



SOUTHERN DOWNS REGIONAL COUNCIL GENERAL MEETING OF COUNCIL

In accordance with Section 277E of the Local Government Regulation 2012 it is not practicable for the public to attend the meeting because of health and safety reasons associated with the public health emergency involving COVID-19.

The meeting will therefore be closed to the public, with only Councillors and staff essential for the functioning of the meeting in attendance. Consistent with Council's legislative responsibilities, the minutes of Council's meeting will be made available for inspection by the public on its website.

Dear Councillors

Your attendance is hereby requested at the General Meeting of Council to be held in the Warwick Town Hall, Palmerin Street, Warwick on **Wednesday, 29 April 2020 at 9:00AM.**

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

David Keenan

CHIEF EXECUTIVE OFFICER

23 April 2020

ORDER OF BUSINESS:

ACKNOWLEDGEMENT TO COUNTRY	1
1. PRAYER & CONDOLENCES	1
2. ATTENDANCE	1
3. APOLOGIES.....	1
4. READING AND CONFIRMATION OF MINUTES.....	1
4.1 General Council Meeting - 25 March 2020.....	1
4.2 Special Council Meeting - 15 April 2020	1
5. ACTIONS FROM COUNCIL MEETINGS	2
5.1 Actions from Previous Council Meetings.....	2
6. DECLARATIONS OF CONFLICTS OF INTEREST	6
7. MAYORAL MINUTE	6
Nil	
8. READING AND CONSIDERATION OF CORRESPONDENCE	7
8.1 Correspondence	7
9. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS.....	15
Nil	
10. EXECUTIVE SERVICES REPORTS.....	16
10.1 Election of LGAQ Policy Executive District Representatives 2016-2020 .	16
10.2 Quarterly People and Culture Report.....	28
11. CORPORATE SERVICES REPORTS	34
11.1 Finance Report 31 March 2020.....	34
11.2 Operational Plan Quarterly Review - January to March 2020.....	49
11.3 Audit and Risk Management Committee - New Representatives	63
11.4 Asset Management Report	70
12. INFRASTRUCTURE SERVICES REPORTS	75
12.1 Infrastructure Services Directorate Monthly Report.....	75
12.2 Renaming a Section of Scrymgeour Road, Rosenthal Heights	83
12.3 Renaming a Section of Acacia Street, Killarney	88
12.4 Water Contingency Plan	95
13. SUSTAINABLE DEVELOPMENT REPORTS.....	102
13.1 Quarterly Report on Development Approvals for the January to March Quarter 2020	102
13.2 Pest Management Advisory Committee Meeting Minutes - 10 March 2020	106

14.	REPORTS OF DEPUTATION OR CONFERENCE & REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES	116
	Nil	
15.	NOTICES OF MOTION	116
	Nil	
16.	GENERAL BUSINESS	116
17.	CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS	116
17.1	Consideration of Deferral of Capital Assistance Loans	117
17.2	Application for Rates Deferral - PID 133585	117
17.3	Request to Waive Sewer Charges - PID 32360	117
17.4	YMCA Monthly Report - March 2020 - WIRAC	117
17.5	RFT 20_140 Water Meters Replacement Program	117
17.6	RFT 20_119 - McEvoy Street SPS6 Refurbishment.....	117
17.7	RFT 20_131 Supply & Delivery of One (1) Dual Cab Tip Truck and Crane	117
17.8	RFT 20_144 Supply & Delivery of Three (3) Dual Cab Light Trucks	117
17.9	20_146 Supply and Delivery of Fifteen (Various Vehicles).....	118
17.10	Contract RFT 20_198 Freestone Road, Freestone Refurbishment 19/20118	
17.11	Request for Building Fees Waiver.....	118

ACKNOWLEDGEMENT TO COUNTRY

- 1. PRAYER & CONDOLENCES**
- 2. ATTENDANCE**
- 3. APOLOGIES**
- 4. READING AND CONFIRMATION OF MINUTES**

4.1 General Council Meeting - 25 March 2020

Recommendation

THAT the minutes of the General Council Meeting held on Wednesday 25 March 2020 be adopted.

4.2 Special Council Meeting - 15 April 2020


Recommendation

THAT the minutes of the Special Council Meeting held on Wednesday 15 April 2020 be adopted.

5. ACTIONS FROM COUNCIL MEETINGS

5.1 Actions from Previous Council Meetings

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 29 April 2020
	Chief Executive Officer	ECM Function No/s: 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 General Council Meeting held 25 March 2020 and the Special Council Meeting held 15 April 2020.

Copies of the Actions Reports are attached.

