigured adjoins two State-controlled roads: Bracker Road and the New England Highway. Developments adjoining the site to the west are provided with kerb and channel along the entirety of the Bracker Road frontage.</p> <p>Therefore, conditions are imposed to require kerb and channel along the Bracker Road frontage.</p>

### Referral

The application was referred to the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) as a concurrence agency. The application requires referral as the subject land is within 25 metres of a State transport corridor, and the total number of lots is increasing. The DSDMIP have advised that the development complies with the applicable codes and conditions to be imposed have been attached to Schedule 2.

### Policy of Private Pressure Sewer Systems

It is a requirement of the Reconfiguring a lot code that all lots are provided with a connection to reticulated sewerage system. Initially the applicant for this subdivision proposed to service the additional lots with an on-site sewerage system; however as the land is located within the Low density residential zone this was not considered to be appropriate. As an alternative to this requirement, the applicant proposed to connect the three lots to a private pressure sewer system.

The applicant provided the following justification with the proposal:

*My original report discussed the existing dwelling operating on an on-site treatment plant and that this was considered a reasonable alternative to the uneconomic and almost impossible provision of gravity connection to the council sewerage system. We are now offering a reasonable alternate to providing an owner supplied and maintained Aquatec Simplex pressure sewer system to connect to the sewer manhole in front of the vet clinic next to the western side of the lot in Bracker Road. These systems have been successfully used throughout Australia with a similar system used in the reconstruction of Grantham after the flood. My advice is that the Aquatec system is more reliable than the Grantham system. Easements are required. This can be conditioned to achieve the goal to provide connection to the council's sewerage system.*

With regards to the applicant's reference of the Grantham pressure sewer system, it is important to understand the context under which the system was introduced. After the 2010/2011 flood event there was a large area of Grantham impacted. In an unprecedented project titled "Strengthening Grantham", the Queensland Government and Lockyer Valley Regional Council introduced a land swap ballot for 72 flood affected families. The land swap involved residents swapping their flood prone land for a site in a new housing development. The new housing estate was implemented as a rapid response to the natural disaster and was completed in less than 12 months. Due to the

time constraints, cost effectiveness and gradient of the land, a pressure sewer system was introduced for housing within the development. If the system was introduced as a gravity sewer it would have taken longer and involved substantial pump stations to overcome the gradient.

If Council is to accept private pressure sewer systems within the Low density residential zone, it is important for a policy to be implemented to ensure transparency and impartiality among applicants. Council's Development Assessment Engineer provided the following comments regarding the proposed pressure sewer system:

*....I do want to alert Council to the potential for this to 'set a precedent' and for it to become an expectation that Council will approve pressure sewer systems for developments where the costs or other land access issues make the pressure sewer a more attractive alternative to the developer/consultant.....*

*....I don't want to discourage pressure sewer, I just recommend that Council determine a framework, be it lot size, zoning, distance from a gravity network, some combination of these, that can be applied in the assessment of these types of proposals. Further to that a model for ownership/maintenance responsibility should be adopted to determine the boundary between Council and private responsibility, particularly for common rising mains.*

Accordingly, if Council decides to allow private pressure sewer systems within the Low density residential zone as an alternative to reticulated sewer, a *Pressure sewer policy* will be required to regulate the key aspects outlined above.

## **Options**

Council:

1. Approves the application subject to conditions as recommended.
2. Approves the application subject to conditions other than as recommended.
3. Refuses the application giving reasons for the refusal.
4. Develops a Policy on private pressure sewer systems for difficult to sewer areas.
5. Does not develop a Policy on private pressure sewer systems for difficult to sewer areas.

## Recommendation

- A. THAT Council develops a policy for the use of private pressure sewer systems.
- B. THAT the application for Reconfiguration of Lot (1 lot into 3 lots and access easements), land at 175 Bracker Road, Rosenthal Heights, described as Lot 5 SP144656, Parish of Rosenthal, County of Merivale, be approved subject to the following conditions:

### Schedule 1 - Southern Downs Regional Council Conditions

#### Approved Plans

1. The development of the site is to be generally in accordance with the following proposal plan 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 prepared by NSPIRE Planning & Design	102SP DA2	14 September 2018

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.

#### Easements and Covenants

3. Reciprocal easements for access purposes are to be provided over proposed Lots 1 and 2 in favour of Lots 2 and 3. A copy of the easement documentation is to be submitted to Council prior to the signing of the Plan of Subdivision.
4. Easements must be provided over all water, sewerage, electricity and communication infrastructure located within private property. The easement location(s) and width(s) must be in accordance with the requirements of the *Land Titles Act 1994*.

#### Car Parking and Vehicle Access

5. 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.
6. A sealed driveway at least 3.0 metres in width is to be constructed within the access easements to any rear allotment. The driveway is to connect from the road.

#### Roadworks

7. Any footpaths, kerbing and channelling, roadworks and drainage works damaged during construction of the development are to be reinstated to the pre-existing condition, unless otherwise required by the Director Engineering Services.
8. Sealed road widening, including mountable kerbing and channelling and stormwater drainage, is to be constructed along the Bracker Road frontage of the site. The road widening and kerbing and channelling are to match with the existing construction to the west of the site.

#### Water Supply and Waste water

9. A reticulated water supply system, up to and including water meters, is to be provided to service all allotments. This system is to be connected to Council's water supply system.
10. A sewerage reticulation system is to be provided to service all allotments. This system is to be connected to Council's wastewater sewerage system.

#### Electricity, Street Lighting and Telecommunications

11. Underground electricity and telecommunication connections must be provided to the proposed development to the standards of the relevant authorities.

Evidence must be provided in the form of a certificate of supply from the relevant service providers, certifying that each lot has been provided with live electricity and telecommunication connections, in accordance with the requirements of the relevant authorities prior to Council signing the Plan of Subdivision.

12. In accordance with the Federal Government's National Broadband Network (NBN) initiatives, the Developer (at the Developer's expense) is to install a fibre ready pit and pipe network (including trenching and ducting, design and third party certification) to NBN Co's specifications, to allow for the installation of Fibre-to-the-Premises (FTTP) broadband services. Any fibre provider may be used, provided they meet NBN specifications and open access requirements. Ownership of the infrastructure is to be transferred to Telstra in exchange for the provision of fibre within that pit and pipe network. Prior to Council approving the plan of subdivision, written advice is to be provided from Telstra that the pit and pipe network has been installed in accordance with NBN Co's specifications.

### **Operational Works**

13. All operational works are to be accepted on-maintenance prior to the Council signing the Plan of Subdivision. (See advisory note below.

### **Advisory Notes**

- (i) A Development Permit for Operational Works associated with the development must be obtained in accordance with the *Planning Act 2016*. This application must be submitted with the following:
  - DA Form 1;
  - The relevant fee in accordance with Council's Schedule of General Fees and Charges;
  - Detailed design drawings, schedules and specifications for all Operational Works, certified by a Registered Professional Engineer in Queensland (RPEQ); and
  - An Erosion and Sediment Control Plan.

Operational Works shall be subject to a 12 months Defect Liability Period commencing from the day the works are accepted on-maintenance. A bond will be held by Council as security, and refunded following a defect-free inspection at the end of the Defect Liability Period.

- (ii) Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.
- (iii) All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

### **Aboriginal Cultural Heritage**

- (iv) 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.datsip.qld.gov.au](http://www.datsip.qld.gov.au)

### **Approval Times**

- (v) In accordance with the *Planning Act 2016*, this approval will lapse four years from the day the approval takes effect, unless the Plan of Subdivision is submitted to Council within the currency period. **Council will NOT approve the plan unless all conditions of this approval have been complied with to the satisfaction of Council and**

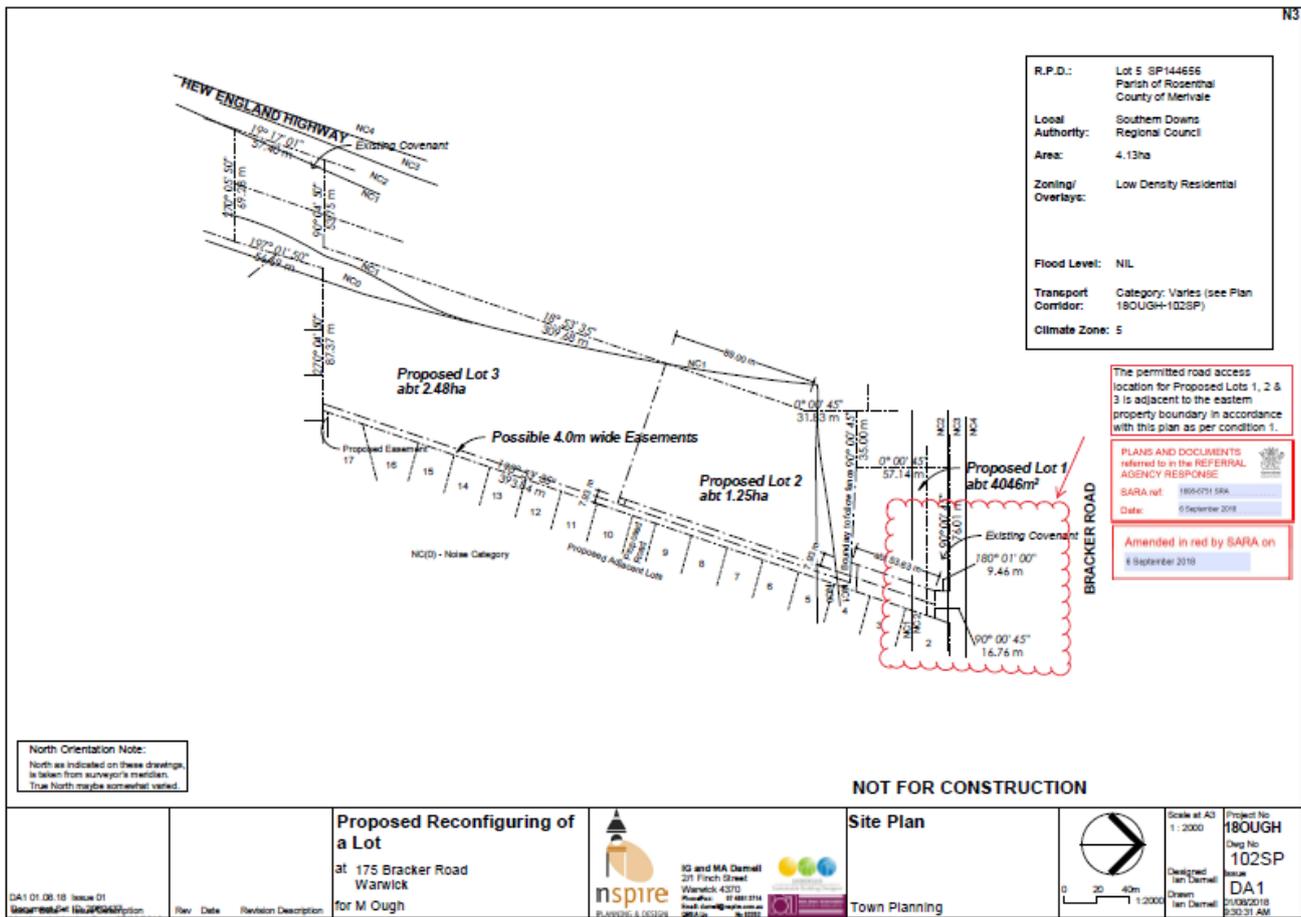
**within the currency period of the approval.**

- (vi) The approved Plan of Subdivision must be lodged for registration in the Office of the Registrar of Titles within six months of the date of Council’s Compliance Certificate and approval of the Plan of Subdivision. If the Plan of Subdivision is not registered within this timeframe, Council’s approval of the Plan of Subdivision will lapse. Council may reapprove the Plan of Subdivision subject to payment of the applicable fee.

**Schedule 2 - Department of State Development, Manufacturing, Infrastructure and Planning’s conditions as a Concurrence agency**

**Attachment 1—Conditions to be imposed**

No.	Conditions	Condition timing
<b>Reconfiguring a lot</b>		
10.9.4.2.1.1—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of Department of Transport and Main Roads (DTMR) to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following conditions:		
1.	The permitted road access location for Proposed Lots 1, 2 & 3 is adjacent to the eastern property boundary, in accordance with: <ul style="list-style-type: none"> <li>• Site Plan prepared by NSpire Planning &amp; Design, dated 1 August 2018, Issue 1 (as amended in red).</li> </ul>	At all times.
2.	Road access works comprising resurfacing of the existing road access must be provided at the permitted access location, generally in accordance with DTMR’s Planning and Design Manual (2nd Edition) and any other relevant manuals/standards/technical publications referenced therein.	Prior to submitting the Plan of Survey to the local government for approval.



**Attachments**

Nil

## 12.3 Material Change of Use - Killarney Memorial Aged Care Ltd, Eucalyptus Street, Killarney

### Document Information

 <b>Southern Downs</b> <small>REGIONAL COUNCIL</small>	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 24 October 2018
	Planning Technical Officer	<b>ECM Function No/s:</b> MCU\01984

<b>APPLICANT:</b>	Killarney Memorial Aged Care Ltd
<b>OWNER:</b>	Killarney Memorial Aged Care Ltd
<b>ADDRESS:</b>	8 Eucalyptus Street and Olive Street, Killarney
<b>RPD:</b>	Lot 12 RP65470 and Lot 2 RP123945, Parish of Killarney, County of Merivale
<b>ZONE:</b>	Low density residential
<b>PROPOSAL:</b>	Retirement facility (14 units)
<b>LEVEL OF ASSESSMENT:</b>	Impact
<b>SUBMITTERS:</b>	Two (2)
<b>REFERRALS:</b>	Nil

### Recommendation Summary

THAT the application for Material Change of Use for the purpose of a Retirement facility (14 units) on land at 8 Eucalyptus Street and Olive Street, Killarney, described as Lot 12 RP65470 and Lot 2 RP123945, Parish of Killarney, County of Merivale, be approved subject to conditions.

### Report

Lot 2 RP123945 is 1,619 square metres in area and contains an existing dwelling and outbuilding. The lot has full frontage to Eucalyptus Street, which is bitumen sealed and kerb and channelled. The lot has two existing vehicle crossovers along the frontage, i.e. one on the eastern side and one on the western side of the lot. A Council CED line runs generally parallel along the western boundary of the lot.

Lot 12 RP65470 is currently vacant. The lot has frontage via access handles to Cedar Street, Olive Street and Pine Street, which are all bitumen sealed. Cedar Street and Olive Street are not kerb and channelled.