Attachments

1. Actions from General Council Meeting 25 March 2020 [↓](#)
2. Actions from Special Council Meeting 15 April 2020 [↓](#)



ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING

Date From: 25/03/2020

Date To: 25/03/2020

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
25/03/2020	2.1	Meeting via Video-Link	Keenan, David	30 Mar 2020 - 2:20 PM - David Keenan Action completed by: Seymour, Marion Noted	30/03/2020
25/03/2020	5.1	Actions from Previous Council Meetings	Keenan, David	30 Mar 2020 - 2:20 PM - David Keenan Action completed by: Seymour, Marion Noted	30/03/2020
25/03/2020	8.1	Correspondence	Keenan, David	30 Mar 2020 - 2:20 PM - David Keenan Action completed by: Seymour, Marion Noted.	30/03/2020
25/03/2020	8.2	Late Correspondence - Warwick Work Camp	Keenan, David	30 Mar 2020 - 2:20 PM - David Keenan Action completed by: Seymour, Marion Noted.	30/03/2020
25/03/2020	10.1	Change of Date: April 2020 General Council Meeting	Keenan, David	30 Mar 2020 - 2:20 PM - David Keenan Action completed by: Seymour, Marion Public notice for change of date advertised.	30/03/2020
25/03/2020	11.1	Financial Report as at 29 February 2020	Gross, Helen	1 Apr 2020 - 10:35 AM - Helen Gross Received and noted by council 1 Apr 2020 - 10:36 AM - Helen Gross Action completed by: Gross, Helen Received and noted by Council	1/04/2020
25/03/2020	12.1	Infrastructure Services Directorate Monthly Report	McKenzie, Seren	8 Apr 2020 - 1:43 PM - Seren McKenzie Action completed by: Fagan, Barb Noted	8/04/2020
25/03/2020	12.2	Water Contingency Plan	Rathod, Lalji	8 Apr 2020 - 1:43 PM - Lalji Rathod Action completed by: Fagan, Barb Noted	8/04/2020
25/03/2020	13.1	Material Change of Use - Ian and Christine Robins, 19 Church Road, The Summit	Schramm, Georgina	30 Mar 2020 - 4:54 PM - Georgina Schramm Action completed by: Bilbrough, Allison Decision Notice & Statement of Reasons emailed to applicant.	30/03/2020
25/03/2020	16.1	Suspension of Council Meeting	Keenan, David	30 Mar 2020 - 2:21 PM - David Keenan	30/03/2020



ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING

Date From: 25/03/2020

Date To: 25/03/2020

^MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
				Action completed by: Seymour, Marion Noted.	
25/03/2020	17.1	Write Off Sundry Debtor Charges - DN 5163	Gow, Lachlan	15 Apr 2020 - 10:23 AM - Lachlan Gow Debt amount written off 15 Apr 2020 - 10:24 AM - Lachlan Gow Action completed by: Gow, Lachlan Debt amount written off	15/04/2020
25/03/2020	17.2	Audit and Risk Management Committee Meeting Minutes - 28 February 2020	Collins, Jody	16 Apr 2020 - 11:39 AM - Jody Collins 28/02/20 ARMC meeting minutes distributed. 16 Apr 2020 - 11:40 AM - Jody Collins Action completed by: Collins, Jody 28/02/20 ARMC meeting minutes distributed.	16/04/2020
25/03/2020	17.3	YMCA Monthly Report - February 2020 - WIRAC	Keir, Dianna	31 Mar 2020 - 4:29 PM - Dianna Keir Action completed by: Keir, Dianna Council resolution noted.	31/03/2020
25/03/2020	17.4	External Investigation	Keenan, David	14 Apr 2020 - 11:27 AM - David Keenan Action completed by: Seymour, Marion OIA and complainant advised of Council's decision.	14/04/2020



ACTIONS FROM PREVIOUS SPECIAL COUNCIL MEETING

Date From: 15/04/2020

Date To: 15/04/2020

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
15/04/2020	4.1	Appointment of Deputy Mayor	Keenan, David	<i>22 Apr 2020 - 11:11 AM - David Keenan</i> Action completed by: Seymour, Marion Noted.	22/04/2020
15/04/2020	4.2	Council Meeting Schedule	Keenan, David	<i>22 Apr 2020 - 11:12 AM - David Keenan</i> Action completed by: Seymour, Marion Noted.	22/04/2020
15/04/2020	4.3	Appointment of Chairman and Deputy Chairman of Local Disaster Management Group	Keenan, David	<i>22 Apr 2020 - 11:14 AM - David Keenan</i> Action completed by: Seymour, Marion Noted - Disaster Coordinator advised.	22/04/2020
15/04/2020	5.1	Audit and Risk Management Committee - New Representatives	Collins, Jody	<i>16 Apr 2020 - 11:41 AM - Jody Collins</i> Action completed by: Collins, Jody Report prepared for 29 April 2020 General Meeting agenda.	16/04/2020

6. DECLARATIONS OF CONFLICTS OF INTEREST


7. MAYORAL MINUTE

Nil

8. READING AND CONSIDERATION OF CORRESPONDENCE

8.1 Correspondence

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 29 April 2020
	PA to Mayor & CEO	ECM Function No/s:

Recommendation

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

Report

1. **Director-General, Department of Local Government, Racing and Multicultural Affairs** outlining key activities their Department is delivering to support Queensland Councils (copy attached).

Action: Noted.

2. **Regional Director, Department of Education** providing information regarding school operations for the commencement of Term 2 due to COVID-19 restrictions (copy attached).

Action: Noted

3. **Board of Southern Queensland Landscapes** letter of congratulations to Mayor and Councillors on their recent election (copy attached).

Action: Noted

Attachments

1. Letter from Department of Local Government, Racing and Multicultural Affairs [↓](#)
2. Letter from Department of Education [↓](#)
3. Letter from Board of Southern Queensland Landscapes [↓](#)



Department of Local Government,
Racing and Multicultural Affairs

Our ref: DGBN20/357

21 April 2020

Mr David Keenan
Chief Executive Officer
Southern Downs Regional Council
David.Keenan@sdrcl.qld.gov.au

Dear Mr Keenan

I write regarding the commencement of the new Council term and to update you on key activities the Department of Local Government, Racing and Multicultural Affairs is delivering to support Queensland's Councils.

New approach to Council induction training

As you may be aware, as a result of current travel and other COVID-19 restrictions the Department will no longer be able to offer face-to-face Councillor induction training.

In its place, the Department is inviting all Mayors and Councillors to participate in a telephone or video conference session, with a separate conference for each individual Council.

The session will be conducted by the Department's Regional Advisors and will cover a brief overview of the Department and Councillor responsibilities. It will also provide the opportunity to ask questions and establish contact with Regional Advisors, who as always will be available on an ongoing basis to continue to provide support and advice.

For practical reasons, the Department has determined that the most appropriate session length is approximately 1.5 hours, rather than a full day, as Councillors will be required to participate via computer screen or telephone, and in many instances remotely, including from their home, and while balancing family or other responsibilities.

Video conference sessions will be conducted by the Department, primarily using Microsoft Teams. This will not require Councils or Councillors to download specific software but will require internet access or telephone access (for anyone dialling into the meeting).

1 William Street Brisbane
PO Box 15009 City East
Queensland 4002 Australia
Telephone +61 7 3452 7009
ABN 251 66 523 889

For Councils that have Microsoft Teams, please speak to your IT department about having the Department's domains (dsdmip.qld.gov.au and dlgrma.qld.gov.au) added, which will enable not only Meetings but Instant Messaging and Teams to Teams telephone calls / video chat.

Regional Advisors will be in contact directly with Councils to make the arrangements for a video conference session.

Post-election statutory requirements checklist

The Department has also prepared a post-election statutory requirements checklist and calendar to assist Councils with their post-election processes.

The checklist covers mandatory legislative requirements and administrative actions necessary during the initial period of the new Local Government term, up to and including the adoption of Council budgets. It includes, for example, information regarding Councillor handovers, meeting requirements post-election and appointment requirements, making it easier for Councils to comply with legislative requirements in a timely manner.

A copy of the checklist is available at www.dlgrma.qld.gov.au by clicking on 1) Local Government, 2) Governance, 3) Local Government elections and 4) Transition arrangements.

To discuss the Department's induction training, the checklist or any other matters related to the commencement of the new Council term, please contact the Department's Regional Advisor for your Council.

I look forward to working with you throughout the term.

Yours sincerely



Warwick Agnew
Director-General



Department of
Education

20 April 2020

Mayor
Southern Downs Shire Council
Cr Victor Pennisi Mayor
64 Fitzroy St
Warwick QLD 4370

Dear Mayor Pennisi

I thought it timely to write to you as we commence Term 2 of the school year to provide further information that may support you and your office with any queries related to school operations.

I am sure you are aware as part of the Queensland Governments response to the COVID-19 pandemic, State Schools in Queensland have moved to a learning model for the first five weeks of Term 2. This arrangement is in place until at least the 22 May 2020, noting there has been a commitment to provide further advice about school operations that will be in place after that time period.

From today, Queensland students who are able to be supervised at home and learn from home are to stay home, except for vulnerable students and the children of essential workers who must attend their place of work.

I appreciate that at this time many parents and community members may be seeking information related to the new arrangements. The most up-to-date advice to support community members is available by following this link to the Department of Education website <https://qed.qld.gov.au/about-us/news-and-media/novel-coronavirus>

Additionally, the Department has also provided *Frequently Asked Questions for Parents* advice which is available on the Department of Education website by following this link:

<https://qed.qld.gov.au/about-us/news-and-media/novel-coronavirus/frequently-asked-questions-for-parents>

All state schools have written to their community to provide further advice about the commencement of the home-based learning model and I have also attached to this letter a

**Darling Downs
South West Region**

178 Hume Street
Toowoomba
PO Box 38
Toowoomba
Queensland 4350 Australia
Telephone (07) 4616 3771
Facsimile (07) 4616 3701
Website www.education.qld.gov.au

copy of the template letter that has been localised and forwarded to the school community by each principal in your local area.

We are indeed facing many challenges in our school communities as we work to support our students, staff and families throughout the COVID-19 crisis. As always, I ask you to encourage any families seeking support or information to contact their schools in the first instance.