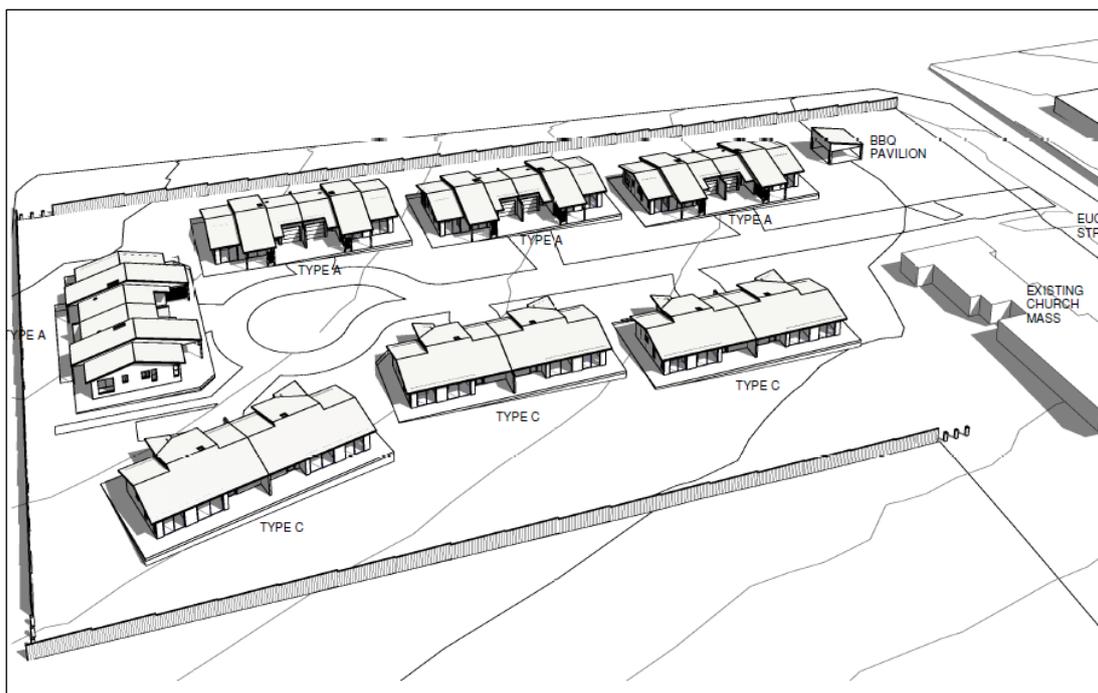
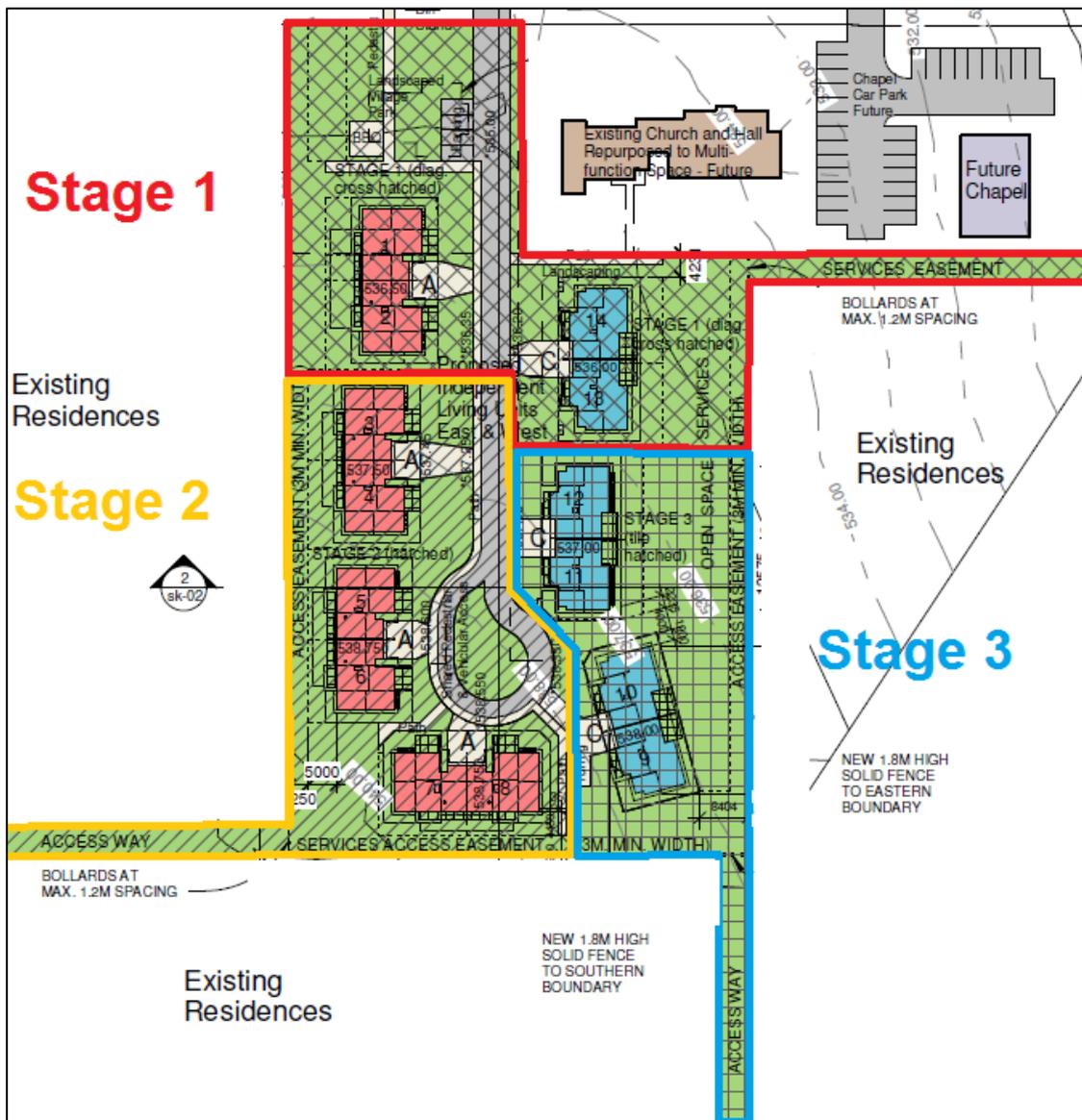
It is noted that some adjoining properties are utilising the access handles to access rear sections of adjoining properties.

A Council CED line runs generally parallel along the eastern, western and southern boundaries of the lot.

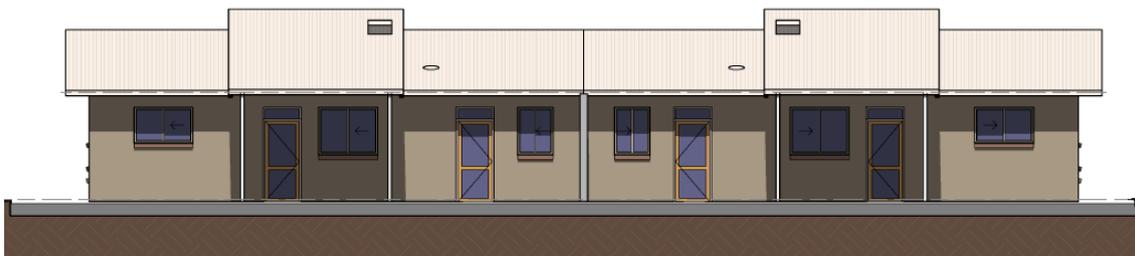
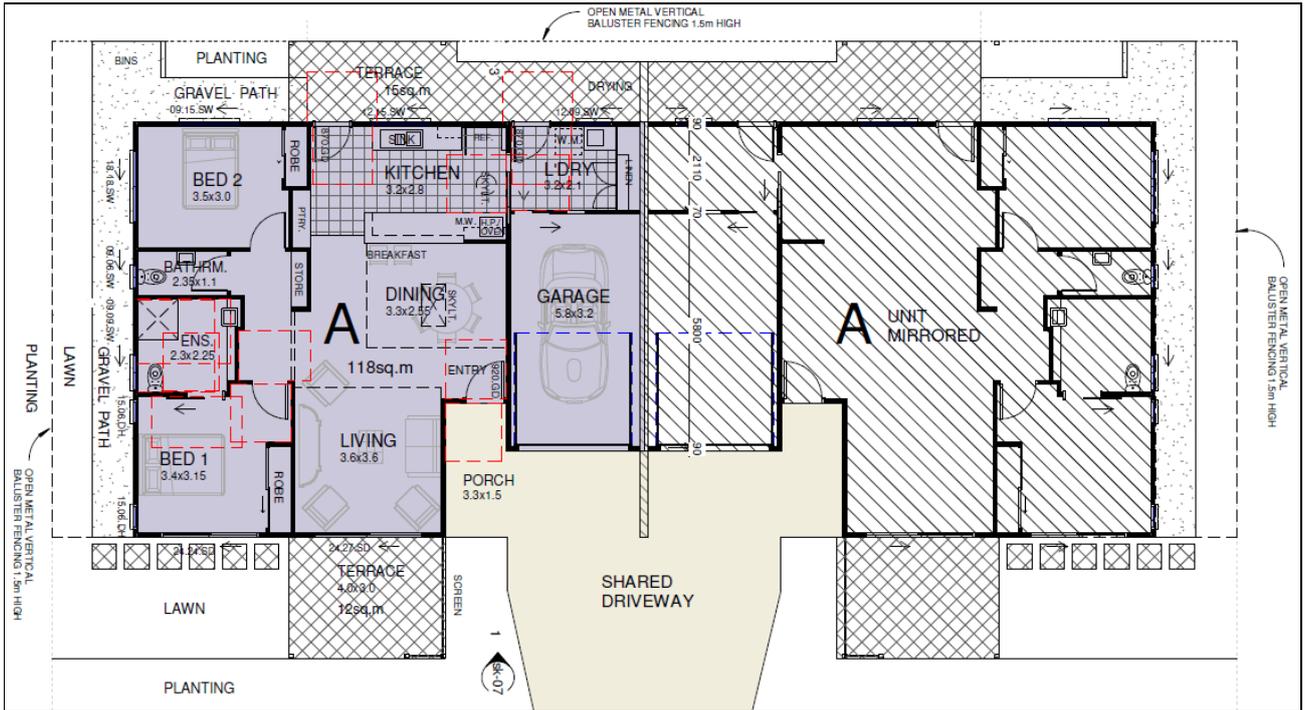
The lots are surrounded by residential allotments and a church adjoins the north-east corner of the subject land.

The property to the north of the subject land, on the opposite side of Eucalyptus Street, is the Killarney Memorial Age Care facility. Approvals have been issued for the expansion of this facility, and construction is currently underway.





## Floor Plan and Elevations – Type A



Elevation West Typical

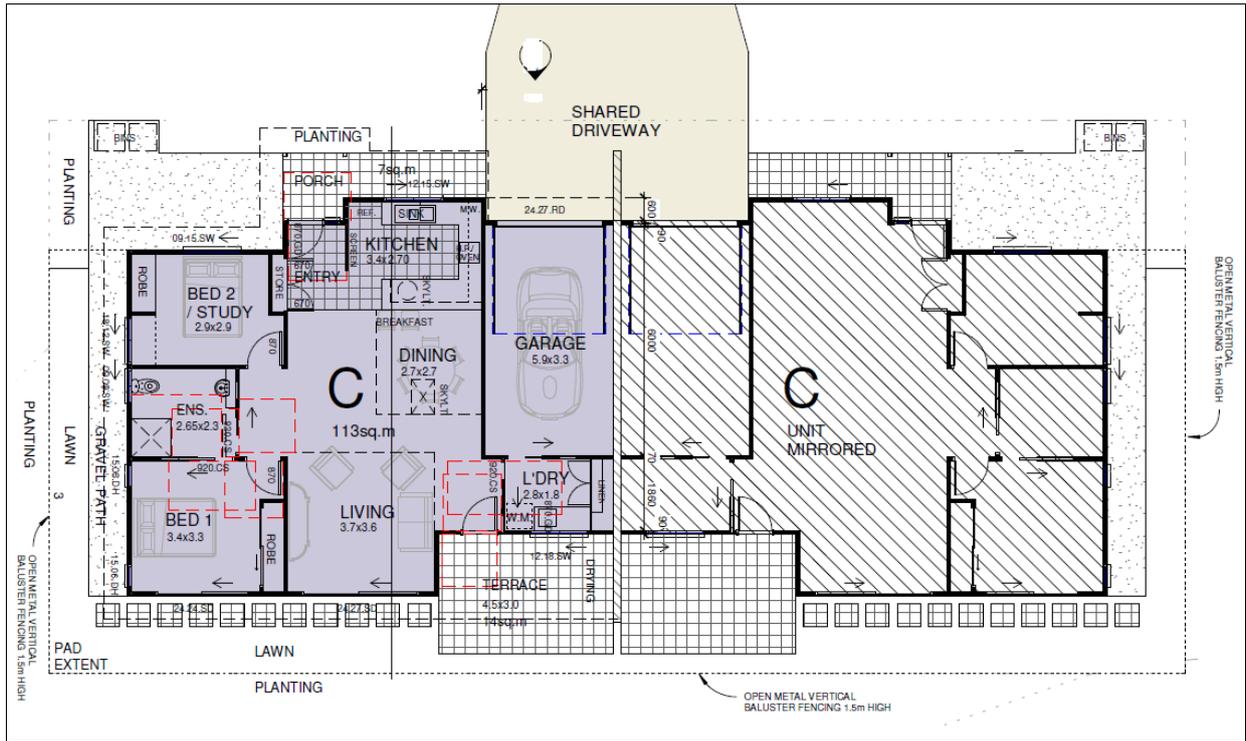


Elevation East Typical



Elevation ~~West~~ & South  
North

## Floor Plan and Elevations – Type C



Elevation West



Elevation East



Elevation South (North Reversed)

## Submissions

Two properly made submissions were received in relation to the application. The matters raised in the submissions are addressed below.

Matters raised in any submissions	Comment
<p><u>Landscaping</u></p> <p>I do not want to have any trees higher than 2.0 metres closer than 5.0 metres from my house or 3.0 metres from the boundary line.</p>	<p>Any approval can be conditioned to ensure adequate landscaping is provided for the development. The landscaping layout within the retirement facility will incorporate a variety of plant types and include retaining some existing trees on the site, which is in keeping with the requirements of the Planning Scheme.</p>
<p><u>Loss of access and parkland</u></p> <p>There is not one day that goes by that I do not see someone taking advantage of the open parkland (Lot 12 RP65470), from games of cricket, to riding their bikes, to accessing the rear of their properties via the local easements, to local residents making their way to and from the local shop or children making their way to and from school. All these activities will no longer be possible after the development. Any access to this block should remain as the Council's current town plan via Pine, Cedar or Olive Streets and not via through Eucalyptus Street.</p>	<p>Lot 12 RP65470 is private land, not park land, and any trespass over this land is unlawful. There are no existing or proposed easements to benefit adjoining land to allow access to the rear of other properties.</p> <p>The applicant proposes to retain the access handles from Pine Street, Cedar Street and Olive Street, with the main entry to the development being via Eucalyptus Street.</p> <p>The provision of bollards within the access handles will prevent vehicular movement along the access handles into the development. The proposal has not included any proposed easements to allow any adjoining landowner access to the development.</p>
<p><u>Communal facilities</u></p> <p>I have little faith the proposed public BBQ area will get the type and number of visitors over its life as the consulting engineers plan might suggest and without gates in a residential area could well become difficult area to police.</p> <p>Although what is proposed is claimed to exceed requirements, could a barbeque and picnic table be included? This would be of use not only to the surrounding residents but also an asset for the retired residents of the development and their visitors. This would go to some way in satisfying the initial expectations presented to our town.</p>	<p>The communal area provided within the proposed development is for the enjoyment of residents and their guests. The communal area is not for use by the general public.</p> <p>In consideration that the communal area is within a retirement facility, it is unlikely that use of this area will be problematic.</p>
<p><u>Adequate carparking</u></p> <p>When the allied health visiting doctors are open for business, or there is an event at the Uniting Church next to 8 Eucalyptus Street, there are cars parked from one end of Eucalyptus Street to the other.</p>	<p>There is adequate carparking proposed for residents and visitors on site. It is unlikely that the proposed development will have an impact on the parking within Eucalyptus Street.</p> <p>It is noted that Eucalyptus Street is available for parking.</p>
<p><u>Property Values</u></p> <p>I cannot speak of anyone else's property values but I can attest that my property values have declined in the last review and I cannot see the proposed development having a positive effect on local values surely reducing the rates of income for the council over the long term given the slow decline of permanent residence interest in the area.</p>	<p>There is no evidence that there proposed development will have a negative impact on property values in the area.</p>

Matters raised in any submissions	Comment
<p><u>More suitable site</u></p> <p>KMAC already own several other properties that could be redeveloped in a similar style, on a smaller scale without the impact to the local community that this development will cause. The last census showed 9.9% of all private dwellings in the area remained unoccupied and there are several other blocks of land that sit unused and vacant close to KMAC where this type of development could be tested on a smaller scale. Professional assessment of properties providing the appropriate type of aged care home assistance should be a preferable option allowing locals to enjoy their beautiful gardens, backyard BBQs and good neighbours for longer while injecting more into the local community.</p>	<p>Council can only assess the development on the proposed site.</p> <p>The proposed development will provide for accommodation suitable to the aged population in close proximity to an aged care facility. The proposed development will provide residents with low maintenance landscaped areas, communal areas and opportunities to connect within a supported community.</p> <p>It is considered that the proposed development is in a suitable location in close proximity to the aged care facility and other community uses such as the church, and is a site that has access to all urban services and sealed roads.</p>
<p><u>Fencing</u></p> <p>The proposed fence on the southern boundary with our boundary is to be solid. What kind will it be? We have a gate through there which we use and ask could a lockable one be included in the new structure?</p>	<p>The Planning Scheme requires that a 1.8 metre screened fence is to be provided by the developer, at the developer's cost. Details of the proposed fencing will be required to be submitted for approval prior to building approval be granted.</p> <p>The provision of gateways to provide access to the development from adjoining residential allotments would not be appropriate. Any direct access from adjoining properties into the development could compromise the security and privacy of residents within the development.</p>
<p><u>Privacy</u></p> <p>The north facing double unit near our boundary was of concern to us. We discussed this with a contract planning officer at the council chambers and were informed that the low set one story structure would not be too imposing, about 4.5 metres no near the max of 9.5 metres. We are hoping that this remains the outcome.</p>	<p>The proposed development includes 14 single storey units. Any change to the elevations of the proposed units will require assessment from Council, and a change application will be required if the change to the design is significantly different to that approved. The proposed elevations and building heights are what is considered in regards to the assessment against the planning scheme.</p>

### **Assessment against the Planning Scheme**

The following codes of the Southern Downs Planning are the assessment benchmarks for this development:

- Low density residential zone code
- Residential uses code
- Heritage overlay code
- Car parking and loading code
- Landscaping code
- Outdoor lighting code
- Physical infrastructure code
- Stormwater management code

#### **Low density residential zone code**

The purpose of the Low density residential zone code is to provide for predominantly dwelling houses supported by community uses and small-scale services and facilities that cater for local residents.

The proposed retirement facility consists of 14 units. The proposed units are single storey, setback at least 6.0 metres from all side and rear boundaries and the front boundary setback is over 30 metres. The proposed development results in site coverage of 1656 square metres, which is approximately 15% of the total site coverage. The density will be one unit per 790 square metres of site area.

The site has frontage to four roads, which are all sealed roads, and access to all urban services. The main entrance to the site will be via Eucalyptus Street. The proposed driveway is 6.5 metres wide and will allow for service vehicles, private vehicles and emergency vehicle to access all buildings on site. The visitor carpark is setback approximately 13 metres and the driveway is setback over 1.0 metres from the side boundaries. The proposal plan identifies that 18 car parking spaces will be provided, in accordance with the code.

The site features extensive landscaping including footpaths to allow for pedestrian movement throughout the development. The proposed development will provide 1.8 metre screened fencing along all the boundaries. Any approval can be conditioned to ensure compliance with AO12.2 of the Code.

The proposal generally complies with the zone purpose, intent and assessment benchmarks for the Low density residential zone code.

The proposed development does not comply with the following Acceptable outcome:

**AO17** *In partial fulfilment of the PO - The number of on site car parking spaces required to be provided in conjunction with any use (other than Multiple dwellings) in accordance with Table 9.4.2.4 does not exceed 15.*

The Retirement Facility requires 16 on-site parking spaces in accordance with Table 9.4.2.4 (18 parking spaces are proposed), which exceeds the requirement in AO17. Therefore, the development must meet the following performance outcome:

**PO17** *The traffic generated by a use other than a residential use does not significantly increase the traffic that could normally be expected in the locality.*

The definition of a Retirement facility is 'a residential use of premises for an integrated community and specifically built and designed for older people'. Each unit within the Retirement facility includes a single garage within the unit and visitor carparks are provided at the entry to the site. As this Retirement facility is a residential use located on a large allotment within a residential area, it is unlikely that the traffic generated by the Retirement facility will be significantly higher than that that could be normally expected in the locality.

### **Residential uses code**

The purpose of the Residential uses code includes ensuring that Retirement facilities are located and designed to meet the needs and expectations of the community for safe, convenient, pleasant and suitable accommodation, are attractive and consistent with the developed character of the particular neighbourhood and are sustainable and meet the needs of people through all stages of life.

The site is flood free, of a slope less than 15% and free of natural hazards. The site has frontage to sealed roads and has a frontage of approximately 40 metres wide. The proposed buildings and structures meet the building setbacks required. The proposal does not include cutting or filling of the site, greater than 1.0 metre.

The design features 14 semi-attached dwellings that are considered appropriate for the surrounding area. The proposed dwellings feature a split gable roof, breaks in form across the walls and variation in materials across building facades. The proposed garages for both unit types are located behind the front building line. The garages are facing the internal driveway so as to provide direct access to the wider road network. The width of garages is no more than 50% of the front building facade.

The internal driveway will be sealed and any approval can be conditioned to ensure that an appropriate treatment is applied to the internal driveway.

The design incorporates private open space within the front setback of the dwellings and the applicant has stated that there will be no fencing provide along the frontage of the site. The development is designed and oriented with adequate separation between buildings to ensure an adequate level of privacy is provided for residents, while still allowing natural surveillance to ensure safety and security of residents.

The proposed development incorporates a communal space that complies with AO17. The applicant has stated that the proposal is to be semi-integrated with the Residential Care Facility across the road. The residents of the proposed units will also use communal facilities available at the centre.

The proposed private open space for the units exceed the minimum 25 square metres and minimum dimensions of 4.0 metres. The private open spaces for both unit types feature a courtyard and turfed areas.

The bin storage areas are in close proximity to each dwelling and near the private internal driveway. The bin storage areas are not located within the front setback area to Eucalyptus Street.

The proposal generally complies with the zone purpose, intent and assessment benchmarks for the Residential uses code.

The proposed development does not comply with the following Acceptable outcome:

**AO14.6** *Buildings address the street by having a window and a front door with a verandah, portico or entrance porch that faces the primary street frontage.*

Unit 1 is clearly visible from the street and is a Type A design. The northern elevation provides a variety of window sizes, however this elevation will be partially screened by the BBQ pavilion. The front door and porch entry do not face the primary street frontage and therefore must meet the following performance outcome:

**PO14** *The use is sited and designed to be complementary and compatible with the surroundings and to address the street in a positive way.*

The configuration of the subject land is such that the Retirement facility will provide infill to a vacant block of land that is surrounded by residential dwellings. Only the northern elevation of Unit 1 will be clearly visible from the street and this will be partially screened by the communal area and landscaping. The proposed development complies with the performance outcome.

The proposed development does not comply with the following Acceptable outcome:

**AO17** *Where there are more than 4 dwellings on a site within a multiple dwelling or retirement facility, communal open space is provided at a rate of at least 10 m<sup>2</sup> per dwelling. The communal open space:*

- *in a retirement facility has an area that is provided with raised garden beds at least 700mm off the ground with solid edges of at least 150 mm. Water connections are provided within 10 m of the raised garden beds. The raised garden beds are suitable for planting;*
- *has access to at least one part that is suitable for access for wheelchairs and other mobility aids.*

AO17 requires at least 140 square metres be provided for communal open space and the proposed development only provides approximately 106 square metres. Therefore, the development must comply with the following performance outcome:

**PO17** *Communal open space provides adequate usable area for children to play and recreation.*

The proposed retirement facility provides for a BBQ pavilion at the front of the property which is 40 square metres. The landscape layout plan also identifies a communal garden in the south-eastern corner of the site, approximately 66 square metres which will include a covered pergola, an open pergola, a standing sculpture, vegetable and herb gardens and an olive grove. The two communal areas are connected by a system of walkways and allows for pedestrian movement throughout the retirement facility.

Further to this the applicant stated that:

*..., the proposal is to be semi-integrated with the Residential Care Facility across the road and operated by Killarney Memorial Aged Care. As such, the proposed units will use communal facilities at this centre.*

There is adequate open space available throughout the development in addition to these communal areas and it is considered that the proposed development complies with the Performance outcome. Any approval should be conditioned to require the internal footpath to be of sufficient width to ensure access to these areas by wheelchairs and mobility scooters.

Information has not been provided with the application that allows assessment against the following Acceptable outcome:

The applicant indicates that signage will be provide to ensure the site it easy to navigate, however, details of the size, location or content of the signage has not been provided. The code requires 'clear interpretive sign and site map is provided at the main site entry', however, given the relatively small size of the Retirement facility and the easily navigable layout, it is not considered necessary to condition further signage to be provided in order to achieve compliance with the relevant Performance outcome, PO22.

### **Heritage overlay code**

This code applies to assessable development on land identified within the Heritage overlay and also applies to assessable development for a material change of use on land adjacent to land identified within the Heritage overlay.

The purpose of the Heritage overlay code is to ensure that assessable development on land adjacent to land within the Heritage overlay is respectful to and sympathetic to the adjoining Local heritage place.

The adjoining property on the corner of Eucalyptus Street and Cedar Street, described as Lot 15 RP25370, contains the Killarney Uniting Church (formerly known as the Killarney Presbyterian Church), which is identified on the Local Heritage Register as entry 329.

The applicant provided the following statement:

*The proposed development has been designed so as to ensure that the heritage value of this premises is preserved. It is noted that the proposed design locates buildings away from the church and features landscape buffers between the two premises. It is also noted that the proposed design reflects a low set and low intensity retirement facility is not considered to diminish the heritage value of the church.*

The proposed development does not comply with the following Acceptable outcome:

**AO3** *All new buildings are setback from all common boundaries with the Local heritage place a distance equal to or greater than the distance the local heritage place is setback from the boundary.*

The proposed design of the Retirement facility features a side boundary setback that is marginally closer than that exhibited by the church. Therefore, the development must meet the following performance outcome:

**PO3** *The development does not dominate or crowd the Local heritage place.*

The closest proposed dwelling is to be sited over 15 metres away from the church and the height of the proposed single storey buildings are less than the height of the church. The proposed development incorporates design elements which are in keeping with the residential amenity of the area, provide adequate separation distance and incorporates landscaping that will soften and suitably screen the development ensuring it will not dominate or crowd the adjoining church. It is considered that the performance outcome can be achieved.

### **Car parking and loading code**

The proposed development will provide access to the site from Eucalyptus Street which is bitumen sealed, kerbed and channelled. A sealed crossover will connect to a single driveway and will

service all proposed dwelling units. The proposed design incorporates carparking areas which are suitable with respect to the proposed use.

Parking spaces for each dwelling are to be contained within each dwelling so as to ensure that visual amenity across the premise remains at a high level.

The code requires one parking space to be provided for each dwelling, and one visitor parking space for each 10 dwelling units (or part thereof). This equates to a requirement for 16 parking spaces to be provided.

The proposed development provides a total of 18 car parking spaces, i.e. one (1) space provided for every unit and 4 visitor parking spaces provided adjacent to the communal open space area.

Any approval can be conditioned to require lighting to be provided along the internal footpath and within the visitor parking area.

The area is serviced by kerbside waste collection. The internal driveway within the development is able to accommodate an RCV vehicle in order to achieve kerbside collection.

The proposal complies with the purpose and assessment benchmarks of the Code.

### **Landscaping code**

The proposal plans have included a landscape layout plan for the entire development. This includes a plant selection incorporating a variety of trees, palm, foliage plants, shrubs, creepers and groundcovers which are suitable to the climate and region.