I thank you for your support of our schools and encourage you to feel free to contact me if you have any questions related to supporting students, parents and the school community via email: leanne.wright@qed.qld.gov.au or phone 07 4616 3722

Kind regards



Leanne Wright
Regional Director
Darling Downs South West Region

Message from principals to parents and caregivers

Dear parents and caregivers

As the COVID-19 situation continues to develop, our school has been planning for a variety of scenarios — the main scenario being that children and students may need to learn at home during Term 2. I am writing to confirm the arrangement for our school for Term 2.

Term 2 arrangements — Weeks 1–5

The Queensland Government has decided that, in order to reinforce social distancing across the community and slow the spread of COVID-19, students will move to a home-based learning model from 20 April 2020 until at least 22 May 2020 (Weeks 1 to 5 of Term 2). A decision about the remainder of Term 2 will be made by mid-May. During this period, **all students who are able to be supervised at home and learn from home are to stay home.**

As was the case for the student-free days prior to school break, there will be exceptions for some students who will continue to be able to attend school: those whose parents or carers work in essential roles and must attend their workplace and cannot access alternative care, students identified as vulnerable, and students in designated Indigenous communities.

Each week, we will ask parents of these children to advise the school if they require their children to be supervised at school during this period.

Outside School Hours Care (OSHC)

OSHC services will continue to operate before and after school care where there is demand for services and particularly for vulnerable or children of essential workers. This will include on-site OSHC or other services off site that cater for school age children, such as long day care or family day care. Parents are encouraged to check with their local service.

Preparing for home learning

I acknowledge this is a challenging time for you and your child as you prepare to help them to learn from home. Our teachers and school staff have been working hard to plan for this approach and have developed learning programs that best suit the students at our school. Your child's teacher will be in contact with you to let you know what to expect and how you can best support your child's learning. We understand that some families may not have access to IT resources. Not all learning will be online, however your child's teacher will discuss the possibility of loaning a school device to your child during the next few weeks if needed.

You may wish to explore the Department of Education's range of learning@home parent resources online at <https://education.qld.gov.au/curriculum/learning-at-home>. The department is also working with television networks to develop new televised educational programs that will be broadcast on TV a number of days a week. Further information about these programs will be made available in the near future.

Please know that we are here to support you and your children. With our preparation and guidance and your support, I am confident that students will continue to learn and grow in Term 2.

To support parents and carers, some tips have been put together to make the transition easier:

- Treat the first week as a 'starting school' or orientation type of week. Not everything will go to plan, and it might take a while to work out how to find and use the right resources and understand what's best for you and your child. The 'how to' will come first, and then the learning.

- Remember that your child's teacher usually divides their attention between up to 28 students who all work at different paces and need different levels of support. At home, two to three hours of learning each day will usually be plenty. Try using a range of other activities to keep children engaged and stimulated without becoming overwhelmed.
- Routines and consistency can be a source of comfort for parents and children alike, but keep in mind that your routine doesn't have to be the same as a school routine. If you use a timetable at home, make sure it's manageable for everyone and flexible enough that you can adapt it as you learn what works.
- This situation presents an opportunity for students to find out more about themselves as learners and to become more confident in self-directing their learning. Encourage your child to take responsibility for not only learning but also for staying in touch with their teacher, their class and their friends and community.
- If your child is finding a task difficult, make suggestions and answer questions, but try to let them figure things out for themselves as much as possible. Give them opportunities, where appropriate, to take control of their own learning.
- Remember this is new for us, too. You can help us succeed by letting us know if you're unsure about something and using the preferred contact time and method that your teacher will advise you of.

Further information on supporting your child, maintaining healthy learning routines and setting up a learning space at home can be found at <https://education.qld.gov.au/curriculum/learning-at-home/wellbeing-of-students>

While there will be some adjustments along the way as we learn together, our teachers are here to support your child's learning. Please stay connected with your teacher, to our school and to one another.

Thank you

Thank you for the support you are providing both your child and the school during these difficult times. You would have seen that all over Australia and the world, schooling systems are experiencing the same challenges with many countries also moving to home-based learning in response to COVID-19.

Our dedicated teachers and support staff continue to be here to teach and support your child. Together we will be learning and doing all we can to support you in this new mode of home-based learning. I assure you we will continue to maintain close contact with you over the next few weeks to provide learning for your child and together we will support each other and see all of our students continue to grow.

Regards
Principal



266 Margaret Street, Toowoomba QLD 4350
Phone: (07) 4620 0111
companysecretary@sqlandscapes.org.au
ABN: 40 627 143 202

14 April 2020

Cr Vic Pennisi
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370

Email: mail@sdrc.qld.gov.au

Dear Cr Pennisi *Vic,*

I write on behalf of the Board of Southern Queensland Landscapes to congratulate you on your election as Mayor of Southern Downs Regional Council. Please also convey our congratulations to the incoming Councillors, as well as our wishes for a very successful term of office.