The proposed layout may need some modification to ensure that any tree planting along the western and southern boundary of the site will not impact on the existing CED line.

### **Outdoor lighting code**

The proposal does not involve any high intensity outdoor lighting. Any approval can be conditioned to ensure compliance with the 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.

All urban services are available to the site, i.e. reticulated water, sewerage, electricity, telecommunications, stormwater drainage and sealed roads. The proposed development can comply with the purpose and assessment benchmarks of the Code. Any approval will be conditioned to ensure that separate connections of the services are provided to each unit dwelling.

### **Stormwater management code**

This code applies the proposed development is for six or more dwellings.

The applicant submitted an Engineering Infrastructure Report dated 1 June 2018, prepared by Kehoe Myers which included an assessment of the Stormwater Quantity and Quality Management in relation to the subject land and the proposed development.

The report identified that the site contains an existing dwelling, an outbuilding and large grassed areas. The topography of the land generally slopes to the northeast and stormwater discharges by overland flow to Eucalyptus Street and Cedar Street. The stormwater discharge to the streets is considered to be a lawful point of discharge. It was noted that an existing earth bund runs along the eastern boundary concentrating flow to Cedar Street.

The conclusion provided by Kehoe Myers report included the following statement:

***Section 6 & Section 7 detailed the proposed management of stormwater quantity and quality from the site. From the above assessment, the proposed development is seen to provide a lawful point of discharge for all post-development stormwater flows. This is***

achieved by redistributing catchments to existing points of discharge and detention of flows using on-site detention basin.

The analysis of post-development stormwater flows to this point is also seen to be at or below pre-development levels. The peak flows at this location are therefore considered to 'not cause an actionable nuisance' on any downstream properties and therefore the development has complied with the 'Lawful Point of Discharge' test as defined by QUDM 2017.

Additionally as the population of Killarney is less than the required amount, as defined Queensland State Planning Policy, the development will not trigger nor required to meet stormwater quality objectives. As such it is therefore seen that the proposed development of the retirement village within Killarney will meet both the stormwater Quantity and Quality objectives as detailed within the Queensland State Planning Policy (SPP).

Any approval will be conditioned to require an Operational Works application be submitted in relation to the proposed development. This will include the further assessment of Stormwater Management within the site, in particular the on-site detention basin, and ensure compliance with the Code.

### Infrastructure Charges

Development Type	Network	Charge Rate	Proposed	Credit	Charge
Accommodation – long term	All	\$7500/dwelling unit	14 dwelling units	\$20,000 (2 x \$10,000/lot)	\$85,000
<b>TOTAL:</b>					<b>\$85,000</b>

The infrastructure charge is payable prior to the change of use of the land happening in accordance with section 122 of the *Planning Act 2016*.

### Options

Council:

1. Approves the application subject to conditions as recommended.
2. Approves the application subject to conditions other than as recommended.
3. Refuses the application giving reasons for the refusal.

## Recommendation

THAT the application for Material Change of Use for the purpose of a Retirement facility (14 units) on land at 8 Eucalyptus Street and Olive Street, Killarney, described as Lot 12 RP65470 and Lot 2 RP123945, Parish of Killarney, County of Merivale, be approved subject to the following conditions:

### Schedule 1 - Southern Downs Regional Council Conditions

#### Approved Plans

1. The development of the site is to be generally in accordance with the following proposal plans submitted with the application, and subject to the final development being amended in accordance with the conditions of this approval.

Plan Name	Plan No.	Date
Site Plan – 14 Villas	1476-sk-00	28 May 2018
Site Sections	1476-sk-02	28 May 2018
Site Massing View from South East	1476-sk-03	28 May 2018
Retirement Unit Plan Type A West & South Side	1476-sk-05	28 May 2018
Roof Plan Type A	1476-sk-06	28 May 2018
Elevations Type A	1476-sk-07	28 May 2018
Sections Type A	1476-sk-08	28 May 2018
Retirement Unit Plan East Type C	1476-sk-010	28 May 2018
Roof Plan Type C	1476-sk-11	28 May 2018
Elevations East Type C	1476-sk-12	28 May 2018
Cover Sheet and Key Plan	SK01	28 June 2018
Landscape Layout Plan Part A	SK02	28 June 2018
Landscape Layout Plan Part B	SK03	28 June 2018
Landscape Layout Plan Part C	SK04	28 June 2018
Planting Palette	SK05	28 June 2018
Planting Palette	SK06	28 June 2018

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. The stages are approved as follows:

- Stage 1 – Units 1 and 2 (Unit Type A), Units 13 and 14 (Unit Type C) and BBQ pavilion;
- Stage 2 – Units 3, 4, 5, 6, 7 and 8 (Unit Type A); and
- Stage 3 – Units 9, 10, 11 and 12 (unit Type C).

Stage 1 must be completed prior to Stage 2. Stage 2 must be completed prior to Stage 3.

#### Reconfiguration of a Lot

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

#### Land Use and Planning Controls

5. This approval allows for the use of the site for the following uses only:
  - Retirement facility (14 units)
6. The material change of use the subject of this development permit must be completed within a period of eight (8) 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.

### **Building and Site Design**

7. The design, colours and materials of the building and pavement are to be in accordance with the Residential 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 and pavement are to be constructed in the approved design, colours and materials.
8. Copies of the Certificates of Compliance for Plumbing and Drainage Works are to be provided to Council. (See advisory note below.)
9. Copies of the Form 11s (Certificate of Classification) issued for the building works including the demolition of the existing dwelling, are to be provided to Council prior to the use commencing. (See advisory note below.)

### **Amenity and Environmental Controls**

10. 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 Central Waste Management facility.
11. All wastes are to be suitably collected and disposed of so as not to adversely impact on the environment.
12. One set of wheelie bins (one general waste and one recycling bin) must be provided for each unit. The wheelie bins are to be stored within the rear courtyard of each dwelling unit and screened from view from all roads and public places. A concrete pad is to be provided for the two bins in an appropriate location within each courtyard.
13. Advertising Devices relating to the Retirement Facility may **only** be erected on the subject land, i.e. Lot 12 RP65470 and Lot 2 RP123945. The location, size, type and content of any advertising sign or device located on the land is to be compatible with the Residential character of the surrounding area. No advertising signs or devices are to be located on any other land, unless all applicable approvals are obtained under the Planning Scheme and the relevant local laws. No advertising signs or devices are to be located within the road reserve.
14. 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.
15. Lighting is to be provided within the development including adjacent to the internal driveways. Any lighting is to be located such that there is no interference with any residences. Details of the proposed lighting are to be submitted to and approved by the Director Planning, Environment and Corporate Services prior to the issuing of any Development Permit for Building Works. Lighting is to be provided in accordance with the approved plan.

### **Fencing, Landscaping and Buffers**

16. A screen fence 1.8 metres high shall be erected along the side and rear boundaries, to provide visual screening. This screen fencing is to be provided at the developer's cost. This fencing shall reduce in height to be no more than 1.2 metres high within 6.0 metres of the road boundary.
17. **Details of the proposed fencing are to be submitted to and approved by the Director Planning, Environment and Corporate Services prior to the issue of a Development Permit for Building Work.** Fencing is to be provided and maintained in accordance with the approved details.
18. Landscaped areas are to be provided on the site in accordance with Plan No. SK01, SK02, SK03 and SK04 dated 28 June 2018 prepared by LARK Landscape Architects and Urban

Design. The landscaping is to include:

- (a) concrete pathways, covered BBQ area and pergola;
- (b) access to the covered BBA and pergola area is to be suitable for wheelchairs and other mobility aids;
- (c) the vegetable and herb gardens are to be raised garden beds 700 mm off the ground with solid edges of at least 150 mm;
- (d) water connections are to be provided within 10 metres of the raised garden beds;
- (e) 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**

19. All vehicular access to and from the site must be via Eucalyptus Street only. If the Eucalyptus Street access is not available during an emergency, vehicles may access the site via Cedar Street, Pine Street or Olive Street.
20. A concrete industrial crossing is to be constructed at the Eucalyptus Street entrance to the site in accordance with Council's standard. (Council's Engineering Services Department can provide details regarding Council's standard.)
21. 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.
22. Car parking and driveways are to be provided on site in accordance Plan No. 1476-sk-00 dated 28 May 2018 prepared by Gary J Garnett and Associates Pty Ltd. All car parking, driveway and loading areas shall be constructed, sealed in concrete or asphalt, line marked, drained, laid out and regularly maintained.
23. All vehicle operations associated with the development must be directed by suitable directional, informative, regulatory or warning signs in accordance with *Australian Standard AS1742.1 "Manual of uniform traffic control devices"* and *Australian Standard AS2890.1 "Parking facilities – Off-street car parking"*.

### **Roadworks**

24. Any footpaths, kerbing and channelling, roadworks and drainage works damaged during construction of the development are to be reinstated to the pre-existing condition, unless otherwise required by the Director Engineering Services.
25. The redundant vehicle crossings in Eucalyptus Street are to be reinstated back to kerbing and channelling, and the footpath reinstated.

### **Stormwater Drainage**

26. The design, construction and operation of the stormwater drainage system must comply with the water quality objectives stated in the Assessment Benchmarks – Water Quality and Appendix 2 of the State Planning Policy.
27. 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).

### **Water Supply and Waste water**

28. The connection to Council's reticulated water supply must be a combined fire and domestic

metered connection located at a point nominated by Council.

29. The proposed dwelling units are to be connected to Council's reticulated water supply system and sewerage system in accordance with the *Queensland Plumbing and Wastewater Code*. A separate water connection (including water meter) is to be provided for each dwelling unit within the development.

### **Pedestrian Works**

30. A pedestrian crossing, with appropriate signage, is to be provided in Eucalyptus Street to provide connectivity between the Retirement facility and the Killarney Memorial Age Care facility.
31. Concrete pedestrian footpaths, 2.0 metres in width and including perambulator ramps at the kerbs and tactile ground service indicators, are to be constructed within the footpaths on both sides of Eucalyptus Street in accordance with Drawing No. 1476-sk-00, dated 28 May 2018 prepared by Gary J Garnett and Associates Pty Ltd. The footpaths are to connect to the internal pathway within the Retirement facility and align with the pedestrian crossing.

### **Electricity, Street Lighting and Telecommunications**

32. Underground electricity and telecommunication connections must be provided to the proposed development to the standards of the relevant authorities.
33. In accordance with the Federal Government's National Broadband Network (NBN) initiatives, the Developer (at the Developer's expense) is to install a fibre ready pit and pipe network (including trenching and ducting, design and third party certification) to NBN Co's specifications, to allow for the installation of Fibre-to-the-Premises (FTTP) broadband services. Any fibre provider may be used, provided they meet NBN specifications and open access requirements. Ownership of the infrastructure is to be transferred to Telstra in exchange for the provision of fibre within that pit and pipe network. Prior to commencement of the use, written advice is to be provided from Telstra that the pit and pipe network has been installed in accordance with NBN Co's specifications.

### **Operational Works**

34. All operational works are to be accepted on-maintenance prior to the use of the land commencing. (See advisory note below.)

### **Infrastructure Charges Notice**

35. Payment of \$85,000 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 *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) Any demolition and/or removal works involving asbestos materials must be undertaken in accordance with the requirements of the *Workplace Health and Safety* legislation and *Public*

*Health Act 2005.*

- (v) **Plumbing and Drainage Approval is to be obtained** in accordance with the *Plumbing and Drainage Act 2002* for the proposed plumbing and drainage works. The application for Plumbing and Drainage approval must be submitted to Council with the appropriate **forms, plans and fees** associated with this application. A **Certificate of Compliance must be issued** for the works prior to the use commencing.
- (vi) **Building Approval is to be obtained** for a Class 2 in accordance with the *Planning Act 2016* for the proposed building work and the demolition of the existing buildings. 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.**
- (vii) A Development Permit for Operational Works associated with the development must be obtained in accordance with the *Planning Act 2016*. This application must be submitted with the following:
  - DA Form 1;
  - The relevant fee in accordance with Council’s Schedule of General Fees and Charges;
  - Detailed design drawings, schedules and specifications for all Operational Works, certified by a Registered Professional Engineer in Queensland (RPEQ);
  - A car parking plan showing the location and dimension of all parking areas, details of the proposed pavement treatment, and full engineering specifications of layout, construction, sealing, drainage and line marking;
  - A plan showing ingress and egress wheel and swept turning paths;
  - A Stormwater Management Plan;
  - An Erosion and Sediment Control Plan.

Operational Works shall be subject to a 12 months Defect Liability Period commencing from the day the works are accepted on-maintenance. A bond will be held by Council as security, and refunded following a defect-free inspection at the end of the Defect Liability Period.

- (viii) An Erosion and Sediment Control Plan (ESCP) must be submitted for approval with the application for Operational Works. The ESCP must demonstrate that release of sediment-laden stormwater is avoided for the nominated design storm, and minimised when the nominated design storm is exceeded, by addressing the objectives in Table A (Construction phase - stormwater management design objectives) in Appendix 3 of the State Planning Policy for drainage control, erosion control, sediment control and water quality outcomes.
- (ix) Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.
- (x) All Development Permits for Operational Works and Compliance Permits for Plumbing and Drainage Works should be obtained prior to the issue of a Development Permit for Building Works.
- (xi) All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

### **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.datsip.qld.gov.au](http://www.datsip.qld.gov.au)

## Attachments

1. Submissions [View](#)

Southern Downs Regional Council  
RE- Proposed Development application MCU\01984

I own an adjoining property to the proposed development of the Killarney Memorial Aged Care Ltd company (KMAC) at 8 Eucalyptus Street, Killarney and from looking at the proposed plan my house will be the closest to the new development and I do not wish to have any trees higher than 2m closer than 5m from my house or 3m from the boundary line. In fact I am totally opposed to the proposed development of 14 duplex type one bedroom units and associated works for a number of reasons.

There is not one day that goes by that I do not see someone taking advantage of the open parkland (Lot 12 on RP65470), from games of cricket, to riding their bikes, to accessing the rear of their properties via the local easements, to local residents making their way to and from the local shop or to children making their way to and from school. All these activities will no longer be possible after the development. Any access to this block should remain as the councils current town plan via Pine, Cedar or Olive Streets and not via through Eucalyptus Street.

8 Eucalyptus Street (Lot 2 on RP123945) is currently being utilised to house several construction workers during current expansion of KMAC which will no longer be possible to house anyone once the house is demolished.

Please note that Killarney is bucking the National trend of population growth with a 7% decline from 773 to 716 in population over the course of the last two census. The local area or postcode of 4373 has seen a decline in the region of 12.5% of population. Killarney is no longer capable of fielding their own football team yet KMAC is effectively in the process of doubling their capacity where local aged care is already providing 3 times the national average places per head of population while other sectors are in their infancy or are non-existent.

The agedcaredata.gov.au website provides data for the Darling Down region, like 47.5% of aged care residents have had a diagnosis of dementia and the average length of stay for a resident is around two years before discharge whether the discharge is due to death, hospital, home or community care or to move to another aged care facility. Sadly the people moving into aged care are not there for a long time, provide much for the aged care but not the wider community other than the odd coffee shop outing.

While property values and Killarney's population are in decline KMAC is currently in the process of effectively doubling capacity of their aged care facility thanks in particular from one generous Federal Government Grant of \$5,520,000 towards a 10 million dollar expansion currently under construction. This increase in capacity should provide KMAC with few problems in meeting the local needs of ageing local residents or the extra 4 places for remote and rural (R-R) moving to the area or the extra 4 places for financial or socially disadvantaged (FSD) without the duplex style one bedroom units being made available as part of the proposed development at prices in excess of what I paid for my 3 bedroom house almost 3 years ago.

KMAC already own several other properties that could be redeveloped in a similar style, on a smaller scale without the impact to the local community that this development will cause. The last census showed 9.9% of all private dwellings in the area remain unoccupied and there are several other blocks of land that sit unused and vacant close to KMAC where this type of development could be tested on a smaller scale. Professional assessment of properties providing the appropriate type of aged care home assistance should be a preferable option allowing locals to enjoy their beautiful gardens, backyard BBQ's and good neighbours for longer while injecting more into the local community.

Southern Downs Regional Council



I have little faith the proposed public BBQ area will get the type and number of visitors over it's life as the consulting engineers plan might suggest and without gates in a residential area could well become difficult area to police.

A more pressing concern with KMAC for me is the larger number of staff required for the expansion currently under way and where the staff have to go to take a break. These staff are the lifeblood of an Aged Care and currently many are taking their break time by standing outside the gates, sitting in their cars or worse sitting in the gutter between parked cars in the street. There used to be an outdoor table and chairs provided with cover from the elements but today is sadly missing in action. If you want to provide better outcomes for the local community you could do worse than taking the very best care of the carers.

In terms of access to the proposed development you already have considerable traffic coming to KMAC to, visit residents, visit the allied health clinic, buses dropping off and picking up, ambulances transporting patients, transport deliveries, rubbish and waste pick up and removal, bulk gas truck refilling, generator maintenance, building and systems maintenance contractors and groundsman keeping the place spick and span much of which is accessed via an unsealed road which when the shift changes take place shine their headlights directly at my verandah / lounge room window. The traffic in a connecting cross street will only increase where access could have been handled earlier in Cedar Street.

Suffice to say when the allied health visiting doctors are open for business or there is an event at the Uniting Church next to 8 Eucalyptus Street there are cars parked from one end of Eucalyptus St to the other. Qld Transport law provides that to; Park or stop within 20m before, or 10m after, a pedestrian crossing an offence is committed and you may receive a fine. So having a pedestrian crossing in small country town back street as proposed will only provide further angst with local residents while providing little in the way of a safety increase for staff or any residents crossing Eucalyptus Street especially since the proposed pedestrian crossing will be located on the brow or crest of the street where drivers would not see the crossing until they were on top of it.

For me the need and application of the whole proposed development has been poorly thought through with far too much negative impact on local residents reducing the use and enjoyment of the locals in their local area as has already been experienced by me with a previous KMAC development where KMAC did little to address the issue until I wrote to them at which point KMAC did the bare minimum and thought the matter closed.

I can not speak of anyone else's property values but I can attest that my property values have declined in the last review and I can not see the proposed development having a positive effect on local values surely reducing the rates income for the council over the long term given the slow decline of permanent residence interest in the area.

Thank you for taking the time to consider my submission.



Garry Madigan

SOUTHERN DOWNS REGIONAL COUNCIL WARWICK BRANCH RECEIVED			
31 AUG 2018			
Action Officer		✓	File
Tsk			
Dst			
Fwd			

**MCU\01984  
8 Eucalyptus Street Killarney Qld 4373  
Lot 2 on RP 123945**

**Submission :-**

**I have seen the application for the Development Permit for a material Change of Use. I was not given a copy contrary to the mailed notification. My first observation is that it is quite different to what was first promised to Killarney citizens 4 years ago which was to satisfy the requests of the gifted estate. The units have been increased from 8 to 14 and the area that was then submitted for public park and recreation is reduced to a minimal area on the eastern side with only pedestrian access via the laneways. In effect it is now very limited for public use other than retirees and their visitors.**

**However I am for development in Killarney and realise that aged care is needed and must be viable. Myself and wife are in 7 Olive Street and will be the most impacted by restrictions or change of view that the development will bring. The north facing double unit near our boundary was of concern to us. We discussed this with a contract planning officer at the council chambers and were informed that the low set one story structure would not be too imposing, about 4.5 metres not near the max of 9.5 metres. We are hoping that this remains the outcome.**

**The proposed fence on the southern boundary with our boundary is to be solid. What kind will it be? We have a gate through there which we use and ask could a lockable one be included in the new structure?**

**In the communal open space, although what is proposed is claimed to exceed requirements, could a barbecue and picnic table be included? This would be of use not only to the surrounding residents but also an asset for the retired residents of the development and their visitors. This would go to some way in satisfying the initial expectations presented to our town.**

**Thank you for your consideration and the opportunity for this submission.**

**Graeme (and Grace) Heal.**

## 12.4 Operational Plan Quarterly Review July to September 2018.

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 24 October 2018
	Governance and Grants Officer	<b>ECM Function No/s:</b> 12.1

### Recommendation

THAT Council receive the contents of the Operational Plan Quarterly Review – July to September 2018.

### Report

The *Local Government Regulation 2012* requires that Council prepare and adopt an Operational Plan for each financial year. The Regulation also requires that Council must make assessments of its progress towards implementing its Operational Plan at regular intervals of not more than 3 months and that it must discharge its responsibilities in a way that is consistent with the annual Operational Plan.

Officer comments regarding the status and progress/completion of the 2018/2019 Operational Plan actions for the period 1 July 2018 to 30 September 2018 are attached.

### Budget Implications

The Operational Plan is consistent with Council's 2018/2019 Budget.

### Policy Consideration

The Operational Plan reflects the long term goals identified within the 2014-2019 Corporate Plan (Revised Edition).

### Community Engagement

Nil

### Legislation/Local Law

The Operational Plan reflects the long term goals identified within the 2014-2019 Corporate Plan (Revised Edition).

### Options

Council:-

1. Receive the contents of the Operational Plan Quarterly Review – July to September 2018.
2. Not receive the contents of the Operational Plan Quarterly Review – July to September 2018.

### Attachments

1. Quarterly Review Operational Plan July to September 2018 [View](#)

Operational Plan Action	Service/ Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
<b>Engineering Services</b>						
<i>Key Outcome</i> 1.1.2 <i>Develop and promote our unique artistic and cultural diversity.</i>						
Develop Art and Culture across the LGA in accordance with the adopted Policy.	Community Services	Manager Community Services and Major Projects		25%		Ongoing delivery against this action. RADF program will once again run through 2018/19. Programs such as NAIDOC week and Seniors Week have also been held or are in the process of being run.
<i>Key Outcome</i> 1.1.3 <i>Continue to monitor and stay informed about matters that affect the community.</i>						
Develop and deliver community development initiatives.	Community Services	Manager Community Services and Major Projects		25%		Council continues to roll out these initiatives, such as Seniors Week, Disability Action Week, Drought Resilience initiatives etc.
<i>Key Outcome</i> 1.1.3 <i>Continue to monitor and stay informed about matters that affect the community.</i>						
Stay informed and deliver activities that assist the community.	Community Services	Manager Community Services and Major Projects		25%		Council continues to stay informed and roll out activities that assist the community. These include supporting the community youth and those affected by the drought.
<i>Key Outcome</i> 1.1.3 <i>Continue to monitor and stay informed about matters that affect the community.</i>						
Develop and implement the Southern Downs Youth Council.	Community Services	Manager Community Services and Major Projects		100%		This program has been completed, however, continues to develop and identify opportunities for improvement.
<i>Key Outcome</i> 2.2 <i>Complete the Footway and Bikeway Master Plan.</i>						
Complete Cycle pathway master plans.	Engineering Services	Manager Works Maintenance and Open Space		25%		Council is in the procurement phase to engage a consultant to complete the master plan.

 <b>Complete</b>	 <b>On Track</b>	 <b>On hold</b>	 <b>Not Started Yet</b>	 <b>Needs Attention</b>
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Operational Plan Action	Service/ Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
<i>Key Outcome</i> 2.3 <i>Coordinate and review sport and recreation opportunities and planning.</i>						
Continue to work with sport and recreation groups in accordance with the draft Sport and Recreation Strategy.	Community Services	Manager Community Services and Major Projects		10%		The strategy has now been endorsed, with Council working closely with sporting groups and associations.
<i>Key Outcome</i> 1.12 <i>Explore/review potential efficiencies and opportunities for Council's operations, infrastructure and assets.</i>						
Undertake detailed review and analysis of internal plant/fleet hire rates.	Engineering Services	Manager Works Construction, Workshops and Assets		0%		Not commenced as Plant Coordinator focused on procuring major items of Plant Replacement Program. The hire rates review will be undertaken in the second and third quarters ready for the 2019/20 Budget finalisation. Plant coordinator to consider project implementation plan for future years.
<i>Key Outcome</i> 6.2 <i>Investigate appropriate waste water services and systems.</i>						
Deliver the 2018-19 Capital Works Program.	Water and Wastewater	Acting Director Engineering Services		25%		During the first Quarter Council has worked on projects which have carried over from 2017-2018; including Wallangarra WTP, Stanthorpe WWTP Electrical works, Allora Water Reservoir Repairs, Leyburn Bore study, and producing the project implementation plans and tender documents for the other capital projects. Three reactive projects have been added to the capital program with a fourth submitted for review at first quarter.  Further reactive works are expected to spend the \$1M drought relief funding.

 <b>Complete</b>	 <b>On Track</b>	 <b>On hold</b>	 <b>Not Started Yet</b>	 <b>Needs Attention</b>
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Operational Plan Action	Service/ Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
<i>Key Outcome</i>						
6.5 <i>Protect the natural environment of reserves under Council control via strategic natural resource management.</i>						
Deliver Environmental Evaluation for Stanthorpe WWTP.	Water and Wastewater	Acting Director Engineering Services		30%		<p>Progress reports are submitted on a quarterly basis to Department Environment and Science (last being 31 July 2018). Capital and operational projects are being undertaken as a direct result of the EE, including but not limited to SCADA upgrades, Sewer Main Relining, and Chlorine Dosing Arrangement at Stanthorpe Treatment Plant. No progress moving forward with new agreements with irrigators under the Recycled Water Scheme.</p> <p>Storm water infiltration defect notices continue to be sent out (last round of 30 notices in mid-August) with a total of 90 released to date. Once the data is extracted it then will be easier to confirm quantity of inflow removed from the network.</p> <p>Current focus moving forward includes,</p> <ul style="list-style-type: none"> <li>- release options for the effluent from the Stanthorpe Treatment Plant – release to land/storage and reuse/release to water,</li> <li>- assessment of releases from Stanthorpe Treatment Plant to Quart Pot Creek only in high flow situations,</li> <li>- process review of Stanthorpe Treatment Plant – reality vs expectation of inflow and outflow of waste water,</li> <li>- cost benefit analysis – temporary storage options vs purchase land for the purpose of the disposal of effluent.</li> </ul> <p>Water &amp; Waste Water Engineer assigned to deliver this work has moved to a different department. Council is tendering for a consultant to continue this work.</p>

 **Complete** | 
  **On Track** | 
  **On hold** | 
  **Not Started Yet** | 
  **Needs Attention**

Operational Plan Action	Service Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
<i>Key Outcome 6.7 Secure a sustainable, reliable water supply to support industry and population growth</i>						
Implement REFLECT for Network Maintenance.	Water and Wastewater	Acting Director Engineering Services		30%		Reflect will be used for works' programs to capture valuable asset information to enable future infrastructure programming. A process has been mapped out with Asset Edge (who own Reflect) and they are currently producing the database. Meetings with key internal stakeholders will continue until a trial system is ready.
<i>Key Outcome 7.10 Analyse current roads and other associated infrastructure to determine priorities.</i>						
Review and Refine the 5 year Capital Works Program for Roads and Associated Infrastructure.	Works Construction, Workshops and Assets	Manager Works Construction, Workshops and Assets		10%		Work about to commence to review the 5 year program following the outcome of the 2018/19 budget considerations.
<i>Key Outcome 7.11 Provide well maintained sealed and unsealed roads, including footpaths and stormwater drainage, and determine levels of service as defined in the Asset Management Plan.</i>						
Deliver 2018-19 Works Construction Capital Program.	Works Construction, Workshops and Assets	Manager Works Construction, Workshops and Assets		25%		Delivery of the Capital program delivered by Works Construction is on track(\$2.4mill expended of \$12mill budget). There were several projects carried over from last financial year which will be reflected in the first quarter budget review. Expenditure will accelerate in the second, third and last quarter due to reseals (\$1,000,000) being undertaken in quarters two and three and the Palmer River Bridge Replacement Contract (\$2,000,000) is expected to be in the Construction phase in the third and fourth Quarters. Both these projects will spend a large amount of the budget relatively quickly.

 Complete	 On Track	 On hold	 Not Started Yet	 Needs Attention
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Operational Plan Action	Service Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
<i>Key Outcome</i>						
7.4 <i>Review Council's level of involvement in aerodromes, implement strategies to allow for aviation activities at both aerodromes as funding permits.</i>						
Manage and maintenance of Council's Aerodromes.	Community Services	Manager Community Services and Major Projects		25%		Aerodromes continue to be managed in accordance with CASA requirements. Warwick Aerodrome still requires a Glider Runway, which was highlighted in the CASA Non-Compliance Notice.
<i>Key Outcome</i>						
8.12 <i>Manage and develop SDRC's disaster management and recovery responsibilities.</i>						
Provide disaster recovery assistance to residents should a disaster occur and provide training to emergency response volunteers.	Engineering Services	Manager Community Services and Major Projects		25%		Draft Disaster Recovery Sub Plan released for comment. Limited feedback received. Training continues to be an issue, with a number still to complete the required training modules in order to ensure Council fulfils its DM requirements.
<i>Key Outcome</i>						
8.12 <i>Manage and develop SDRC's disaster management and recovery responsibilities.</i>						
Develop of memorandum of understanding of identified evacuation centres.	Engineering Services	Manager Community Services and Major Projects		0%		This needs revisiting, with a number of existing operators likely to be unclear of their role.
<i>Key Outcome</i>						
8.13 <i>Continue to review and expand Asset Management Plans.</i>						
Manage and maintain Council built assets in accordance with the Building Asset and Services Management Plan.	Community Services	Manager Community Services and Major Projects		25%		Council continues to manage and maintain its building assets in accordance with the accepted Building Asset and Services Management Plan. The only risks currently identified is having adequate budget and resources to undertake this task.