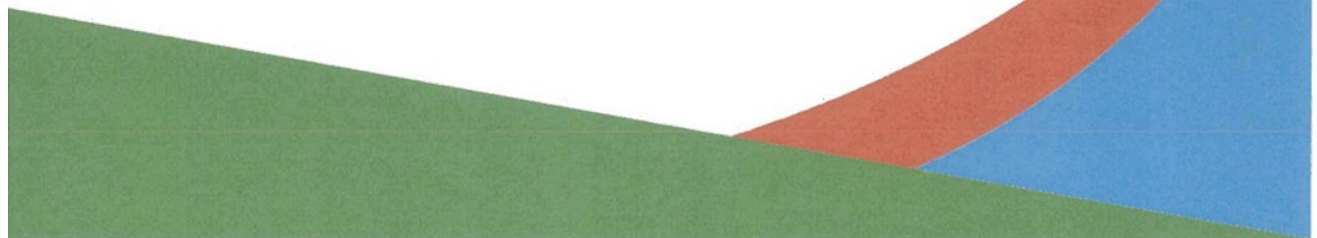
We are living in interesting and complex times where our communities need solid and confident leadership. Our communities look to your Council for guidance and understanding through and beyond the COVID-19 period so that they can enjoy flourishing landscapes, health and wellbeing as well as productive lives. Our company is keen to meet with you and your Council at your earliest convenience to agree ways to work together in partnership to maximise opportunities and outcomes for your community once the current social distancing environment is lifted.

Enclosed for your information is our company's Strategic Plan. We have offices in Toowoomba, Roma and Charleville. I can also assure you of our support and commitment to protecting our communities during these unprecedented times.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Bruce Scott", written over the words "Yours sincerely".

The Hon Bruce Scott
Chairman
Southern Queensland Landscapes
chair@sqlandscapes.org.au




9. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

Nil

10. EXECUTIVE SERVICES REPORTS

10.1 Election of LGAQ Policy Executive District Representatives 2016-2020

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 29 April 2020
	Chief Executive Officer	File Ref: 14.10.10

Recommendation

THAT Council endorse the nomination of Cr Jo McNally as the District No. 4 – Darling Downs Representative to the LGAQ's Policy Executive for the period 2020-2024.

Report

The Local Government Association of Queensland ("LGAQ") have called nominations for the election of District Representatives to the Association's Executive for the period 2020-2024 in accordance with Rule 5.4 of the Association's Constitution and Rules. Nominations close at 5.00pm on Friday 1 May 2020. Councils within an Electoral District are entitled to nominate candidates for election from amongst elected members of the Councils within their District.

Southern Downs is entitled to nominate a candidate for election from amongst its elected members or an elected member from any other of the Councils within District No. 4 – Darling Downs, which include Goondiwindi, Toowoomba and Western Downs Regional Councils.

Cr Jo McNally has indicated that she will be a candidate for District No. 4 - Darling Downs following the retirement of Cr Ray Brown. Cr McNally is a Graduate of the Institute of Company Directors and the region's Board Member on the Australian Local Government Women's Association with experience in advocating for issues that impact smaller Regional Councils.

If there is more than one nomination per District, an election by postal ballot will apply. If an election is required, the "first past the post" voting system will apply.

Attached is information from LGAQ regarding voting entitlements, meeting obligations and meeting fees.

Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

Nil

Options

Council:

1. Endorse the nomination of Cr Jo McNally as the District No. 4 – Darling Downs Representative to the LGAQ's Policy Executive for the period 2020-2024. Nominate a candidate from amongst Council's elected members.
2. Nominate a candidate from another Council within District No. 4, i.e Goondiwindi, Toowoomba and Western Downs Regional Councils.
3. Not nominate a candidate.

Attachments

1. LGAQ Letter and Attachments [↓](#)



7 April 2020

DISTRICT NO.04 - DARLING DOWNS

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

david.keenan@sdr.c.qld.gov.au

Dear Mr Keenan,

**ELECTION OF THE LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND'S (LGAQ) POLICY
EXECUTIVE DISTRICT REPRESENTATIVES 2020-2024**

In accordance with Rule 5.4 of the Association's Constitution and Rules, nominations are hereby called for the election of District Representatives to the Association's Policy Executive for the period 2020-2024.

Please note, this is not an election for Local Government District Associations. In many cases the District Local Government Association areas and the LGAQ Electoral Districts are not the same.

Councils within an Electoral District are entitled to nominate candidates for election from amongst elected members of the Councils within their District.

If there is more than one nomination per District, an election by postal ballot will apply. If an election is required, the "first past the post" voting system will apply.

Councils within the District:

Goondiwindi, Southern Downs, Toowoomba, Western Downs

Please find attached:

Attachment 1A:	Policy Executive Members Information Schedule
Attachment 1B:	LGAQ Corporate Governance Charter
Attachment 1C:	Fees, reimbursements and insurance.

Attachment 2: Nomination Form for your District.

PLEASE NOTE:

- Nominations close at 5.00pm, **Friday 1 May 2020** and must be received by the Chief Executive Officer by that time **nominated email address: returning_officer@lgaq.asn.au**.
- If you intend to nominate a person, you are encouraged to have the matter considered at your Statutory Meeting following the Quadrennial Elections held on Saturday, 28 March 2020.
- A Ballot Paper (if necessary) will be sent to you immediately upon the close of nominations.

Members elected at this time take up their position in **June 2020** and, subject to the Rules, hold office until **June 2024**.

If you have any queries, please do not hesitate to call me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Greg Hallam', is written over a light grey circular stamp.

Greg Hallam AM
CHIEF EXECUTIVE OFFICER



ATTACHMENT 1A

POLICY EXECUTIVE MEMBERS INFORMATION SCHEDULE

MEETING OBLIGATIONS

The Executive currently has six (6) regular meetings each year, however this frequency can be varied by the Policy Executive. With the exception of one regional meeting and the meeting which precedes the Annual Conference, the Policy Executive meets at Local Government House in Brisbane. The dates are as follows:

Policy Executive Dates 2020

7-Feb-20	8:30am to 3:00pm	Policy Executive Meeting	LGAQ House	Boardroom
17-Apr-20	8:30am to 3:00pm	Policy Executive Meeting	LGAQ House	Boardroom
25-Jun-20	8:30am to 4:00pm	Induction for New Members	LGAQ House	Boardroom/Brolga/Orchid
	6:00pm	Dinner	TBC	TBC
26-Jun-20	8:30am to 3:00pm	Policy Executive Meeting	LGAQ House	Boardroom
14-Aug-20	8:30am to 3:00pm	Policy Executive Meeting	LGAQ House	Boardroom
18-Oct-20	TBC	Policy Executive Meeting	Gold Coast	TBC
11-Dec-20	8:30am to 3:00pm	Policy Executive Meeting	LGAQ House	Boardroom

Special Meetings may be called as required. Meetings by way of telephone hook-up may also be held.

Policy Executive Members may also be appointed to represent the Association on statutory boards and committees as well as ad hoc bodies. These appointments are made by the Policy Executive following consultation with member councils.

Members elected at this time take up their positions in **June 2020**, and subject to the Rules, hold office until **June 2024**.

6 April 2020

CORPORATE GOVERNANCE CHARTER

January 2020



Background

The purpose of the Local Government Association of Queensland (LGAQ) is to be the peak body for local government in Queensland with a vision of strong and effective local government. Our mission is to strengthen the ability and performance of local government to better serve the community.

This Corporate Governance Charter defines the role, responsibilities and authorities of the Policy Executive and the Board of the LGAQ, along with the role and function of individual Executive Representatives and Directors.

LGAQ is committed to effective governance practices which reflect accountability, transparency, and professional integrity within an inclusive framework based on trust and intellectual honesty.

The LGAQ Board and Policy Executive have previously resolved to adopt a number of corporate objectives including:

- ✦ Establish a leadership reputation for advocacy & representation
- ✦ Establish a leadership reputation for integrity (trusted and authoritative)

Furthermore, the Board and Policy Executive have also resolved to adopt the corporate values of: **Accountable; Trusted; Empowered.**

Together these elements provide the foundation for the Association's policy initiatives and activities.

This Charter is intended to assist the Policy Executive and Board by:

- ✦ Providing clear guidelines on roles, responsibilities and relationships of the Policy Executive, Board, Directors and Executive Representatives;
- ✦ Identifying key principles for effective corporate governance to allow "best practice" performance;
- ✦ Ensuring appropriate accountability of the Policy Executive and Board to LGAQ members;
- ✦ Ensuring that the link between the Association's corporate objectives and values and the activities of members of the Board and Policy Executive is identified and understood.

The Charter also provides valuable information for new Directors and Executive Representatives, facilitating the induction process. As stipulated in the LGAQ Constitution (Rule 6.7(17)), Directors and Executive Representatives are required to comply with this Charter.

2 Corporate Governance Principles and Structure

Within the private sector, corporate governance is regarded as the system by which companies are directed and managed. It influences how the objectives of the company are set and achieved, how risk is monitored and assessed, and how performance is optimised. Good corporate governance structures encourage companies to create value (through entrepreneurship, innovation, development and exploration) and provide accountability and control systems commensurate with the risks involved.

Corporate Governance for LGAQ is broadly defined as the processes used to represent member interests, including the way in which decisions are made on policies and strategies and how these are actioned to obtain an optimal return for members as the key stakeholders of the Organisation.

Corporate Governance arrangements for LGAQ include:

- ✦ The role of Annual Conference;
- ✦ The election of Executive Representatives;
- ✦ The role of the Policy Executive;
- ✦ The role of the President of the Board ("President");
- ✦ The role of the Board;
- ✦ The role of the CEO.

Whilst Directors and Executive Representatives are encouraged to refer to the Constitution of LGAQ for details of the role of Annual Conference, the composition and election of the Policy Executive and Board, the powers and duties of the Policy Executive and Board, and the powers and functions of the CEO and other officers, the following is a brief summary of the key points.

LGAQ's Annual General Meeting of member councils (Annual Conference) is the Association's supreme decision-making body responsible for setting the overall policy direction of LGAQ and electing the President (Rule 6.3 of the Constitution). In a separate process, LGAQ's member councils elect 15 District Representatives (Rule 5.1 of the Constitution) who, together with the President, form the Association's Policy Executive. The President is the only member of the Policy Executive who does not represent a district.