 Complete	 On Track	 On hold	 Not Started Yet	 Needs Attention
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Operational Plan Action	Service/ Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
<i>Key Outcome</i>						
8.13 <i>Continue to review and expand Asset Management Plans.</i>						
Continue to work through the improvement actions of the Building Asset and Services Management Plan.	Community Services	Manager Community Services and Major Projects		0%		Whilst the Building Asset and Services Management Plan and a number of sub-documents have been developed, the current staffing levels in the team are impacting on the team's ability to fully integrate this approach.
<i>Key Outcome</i>						
8.13 <i>Continue to review and expand Asset Management Plans.</i>						
Develop appropriate and adequate Project Management Plans that allow for the successful delivery of major projects across the region.	Community Services	Manager Community Services and Major Projects		25%		Council continues to roll out Project Management Plan (PMP) as required. The current challenge to these adopted PMP is the continuous scope creep that is beyond the control of the project managers.
<i>Key Outcome</i>						
8.13 <i>Continue to review and expand Asset Management Plans.</i>						
Complete a process review of the treatment plants.	Water and Wastewater	Acting Director Engineering Services		25%		A consultant was engaged to review the Warwick Water Treatment Plan (WTP) process when Connolly Dam water was recently bought online. This contractor has provided a quote to review the Warwick WTP and Stanthorpe WWTP processes.
<i>Key Outcome</i>						
8.13 <i>Continue to review and expand Asset Management Plans.</i>						
Refine 4 & 10 year capital program.	Water and Wastewater	Acting Director Engineering Services		0%		The 4 and 10 year capital program will be fed by the Wastewater network planning report and treatment plant process reviews. These have not commenced.

 <b>Complete</b>	 <b>On Track</b>	 <b>On hold</b>	 <b>Not Started Yet</b>	 <b>Needs Attention</b>
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Operational Plan Action	Service/ Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
<i>Key Outcome</i>						
<i>S.13 Continue to review and expand Asset Management Plans</i>						
Produce Water and Wastewater Strategy.	Water and Wastewater	Acting Director Engineering Services		10%		A tender has been released for the review of the 2010 Water Savings Plan which will feed the Water Strategy. Capital project Wastewater network modelling will feed the Wastewater strategy. This project has not commenced.
<i>Key Outcome</i>						
<i>S.13 Continue to review and expand Asset Management Plans.</i>						
Develop and implement improvements to the corporate asset management processes and systems.	Works Construction, Workshops and Assets	Manager Works Construction, Workshops and Assets		15%		Work in continuing on the Asset Hierarchy definition and input into the Technology One Finance System. The Asset Management Coordinator Position was filled in September 2018 which will enable the improvement process to proceed at a better pace than previous. The improvement plan is in the process of being reviewed with the commencement of the Asset Management Coordinator.
<i>Key Outcome</i>						
<i>S.7 Continue to develop accurate flood mapping studies</i>						
Complete all remaining required sub-plans for the Local Management Disaster Plan.	Engineering Services	Manager Community Services and Major Projects		10%		This is resource intensive, with only a few undertaking this task. The Recovery Sub Plan has been released for comment, with the Drought Resilience Sub Plan and Resupply Sub Plan either in draft or about to commence.

 <b>Complete</b>	 <b>On Track</b>	 <b>On hold</b>	 <b>Not Started Yet</b>	 <b>Needs Attention</b>
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Operational Plan Action	Service/ Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
<b>Executive Office</b>						
<i>Key Outcome 1.1 Undertake best value review of Council's Services.</i>						
Deliver the 2018-19 Budget.	Finance and Information Technology	Manager Finance and Information Technology		25%		The first quarter budget review is currently being undertaken, and will be presented to Council at the October general meeting.
<i>Key Outcome 1.12 Develop and promote our unique artistic and cultural diversity.</i>						
Work with local community volunteers on delivering Civic events in Stanthorpe and Warwick.	Economic Development and Tourism	Manager Economic Development and Tourism		25%		This project is on track.
<i>Key Outcome 1.12 Develop and promote our unique artistic and cultural diversity.</i>						
Review the regional Australia Day arrangements.	Economic Development and Tourism	Manager Economic Development and Tourism		100%		This project was completed and reported to Council at September general meeting.
<i>Key Outcome 1.3 Continue to monitor and stay informed about matters that affect the community</i>						
Provision of timely and accurate Council information to the community.	Executive Office	Chief Executive Officer		25%		The CEO and Senior Leadership Team provide timely advice to Councillors.
<i>Key Outcome 4.12 Explore/review potential efficiencies and opportunities for Council's operations, infrastructure and assets.</i>						
Provide overall guidance and direction on Council's operations.	Executive Office	Chief Executive Officer		25%		The CEO and Senior Leadership Team provide timely advice to Councillors.
<i>Key Outcome 4.12 Explore/review potential efficiencies and opportunities for Council's operations, infrastructure and assets.</i>						
Support for Elected Members.	Executive Office	Chief Executive Officer		25%		Councillors have been provided with an administration resource and have access to a Councillor office.

 <b>Complete</b>	 <b>On Track</b>	 <b>On hold</b>	 <b>Not Started Yet</b>	 <b>Needs Attention</b>
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Operational Plan Action	Service/ Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
<i>Key Outcome</i>		4.4	<i>Apply the Planning Scheme to ensure consistent and balanced decisions are made in relation to lifestyle and growth opportunities.</i>			
Residential Attraction Program.	Economic Development and Tourism	Manager Economic Development and Tourism		25%		This project is on track.
<i>Key Outcome</i>		4.4	<i>Apply the Planning Scheme to ensure consistent and balanced decisions are made in relation to lifestyle and growth opportunities.</i>			
Regional Promotion Campaigns.	Economic Development and Tourism	Manager Economic Development and Tourism		25%		The media purchase has been completed, spring/summer campaign to be released mid October 2018.
<i>Key Outcome</i>		4.4	<i>Apply the Planning Scheme to ensure consistent and balanced decisions are made in relation to lifestyle and growth opportunities.</i>			
Continue to provide interest group forums including Tourism, Economic Development, and Agribusiness.	Economic Development and Tourism	Manager Economic Development and Tourism		25%		This project is on track.
<i>Key Outcome</i>		5.19	<i>Investigate upgrades to Council's Information and Communication technology network structure.</i>			
Implement Capital Prioritisation Module.	Finance and Information Technology	Manager Finance and Information Technology		25%		A consultant is currently on site setting up the configuration of the module.
<i>Key Outcome</i>		5.5	<i>Become an employer of choice – appropriate training, innovative leadership and improved career pathways.</i>			
Review workforce profile and conduct skills audit across Council.	Human Resources	Manager Human Resources		15%		Skills matrix designed to illustrate areas of competency and skill gaps.
<i>Key Outcome</i>		5.5	<i>Become an employer of choice – appropriate training, innovative leadership and improved career pathways.</i>			
Provide a safe work environment for employees and encourage a proactive approach to Work Health and Safety	Human Resources	Manager Human Resources		10%		Council's Safety Action Plan continues to be implemented and reviewed.

 <b>Complete</b>	 <b>On Track</b>	 <b>On hold</b>	 <b>Not Started Yet</b>	 <b>Needs Attention</b>
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Operational Plan Action	Service/ Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
<b>Planning, Environment and Corporate Services</b>						
<i>Key Outcome 1.1 Undertake best value review of Council's Services.</i>						
Overall Direction of the Planning, Environment and Corporate Services Directorate and implementation of Operational Plan.	Environmental Services	Acting Manager Corporate Services		25%		Directorate activities are in accordance with Operational Plan and Budget.
<i>Key Outcome 1.1 Undertake best value review of Council's Services.</i>						
Ensure Planning and Environment Capital Works are constructed and completed generally in accordance with the Budget and Operational Plan.	Planning, Environment and Corporate Services	Acting Director Planning, Environment and Corporate Services		5%		The Capital Works programme will commence during the second quarter of 2018/2019.
<i>Key Outcome 1.7 Review Council's long term involvement in Council housing.</i>						
Identify land within the region that could potentially be utilised for the expansion of Council's community housing portfolio.	Corporate Services	Acting Manager Corporate Services		25%		Council officers did inspect a property located on Hamilton Street Warwick and it was deemed unsuitable.
<i>Key Outcome 1.7 Review Council's long term involvement in Council housing.</i>						
Identify funding opportunities for the continued development of Council's community housing portfolio.	Corporate Services	Acting Manager Corporate Services		25%		Governance staff continuing to review all funding opportunities including funding for community housing.
<i>Key Outcome 3.2 Further develop libraries to become active community hubs of learning and social inclusion.</i>						
Deliver the requirements of the first 5 forever grant as set out by State library.	Corporate Services	Acting Manager Corporate Services		90%		This financial years grant monies over 90% expended. Distribution of resource kits will be ongoing.

 Complete	 On Track	 On hold	 Not Started Yet	 Needs Attention
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Operational Plan Action	Service Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
<i>Key Outcome</i> 3.2 <i>Further develop libraries to become active community hubs of learning and social inclusion.</i>						
Develop a strategy for the multi-purpose use of the library vehicle for community purposes.	Corporate Services	Acting Manager Corporate Services		40%		Delivery of vehicle due by end of 2018; discussions with Council's fleet management section regarding fit out have begun.
<i>Key Outcome</i> 3.2 <i>Further develop libraries to become active community hubs of learning and social inclusion.</i>						
Progressively implement the recommendations from the Library Strategic Plan.	Corporate Services	Acting Manager Corporate Services		40%		Council's Executive Management Team have approved the plan in full. Implementation of actions ongoing.
<i>Key Outcome</i> 6.3 <i>Utilise 'best practice' waste management practices and further develop regional facilities in accordance with the Waste Management Plan.</i>						
Develop and tender the documents and appoint a new Contractor for Waste Collection and disposal services.	Environmental Services	Acting Manager Environmental Services		25%		The development of the draft contract and tender documents commenced in September 2018.
<i>Key Outcome</i> 6.3 <i>Utilise 'best practice' waste management practices and further develop regional facilities in accordance with the Waste Management Plan.</i>						
Undertake Capital Works in accordance with the Waste Reduction and Recycling Plan.	Environmental Services	Acting Manager Environmental Services		0%		Focus this quarter has been on the Waste Reduction and Recycling Plan 2018/2028 and domestic waste contract and emergent waste facility issues.
<i>Key Outcome</i> 6.3 <i>Utilise 'best practice' waste management practices and further develop regional facilities in accordance with the Waste Management Plan.</i>						
Implement new Waste Reduction and Recycling Plan.	Environmental Services	Acting Manager Environmental Services		25%		At the General meeting of Council held 26 September 2018 it was resolved to adopt The Waste Reduction and Recycling Plan 2018-2028 (WRRP) having taken into consideration issues identified during the consultation process and implement the actions detailed in the plan on an ongoing basis.

 <b>Complete</b>	 <b>On Track</b>	 <b>On hold</b>	 <b>Not Started Yet</b>	 <b>Needs Attention</b>
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Operational Plan Action	Service/ Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
<i>Key Outcome</i>						
6.9 <i>Continue to promote, educate and implement awareness and best practice waste collection, recycling, environmental health and environmental protection strategies.</i>						
Continue to promote, educate and implement awareness and best practice Environmental Health and Environmental Protection strategies.	Environmental Services	Acting Manager Environmental Services		25%		This program is on track with a number of actions underway this first quarter.
<i>Key Outcome</i>						
6.9 <i>Continue to promote, educate and implement awareness and best practice waste collection, recycling, environmental health and environmental protection strategies.</i>						
Continue to promote, educate and implement awareness and leading practice waste collection and recycling.	Environmental Services	Acting Manager Environmental Services		25%		Educational materials provided to Warwick West State School fete on waste and recycling. Waste Reduction Recycling Plan public consultation sessions held in August. Promotional banners being rolled out across various facilities August-October 2018.
<i>Key Outcome</i>						
7.1 <i>Review Council's level of involvement in aerodromes, implement strategies to allow for aviation activities at both aerodromes as funding permits.</i>						
Continue the promotion of the sale of land at the Warwick and Stanthorpe Aerodromes.	Corporate Services	Acting Manager Corporate Services		25%		Land sales have progressed at the Aerodromes.
<i>Key Outcome</i>						
8.1 <i>Review the Planning Scheme in accordance with State legislation.</i>						
Commence preparation of the new Southern Downs Planning Scheme.	Planning and Development	Acting Director Planning, Environment and Corporate Services		5%		Cardno (QLD) Pty Ltd have been appointed and have commenced consultation with the State Government and the review of the strategic framework.

 <b>Complete</b>	 <b>On Track</b>	 <b>On hold</b>	 <b>Not Started Yet</b>	 <b>Needs Attention</b>
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Operational Plan Action	Service Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
<i>Key Outcome</i> 8.10 <i>Develop and implement Council land management strategies.</i>						
Manage Council's land holdings to maximise return, particularly in relation to disposal and leasing of surplus freehold land.	Corporate Services	Acting Manager Corporate Services		25%		Council's leasing and land section continues to dispose of surplus freehold land. At the centre of this is the sale of freehold allotments at the Warwick aerodrome.
<i>Key Outcome</i> 8.10 <i>Develop and implement Council land management strategies.</i>						
Ensure all available Trustee land is assessed in order to maximise leasing opportunities for Sporting/Community and Commercial leasing purposes.	Corporate Services	Acting Manager Corporate Services		25%		New commercial leases have occurred in the early part of this financial year. Council officers will be undertaking a review of available trustee land.
<i>Key Outcome</i> 8.13 <i>Continue to review and expand Asset Management Plans.</i>						
Oversee the completion of an advanced Asset Management Plan for assets within the Environmental Services Department.	Environmental Services	Acting Manager Environmental Services		0%		This action has been delayed due to the focus on the Waste Reduction and Recycling Plan.
<i>Key Outcome</i> 8.15 <i>Review pest management services in accordance with legislative requirements, community expectations and to ensure the protection of the environment.</i>						
Review pest management services in accordance with legislative requirements, community expectations and to ensure protection of the environment, and construct related Capital Works.	Environmental Services	Acting Manager Environmental Services		25%		Invasive Pest Control Scheme (IPCS) review undertaken and reported to Council. IPCS and other programs are on track.
<i>Key Outcome</i> 8.15 <i>Review pest management services in accordance with legislative requirements, community expectations and to ensure the protection of the environment.</i>						
Continue Implementation of the Invasive Pest Control Scheme.	Environmental Services	Acting Manager Environmental Services		25%		This program is on track and continued this quarter, following an unprecedented level of weed control work that occurred across the Region in 2017/18. Coordinated feral animal control programs enjoyed increased participation as a result of the introduction of the Invasive Pest Control Scheme.