The Policy Executive is responsible for: appointing three Directors to join the LGAQ President in forming the LGAQ Board; appointing the CEO; approving the annual budget of the Organisation; and determining the Association's policy on behalf of member councils (in line with the overall direction set at Annual Conference). The Policy Executive may delegate any of its powers to a Committee appointed out of its number (Rule 5.13 of the Constitution).

The LGAQ Board is responsible for the operation of the business of the company (Rule 6.7 of the Constitution). It is authorised to exercise all of the Organisation's powers that are not required to be exercised by Annual Conference. The Board is responsible for adopting a strategic plan before the end of each financial year. The Board may delegate any of its powers to a Committee appointed out of its number (Rule 6.15 of the Constitution).

The President is the highest elected official of LGAQ and chairs General Meetings, including the Annual General Meeting, and meetings of the Board and Policy Executive.

The CEO is responsible for day-to-day management of the Organisation, subject to the Board's instructions (Rule 6.7 of the Constitution). The CEO's powers may only be exercised after full consultation with the President; and the President must be kept fully informed on an ongoing basis of all action taken pursuant to the CEO's powers. Consistent with normal corporate practices, the President and CEO are the official spokespersons for the Board, Policy Executive and LGAQ.

3 Director Role

The general qualification for becoming and remaining a Director is outlined in Rule 6.1 of the Constitution.

The powers and duties of the Directors are spelt out in detail in Rule 6.7 of the Constitution. In summary, the Directors:

- ✖ Are responsible for setting the strategic direction and monitoring of the business;
- ✖ Must adopt an annual strategic plan for the Association and ensure that LGAQ conducts its business in accordance with it;
- ✖ Are not directly involved in the day-to-day management of the Organisation but issue the CEO with instructions for the day-to-day management;
- ✖ Make decisions that are not items of day-to-day management of the Organisation;
- ✖ Must ensure that LGAQ maintains its property in good working order and condition, complies with all agreements to which it is a party, pays its debts as and when they fall due, maintains relevant insurance, complies with the requirements of all relevant legislation, maintains books and records, etc.;
- ✖ Have oversight of the financial management of LGAQ and are responsible for major financial decisions (although the annual budget is approved by the Policy Executive)
- ✖ May grant a power of attorney;

As Directors are appointed out of the ranks of the Policy Executive, a Director must have the skills and the time to be able to perform both roles.

To effectively perform their role, a Director requires:

- ✖ Competency in modern corporate and financial management standards and practices;
- ✖ An ability to provide a holistic focus on local government issues;
- ✖ An ability to put the interests of their own council behind those of the Association;
- ✖ Capacity to devote sufficient time to both Board and Policy Executive responsibilities;
- ✖ Legitimacy and confidence in the eyes of members and fellow Executive Representatives;
- ✖ Ability to exercise objective judgement on corporate affairs independent from management;
- ✖ Access to accurate, relevant and timely information.

A Director has a duty to:

- ✖ Act consistently in the best interests of LGAQ as a whole;
- ✖ Act honestly and in good faith;
- ✖ Not gain advantage by improper use of their position;
- ✖ Not misuse information;
- ✖ Act with due care and diligence;
- ✖ Disclose real or perceived conflicts between personal interests, or the interests of any associated person, and the interests of LGAQ to the other Directors in accordance with the LGAQ Conflict of Interest Policy
- ✖ Not allow such interests to conflict with the interests of LGAQ.

A Director has no individual authority to participate in the day-to-day management of LGAQ, including making any representations or agreements with member councils, suppliers, customers, employees or other parties or organisations.

Directors are expected to regularly attend Board, Policy Executive, Committee and other meetings organised as part of the Director role. According to Rule 6.1(5) of the Constitution, a Director vacates that office at the conclusion of the third consecutive Board meetings that the person has failed to attend, without the Board's leave.

Directors are supported in their role by secretariat services provided by LGAQ.

4 Conduct of Board meetings

A Board meeting is the main opportunity for a Director to:

- ✖ Obtain and exchange information with the senior management team;
- ✖ Obtain and exchange information with each other;
- ✖ Make decisions.

A Director shall, in good faith, behave in a manner that is consistent with generally accepted procedures for the conduct of meetings. This will include, but not be limited to:

- ✖ Behaving in a business-like manner;
- ✖ Acting in accordance with policy resolutions of the Association;
- ✖ Addressing issues in a courteous manner;
- ✖ Using judgement, common sense and tact when discussing issues;
- ✖ Avoiding distracting behaviour such as email, text, chatter and irrelevant remarks during meetings;
- ✖ Ensuring that others are afforded a reasonable opportunity to put forward their views.

Review of Board's Effectiveness and Training Needs of Director

The President shall conduct a biennial review of the Board's effectiveness, one year and three years into the Board's term. As part of the review, the President shall consult with each Director separately. The review thus provides an opportunity for each Director to discuss any concerns about the Board's operation with the President. A report on the review must be prepared and submitted to the Policy Executive for consideration.