 <b>Complete</b>	 <b>On Track</b>	 <b>On hold</b>	 <b>Not Started Yet</b>	 <b>Needs Attention</b>
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Operational Plan Action	Service/ Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
<i>Key Outcome</i>						
8.15 <i>Review pest management services in accordance with legislative requirements, community expectations and to ensure the protection of the environment.</i>						
Continue to implement the Pest Management Plan.	Environmental Services	Acting Manager Environmental Services		25%		Continue to implement the Pest Management plan on an ongoing basis.
<i>Key Outcome</i>						
8.15 <i>Review pest management services in accordance with legislative requirements, community expectations and to ensure the protection of the environment.</i>						
Continue to support the Pest Management Advisory Committee.	Environmental Services	Acting Manager Environmental Services		25%		Council is fully supportive of the Pest Management Advisory Committee and at the General Meeting held 26 September 2018 endorsed the continuation of a joint approach to wild dog control between Goondiwindi, Toowoomba and Southern Downs Regional Councils with particular focus on collaborative aerial baiting as Southern Downs sheep and wool growers transition to exclusion fencing, and that Council support funding applications to realise this.
<i>Key Outcome</i>						
8.16 <i>Promote a proactive approach to risk management, including business continuity.</i>						
Manage the insurance functions of Council.	Corporate Services	Acting Manager Corporate Services		25%		Insurance policies have been reviewed and are up to date.
<i>Key Outcome</i>						
8.16 <i>Promote a proactive approach to risk management, including business continuity.</i>						
Ensure the recommendations accepted by Council from the Audit and Risk Management Committee are implemented.	Corporate Services	Acting Manager Corporate Services		25%		New committee members have been appointed and attended their first Audit and Risk Management Committee meeting on 30 August 2018. All recommendations were reviewed at this meeting.

 Complete	 On Track	 On hold	 Not Started Yet	 Needs Attention
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Operational Plan Action	Service/ Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
<i>Key Outcome</i>						
<i>S.16 Promote a proactive approach to risk management, including business continuity.</i>						
Implement the LGAQ Legislative compliance service within Council.	Corporate Services	Acting Manager Corporate Services		25%		Following a review by the Audit and Risk Management Committee the LGAQ Legislative compliance service will not be implemented.
<i>Key Outcome</i>						
<i>S.16 Promote a proactive approach to risk management, including business continuity.</i>						
Undertake a review of Council's risk management framework.	Corporate Services	Acting Manager Corporate Services		25%		A draft Risk Management Strategy and associated documents has been prepared by the consultants engaged to undertake this project. Council officers are currently reviewing these documents.
<i>Key Outcome</i>						
<i>S.4 Develop and implement customer focussed policies and processes in keeping with Council's commitment to customer service.</i>						
Implement the permanent expansion of community contact operations into library services.	Corporate Services	Acting Manager Corporate Services		100%	30/07/2019	The Warwick Library trial has been completed, no current value in continuing in such close proximity to Council administration building.

 <b>Complete</b>	 <b>On Track</b>	 <b>On hold</b>	 <b>Not Started Yet</b>	 <b>Needs Attention</b>
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## 12.5 Proposed sale of Council owned land - Leslie Parade

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 24 October 2018
	Land Management Officer Acting Manager Corporate Services	<b>ECM Function No/s:</b> 05.13

### Recommendation

THAT Council

1. Approve the advertising by public tender, the sale of Lot 67 and Lot 68 on RP12361 situated at Leslie Parade, Stanthorpe as these Lots are surplus to Council's requirements;
2. Grant delegated authority to the Chief Executive Officer to negotiate the sale of these Lots.

### Report

Council has been contacted by a local Real Estate in Stanthorpe advising they have a client who is interested in purchasing Council owned land situated on Leslie Parade, Stanthorpe, Lot 67 and 68 on RP12361.

The Lots are two adjoining irregular shaped allotments, situated at about road height and with a moderate fall to the rear. There is also a central running gully system. Lot 67 is 1,027m<sup>2</sup> and Lot 68 is 1,024m<sup>2</sup>, total area 2,051m<sup>2</sup>.

The land is zoned Low Density Residential and is not included in the flood zone.

Council's Development and Environment Engineer has advised that the following issues would be required to be addressed prior to any sale of this land:

- The drainage infrastructure will need to be relocated to one side of the two Lots and would require an easement over it and also over part of the adjoining Lot 64 on RP806034 (14 Leslie Parade) to ensure there is a lawful point of discharge;
- A significant amount of fill will be required on the block to allow for a dwelling to be constructed onsite – the drainage channel takes up 70% of the balance of the two Lots (see attached "Leslie Parade – drainage channel").

An estimated cost for these rectification works has been estimated at \$50,000 - \$70,000 including surveying and legal fees associated with the preparation of an easement.

Council Officers have obtained an independent valuation for the sale of the land in the current state and sold as one parcel, the valuation is \$200,000. This amount has the potential to increase to approximately \$220,000 depending on the outcome of the rectification works.

The Lots are considered to be surplus to Council requirements.

Due to the sale of land constituting the disposal of an interest in land, under section 227 of the Local Government Regulation 2012, Council must call public tenders for the sale of this land.

## **Budget Implications**

Council will receive revenue from the sale of this land and also annual rate revenue.

## **Policy Consideration**

*Operational Plan 8.10 Manage Council's land holdings to maximise return, particularly in relation to disposal and leasing of surplus freehold land.*

*Corporate Plan 2014 to 2019 – 8.12 Develop and Implement Council land management strategies*

## **Community Engagement**

Nil

## **Legislation/Local Law**

*Local Government Regulation 2012*

## **Options**

Council:

1. Approve the advertising by public tender, the sale of Lot 67 and Lot 68 on RP12361 situated at Leslie Parade, Stanthorpe as these Lots are surplus to Council's requirements;
2. Grant delegated authority to the Chief Executive Officer to negotiate the sale of these Lots;
3. Does not approve the disposal of the land.

## **Attachments**

1. Aerial view of Lot 67 and Lot 68 on RP12361 [View](#)
2. Leslie Parade - drainage channel [View](#)
3. Leslie Parade - Stormwater location [View](#)
4. Photographs [View](#)

**Lots 67 and 68 on RP12361 - Leslie Parade, Stanthorpe**



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**Scale (A4): 1:756**  
**Projection: GDA84 / MGA zone 58**

**Printed by: Cathy Cockram**  
**Date: 3/10/2018**



Item 12.5 Proposed sale of Council owned land - Leslie Parade  
 Attachment 2: Leslie Parade - drainage channel



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**Scale (A4): 1:756**  
**Projection: GDA84 / MGA zone 56**

**Printed by: Ashleigh Morrow**  
**Date: 9/10/2018**



Item 12.5 Proposed sale of Council owned land - Leslie Parade  
 Attachment 3: Leslie Parade - Stormwater location



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**Scale (A4): 1:750**  
**Projection: GDA84 / MGA zone 56**

**Printed by: Ashleigh Morrow**  
**Date: 9/10/2018**





## 12.6 Invasive Pests Control Scheme Update

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 24 October 2018
	Local Laws Officer (Pest Management)	<b>ECM Function No/s:</b> 11.35.04

### Recommendation

THAT Council receive the progress report on the implementation of the 2018/2019 Invasive Pests Control Scheme (IPCS).

### Report

IPCS information packs were issued to 5,309 landholders on 25 June 2018. The submission period for Control Works Forms (CWFs) was extended to 10 August 2018 to act as a reminder for landholders to submit CWFs, to provide more time for staff to enter CWFs on Council's systems and to reduce the number of reminder letters required to be issued. 1,560 reminder letters were issued on 16 August 2018. The submission period for CWFs closed on 17 September 2018. As at 4 October 2018, 4,719 CWFs (89%) have been received, with fewer than 600 outstanding. CWFs are continuing to be received, but in low numbers since the submission period closed. 91% of CWFs were received in the 2017/2018 IPCS, over a much longer submission period.

It is intended to issue supplementary rates notices at the beginning of November to the 600 (approx.) landowners that have failed to submit a CWF, or to resubmit an amended CWF within permitted timeframes, to effect removal of their IPCS levy concession. Supplementary rates notices will then issue on an as required basis for failure to resubmit amended CWFs and failure to undertake control works within permitted timeframes.

It is anticipated some landowners will request reinstatement of their IPCS levy concession following the issue of supplementary rates notices. As 2017/2018 was the first year of the IPCS and a key focus was education, Council afforded a degree of leniency in administering the 2017/2018 IPCS. Approximately one quarter of the 465 recipients of supplementary rates notices requested and were granted reinstatement of their levy concession. Council continues to support landowners during the drought through existing pest management initiatives and has recently adopted further measures, such as waiving hire fees for spray equipment (refer IPCS Report to 22 August 2018 General Council Meeting). In order to continue to build momentum and support for the IPCS it is imperative to enforce the provisions of the IPCS Policy. Pest Management Officers continue to take a common sense and understanding approach to reviewing CWFs and dealing with landholders in 2018/2019 in the face of the worsening drought conditions but at the same time are working to ensure that owners of heavily infested properties are held to account. There is a risk that goodwill from supportive landowners will dissipate should the provisions of the IPCS Policy not be enforced on non-compliant landholders.

Landowners requesting reinstatement of their levy concession that are found to have not complied with the provisions of the IPCS Policy will be advised to do so in writing. At the 26 April 2018 General Meeting, Council endorsed a recommendation to delegate authority to reverse supplementary rates notices to the Chief Executive Officer.

## **Budget Implications**

Nil

## **Policy Consideration**

As noted by Council at the 13 June 2018 Special Council Meeting, amendments to the IPCS and Rates Concession Policies were intended to be made by the relevant Manager, upon receipt of legal advice. Advice has been received from King and Company that the proposed amendments may be lawfully made and as a result, the following changes will be incorporated in the Invasive Pest Control Scheme and Rates Concession policy documents:

- The Commercial and Industrial – Town rating category will be excluded from the IPCS.
- The minimum \$500 levy amount will not subject to pro rata.
- The latest date for control works completion will be set at 30 April 2019.

## **Community Engagement**

Officers continue to receive positive feedback on the IPCS from the community and continue to encourage feedback on its administration, including via participation in Council led drought forums. An online survey seeking community feedback remains open. 53% of respondents support the continuation of the IPCS.

Council noted at its 26 September General Meeting that the Pest Management Advisory Committee reinforced its support for the IPCS, recommending its unchanged continuation.

## **Legislation/Local Law**

*Biosecurity Act 2014*

*Local Government Act 2009*

## **Options**

Council:

1. Receive the progress report on the implementation of the 2018/2019 Invasive Pests Control Scheme (IPCS).
2. Not receive the progress report on the implementation of the 2018/2019 Invasive Pests Control Scheme (IPCS).

## **Attachments**

Nil

## 12.7 The Queensland Plan Review Submission

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 24 October 2018
	Governance and Risk Officer Acting Director Planning, Environment & Corporate Services	<b>ECM Function No/s:</b> 04.11

### Recommendation

THAT Council:-

1. Provide the attached responses within the online feedback form as its submission to the Department of Premier and Cabinet's Queensland Plan review.
2. Include the Shaping Southern Downs document as part of its submission.

### Report

The Queensland Government's Department of Premier and Cabinet has recently written to Council advising that they are undertaking a review of The Queensland Plan in accordance with the requirements under the *Queensland Plan Act 2014*. The Queensland Plan was released in 2014 and is an aspirational 30 year vision for the state. It identified targets and goals which describe Queenslanders' vision of their ideal future across nine foundation areas: education; community; regions; economy; health and wellbeing; environment; people; infrastructure; and governance.

As part of this review, the Government is seeking feedback from community and business organisations about the Plan and its implementation. In particular, they are seeking feedback on whether the vision outlined in The Queensland Plan still reflects the aspirations of Queenslanders and whether the approach to implementation is still appropriate.

Relevant to local government, they are interested in hearing about how Council has used the Plan in strategic planning and in monitoring progress towards long term goals. Submissions are required by Wednesday 7 November 2018.

Staff have reviewed the online feedback form and have drafted the attached responses for Councillors review prior to submission. The online form has set questions along with the opportunity to provide additional comments at the end of the form. The responses are based on the linkages with Council's Corporate Plan and Shaping Southern Downs Strategy.

### Budget Implications

Nil.

### Policy Consideration

Corporate Plan 2014-2019 Revised Edition

## **Community Engagement**

The Queensland Plan was developed through the largest statewide community engagement activity of its kind ever undertaken in Queensland with contributions from more than 80,000 people across the state.

Council's 2014-2019 Corporate Plan was developed in early 2014 following comprehensive consultation with Councillors, staff and the community and has been revised in the years following.

The level of community engagement undertaken for Council's Shaping Southern Downs strategy was detailed in the Shaping Southern Downs Consultation Summary Report presented to Council at the 22 August 2018 General Meeting. A separate report about Shaping Southern Downs is included in the 24 October 2018 General Meeting agenda.

## **Legislation/Local Law**

The *Queensland Plan Act 2014* outlines the legislative requirements relating to the Queensland Plan. Sections 165 and 166 of the *Local Government Regulation 2012* outlines the requirements relating to the preparation and contents of Council's a five year Corporate Plan.

## **Options**

Council:

1. Provide the attached responses within the online feedback form as its submission to the Department of Premier and Cabinet's Queensland Plan review.
2. Include the Shaping Southern Downs document as part of its submission.
3. Do not provide the attached responses within the online feedback form as its submission to the Department of Premier and Cabinet's Queensland Plan review and provide alternative comments.
4. Do not include the Shaping Southern Downs document as part of its submission.

## **Attachments**

1. The Qld Plan submission [View](#)



Department of Premier of Cabinet  
PO Box 15185  
CITY EAST QLD 4002

**The Queensland Plan Review – Southern Downs Regional Council Submission**

Council has reviewed the Consultation Paper prepared for the review of The Queensland Plan and wishes to submit the following observations.

*To what degree does the vision in The Queensland Plan still reflect your or your organisation's aspirations for Queensland?*

Very well – Council's aspirations for the Southern Downs region as outlined in the 2014-2019 Corporate Plan and Draft Shaping Southern Downs Strategy are consistent with the vision outlined in The Queensland Plan.

*Does the vision in The Queensland Plan address what you think are the key environmental, economic and social trends that are most important for Queensland?*

Mostly – the vision could be improved to include the leveraging of the natural environment to provide social and economic activity and ongoing benefits for Queensland as outlined in Council's Draft Shaping Southern Downs Strategy. Settlement planning and social infrastructure should form part of any key considerations in economic prosperity targets and goals.

*Nine foundations create the framework for The Queensland Plan. All foundations have a number of goal's that highlight what Queenslanders said they wanted to be, do or achieve. Each foundation has one or more high-level targets to focus our efforts towards achieving success.*

- Education – no, the targets and goals do not include the accessibility and affordability of education.
- Community – no, community resilience and self-sustainability should be included in the goals. Goal 5 'In Queensland nobody gets left behind' should be clarified or expanded to reference social inclusion.
- Regions – no, regional growth should be well planned rather than just managed.
- Economy – yes.
- Health and wellbeing – no, the targets and goals do not reflect the importance of open green spaces as outlined in the vision. A goal for green space could include 'Open green spaces will be protected, maintained and expanded'.
- Environment – yes.
- People – no, embracing innovation and new ideas should be included in the targets and goals. Goal 24 should be amended to reference settlement planning rather than just population growth management.

- Infrastructure – no, planning for future demand should be incorporated in to the targets and goals.
- Governance – no, engagement with a diverse range of stakeholders about the government's governance model should be reflected in the goals.

*How do you use the goals, targets and performance measures outlined in The Queensland Plan?*

Councillors and staff regularly utilise The Queensland Plan to provide an advocacy platform for key infrastructure projects and community development initiatives across the region. In addition, The Queensland Plan is used for the identification of project linkages for State and Federal Government funding opportunities whereby applications demonstrate project benefits which will directly contribute to the goals contained within The Queensland Plan.

*Under The Queensland Plan, the community, businesses, industry and government all have a responsibility to contribute to achieving the aspirational vision for Queensland over the next 30 years. These contributions are guided by the Queensland Plan Act 2014 (the Act), The Queensland Plan and the Ambassadors Council. How much does The Queensland Plan inform your strategic and/or long-term plans or actions?*

Council has recently engaged consultants to undertake the Shaping Southern Downs Strategy which is an aspirational document that seeks to capture feedback and input from the community and other interested parties to outline a future and vision for all parts of the Southern Downs region. The Plan articulates four themes, which are Growth, Connectivity, Prosperity and Sustainability. The development and eventual adoption of the strategy will inform the review of the Southern Downs Planning Scheme which is underway at present, as well inform the corporate vision for the organisation.

While not specifically referencing The Queensland Plan, the themes, strategies and actions outlined within the Draft Shaping Southern Downs Strategy generally reflect the goals and targets outlined in the Queensland Plan.

Council's current Corporate Plan expires on 30 June 2018, however consultation and planning for the new five year plan (2019-2024) will commence in early 2019. The Queensland Plan and any subsequent revisions following this review, will inform the corporate planning process and it is anticipated that the goals and targets articulated in The Queensland Plan which are relevant to local government, will influence Council's planned strategic direction. In future, Council will be endeavoring to include more specific performance indicators for measuring progress in achieving its vision and will attempt to link these to The Queensland Plan's primary measures.

Council will use The Queensland Plan and the Shaping Southern Downs Strategy (once adopted) as a communication tool for local representatives.

*The Ambassadors Council promotes awareness of the Plan, encourages the community, business and industry to strive towards its vision and goals, and provides advice to the Premier regarding the implementation of the Plan. Under the Act, the Council must collectively represent the community, business, industry and regional Queensland. Do you think an advisory body, like the Council, is an effective mechanism for engaging community, business and industry in implementation of The Queensland Plan?*

Provided that the members of the Ambassadors Council possess the relevant expertise and experience to fulfil their role and they are actively engaged with a broad range of stakeholders, the body is an effective mechanism for providing advice regarding the implementation of The Queensland Plan. Going forward, the Ambassadors Council may benefit from raising their profile across the community, business and in particular local government. Regular engagement with local governments about the contributions that they can make towards implementing The Queensland Plan would be a progressive step towards collaboration between both levels of government.

*Additional comments on the vision, foundation areas, goals and targets, and implementation of The Queensland Plan:*

Council's observations from the review of The Queensland Plan are that there is a gap in undertaking settlement plans following a comprehensive assessment of settlement patterns and catchment areas. This could be appropriately incorporated within the 'Regions' foundation goals relating to population growth and regional liveability.

Southern Downs Regional Council welcomes the opportunity to provide input in to the review of The Queensland Plan and would be happy to provide further information about the Southern Downs regional planning process and vision.

## 12.8 Quarterly Report on Development Approvals for the July to September quarter 2018

### Document Information

 <b>Southern Downs</b> <small>REGIONAL COUNCIL</small>	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 24 October 2018
	Acting Development Assessment Coordinator	<b>ECM Function No/s:</b> N/A

### Recommendation

THAT Council receives the report and notes its contents.

### Report

This report provides Council with a summary of the number of development related approvals, the timeframe for Council's assessment, the estimated value of these approvals, and identify the approvals which are progressing toward construction.

This report deals with all development approvals in the development cycle for the July to September 2018 quarter, and relates to the following application types:

- Material Change of Use
  - Other associated applications
  - Works on Local Heritage Places
- Reconfiguring a Lot
  - Other associated applications
- Plans of Subdivision (Survey Plans)
- Operational works
- Building applications
- Plumbing and drainage applications and
- Temporary event permits.

The Planning and Development office issued all the decisions within legislated timeframes in accordance with the *Sustainable Planning Act 2009*, the *Planning Act 2016* and the *Plumbing and Drainage Act 2002*.

The figures provided in relation to Building applications refer to Council certified applications only. No data in relation to private building certification is provided.

#### 1.0 Number of applications decided in third quarter of 2018:

This table summarises the number of applications decided in the quarter.

<b>Applications</b>	First quarter 2017	<b>First quarter 2018</b>	Second quarter 2017	<b>Second quarter 2018</b>	Third quarter 2017	<b>Third quarter 2018</b>
Material Change of Use	22	<b>19</b>	33	<b>52</b>	35	<b>28</b>
- Negotiated	2	<b>2</b>	5	<b>10</b>	4	<b>7</b>

<b>Applications</b>	<b>First quarter 2017</b>	<b>First quarter 2018</b>	<b>Second quarter 2017</b>	<b>Second quarter 2018</b>	<b>Third quarter 2017</b>	<b>Third quarter 2018</b>
decisions						
- Change to an existing approval	2	<b>4</b>	2	<b>9</b>	6	<b>6</b>
Reconfiguring a lot	10	<b>6</b>	9	<b>25</b>	13	<b>23</b>
- Negotiated decisions	0	<b>1</b>	1	<b>1</b>	2	<b>2</b>
- Change to an existing approval	2	<b>2</b>	1	<b>4</b>	2	<b>3</b>
Survey Plans	6	<b>10</b>	10	<b>9</b>	25	<b>17</b>
Operational works	1	<b>5</b>	5	<b>5</b>	1	<b>7</b>
Building	28	<b>28</b>	28	<b>31</b>	33	<b>38</b>
Plumbing & drainage	71	<b>28</b>	72	<b>56</b>	84	<b>86</b>
Temporary events	2	<b>1</b>	1	<b>1</b>	4	<b>2</b>
<b>TOTALS</b>	140	<b>103</b>	165	<b>125</b>	209	<b>175</b>

## 2.0 Decision timeframe

Please note that the assessment times exclude the time when an application is referred to the State Department of Infrastructure, Local Government and Planning (DILGP) for input, or when additional information for an application is requested. DILGP has 30 business days to review and decide an application referred to them, and this assessment period is over and above that of Council's.

### 2.1 Land-use, operational works and building applications

The Integrated Development Assessment System (IDAS) in the *Sustainable Planning Act 2009* and the Development Assessment Rules in the *Planning Act 2016* stipulate the development assessment process, and establishes timeframes in which all land-use; operational works and building applications **must** be decided. IDAS allows the assessing authority (in this case Council) 20 business days, since the last action taken by the applicant and 35 business days total under the *Planning Act 2016*, minus the Information Request period\*, to decide an application. The following table outlines the average time in business days Council's Planning and Development office takes to assess and decide delegated applications.

<b>Applications</b>	<b>First quarter Timeframe (b.d.)</b>	<b>Second quarter Timeframe (b.d.)</b>	<b>Third quarter Timeframe (b.d.)</b>
Material Change of Use:			
- Delegated	19.76	21.81	13.64
- Council meeting	18.33	29.25	24.00
Reconfiguring a lot:			
- Delegated	16.33	16.05	12.52
- Council meeting			
Operational works	8	6.14	4.28
Building	14.4	12.77	12.97

\* An application is applicant driven, and Council cannot proceed with assessment unless the required actions, such as referral to DILGP, and public notification, are completed by the applicant.

To further speed up low risk applications, the Planning and Development Office introduced a "Rapid Assessment Report Format", referred to as RAPID, through which such applications are reviewed and decided. From the statistics it is clear that Council's decision-making time, in business day, are consistently less than what is set out in IDAS and the Development Assessment Rules.

## 2.2 Plan of subdivision

The *Sustainable Planning Act 2009* and the *Planning Act 2016* stipulates the assessment process and legislative timeframes in which a plan of subdivision **must** be issued by Council. The Act allows 10 business days to issue the signed Survey Plan.

The average period for processing a plan of subdivision is 3.1 business days.

It should be noted that five (5) of the survey plans were processed on the same day they were lodged with Council, and a further six (6) completed with two days.

## 2.3 Plumbing and drainage applications

The *Plumbing and Drainage Act 2002* stipulates the assessment process, and legislative timeframes in which plumbing and drainage applications **must** be decided. The Act allows 20 business days, to decide an application, and this timeframe includes all inspections.

The average assessment period for a plumbing application is 8.88 business days.

## 3.0 Estimated value of the applications

Calculating the value of an approval is done by estimating the value of the future development at today's dollar value. The value of the applications decided in the September 2018 quarter is estimated as follows:

Applications	Value (\$)
Operational works	\$1,821,267.00
Building	\$3,368,870.00

\*\* These values are a projection, and have been collated from verbal reports from applicants and details provided on the application forms. These values will change over time.

## 4.0 Developments which are proceeding

The strongest indication of a development proceeding, once a Development permit is issued, is the submission of subsequent Operational works, Building, and Plumbing and drainage applications.

In the September 2018 quarter, the following developments have progressed:

- MCU\01928 – Medium impact industry (Extension to existing industrial use - Warehouse, Carpark and Internal Roads) 120-130 McEvoy Street & 5-7 Activity Street, Warwick  
Integria Health Care (Australia) Pty Ltd - Approved 5 April 2018  
OPW\000127 – Operational Works (earthworks, car parking and stormwater drainage infrastructure).
- RC\01590 - Subdivision 1 into 16 lots - 18 Miller Street and 232-234 Wood Street, Warwick  
Daldon Pty Ltd - Approved 5 May 2016  
OPW\000129 - Operational Works (earthworks, roadworks, water infrastructure, sewerage infrastructure and stormwater drainage infrastructure).

## 5.0 Initiatives and Improvements

### 5.1 The September 2018 quarter:

Human Resources:

We have seen two additions to the planning team since the last quarterly report:

- Sean Beck joined the team in June providing much needed assistance in development assessment and planning enquiries; and
- Geoff Reid joined the team in September as a Planning Officer for a temporary 12 month assignment.

14th Annual Planners Forum:

SDRC held the 14<sup>th</sup> Annual Planners Forum in Ballandean this quarter, with attendees coming from the Darling Downs and South West.

The forum included a presentation from representatives of Planning NSW on regional planning (cross-border infrastructure and service delivery protocols).

Other topics presented and discussed included:

- planning for rural tourism in Queensland, an overview of the issue and State Planning Policy;
- Gold Coast tourism planning – the good, the bad and the ugly;
- green infrastructure – what it is and how it helps in marketing a region;
- the challenges of short stay accommodation in residential areas; and
- feedlots, fine wines, farm stays – dealing with contested space in the rural zone.

## 5.2 December 2018 quarter:

Assessing and deciding applications:

Continue to encourage and promote applicants to arrange pre-lodgment meetings prior to lodging a formal development application. This is to promote continued improvement in the quality of applications coming to Council and efficiency in the assessment and decision making process.

### **Budget Implications**

Nil

### **Policy Consideration**

Nil

### **Community Engagement**

The planning applications that were Impact assessable underwent public notification in accordance with the *Planning Act 2016*.

### **Legislation/Local Law**

*Building Act 1975*

*Plumbing and Drainage Act 2002*

*Sustainable Planning Act 2009*

*Planning Act 2016*

Southern Downs Planning Scheme

Local Law No. 1 (Administration) 2011

Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011

### **Options**

Council:

1. Receive and note the summary of the development approvals statistics for the July to September 2018 quarter.
2. Do not receive and note the summary of the development approvals statistics for the July to September 2018 quarter.

**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 Request for Tender - Emu Swamp Dam Approvals**

#### **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.

### **16.2 Request for Temporary Relaxation of Recycled Water Charges**

#### **Reason for Confidentiality**

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

### **16.3 RFT 18\_168 Supply, Delivery and Long Term Hire of 3 Steel Drum Rollers**

#### **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.

### **16.4 Tender 19\_033 Construct Outdoor Burial Wall - Warwick Cemetery**

#### **Reason for Confidentiality**

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

### **16.5 September 2018 Monthly Report 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.

### **16.6 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.

### **16.7 Proposed sale of Council owned land**

#### **Reason for Confidentiality**

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

### **16.8 Flying Fox Management**

#### **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 Audit and Risk Management Committee Meeting - 10 October 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.