Directors are encouraged to raise any request or need for independent expert advice, training or guidance with the President at any time. Furthermore, the President shall discuss Directors' training and professional development needs during the biennial review of the Board's effectiveness and pass any needs identified to the secretariat for action.

Executive Representative Role

The General Qualification for becoming and remaining an Executive Representative is outlined in Rule 5.2 of the Constitution.

To be able to fulfill its role, it is important that the Policy Executive incorporates a breadth of experience. This requires capacity to present an appropriate balance of district, member-wide and external viewpoints.

The primary responsibility of an Executive Representative is to LGAQ members as a whole. In fulfilling this responsibility, an Executive Representative should, where appropriate, have regard to the interests of all stakeholders, both internal and external. Policy Executive decisions will be distributed in the public realm unless the Policy Executive makes an express decision to keep the matter confidential.

An Executive Representative therefore requires an extensive knowledge of and connection to local government related issues. It is expected that an Executive Representative will develop an appreciation of the scope, policy and activities of the Association.

The key roles of an Executive Representative can be broadly defined as:

- ✖ Representing the overall interests of local government within Queensland;
- ✖ Representing each district's interests on the Policy Executive;
- ✖ Contributing to Policy Executive decision-making;
- ✖ Assisting in relationships between councils at a district and regional level.

In representing, liaising with and informing member councils at a district level, the reasonable expectation of an Executive Representative as the District Representative is that they will:

- ✖ Attend and represent LGAQ at meetings of regional groupings of councils, such as District LGAs and/or ROCs (and/or, where appropriate, other relevant bodies such as Regional Road Groups and RDA Committees);
- ✖ Undertake direct communication with member councils within their electoral district including on key issues and matters before the Policy Executive for consideration;
- ✖ Develop a full understanding of the scope and scale of the activities of the Association to enable referral of member councils to relevant solutions and support services;
- ✖ Familiarise themselves with and provide input into LGAQ segment 1 plans and segment activities relevant to the councils within their district.

In order to be an effective District Representative, an Executive Representative is expected to engage in a process of two-way representation, i.e. reporting regional advocacy issues and council support needs and opportunities to the Policy Executive and reporting outcomes back to the district. Executive Representatives are instrumental in ensuring transparent and inclusive LGAQ decision-making on policy positions by feeding views from members in their district into the decision-making process and communicating the rationale behind the decision-making back to members.

It is up to each Executive Representative to identify and develop appropriate methods of engagement with the councils in their district. Where active District LGAs or ROCs exist, the meetings of these groupings provide an established platform for regional engagement in relation to LGAQ policy-making. Attending meetings of other regional groupings involving councils, such as Regional Road Groups or RDAs, may also be an option. Executive Representatives should also undertake

regular one-on-one engagement with individual councils in their district.

In recognition of the workload involved, Executive Representatives receive appropriate support from LGAQ in the conduct of their duties as District Representatives. Executive Representatives are supported by senior LGAQ officers who, whenever possible, accompany Executive Representatives to ROC and other regional meetings. LGAQ also has a Policy Executive Support Coordinator who acts as the central point of contact and clearing house for all communications material, information and enquiries related to Policy Executive activities and who coordinates and arranges attendance of Executive Representatives and senior LGAQ staff at meetings of regional groupings of councils.

There will also be a CEO Reference Group comprising the CEOs of Executive Representatives. This group will both support Executive Representatives and provide strategic advice and input to LGAQ. It is important that elected members who are considering nominating for the Policy Executive understand that their involvement on the Policy Executive will be supported by participation of their CEO in the CEO Reference Group.

To effectively perform their role, an Executive Representative requires:

- ✖ An ability to provide a holistic focus on local government issues;
- ✖ An ability to put the interests of their own council behind those of their electoral district and those of the Association;
- ✖ Capacity to devote sufficient time to Policy Executive responsibilities;
- ✖ Legitimacy and confidence in the eyes of members;
- ✖ Ability to exercise objective judgement on corporate affairs independent from management;
- ✖ Access to accurate, relevant and timely information.

An Executive Representative has a duty to:

- ✘ Act consistently in the best interests of LGAQ as a whole;
- ✘ Act honestly and in good faith;
- ✘ Not gain advantage by improper use of their position;
- ✘ Not misuse information;
- ✘ Act with due care and diligence;
- ✘ Disclose real or perceived conflicts between personal interests, or the interests of any associated person, and the interests of LGAQ to the other Executive Representatives in accordance with the LGAQ Conflict of Interest Policy;
- ✘ Not allow such interests to conflict with the interests of LGAQ

An Executive Representative has no individual authority to participate in the day-to-day management of LGAQ, including making any representations or agreements with member councils, suppliers, customers, employees or other parties or organisations.

Executive Representatives are expected to regularly attend Policy Executive, Committee and other meetings organised as part of the Policy Executive role. According to Rule 5.2(2)(d) of the Constitution, an Executive Representative vacates that office immediately upon the conclusion of the third consecutive Policy Executive meeting that the Executive Representative has failed to attend, without the Policy Executive's leave.

7 Conduct of Policy Executive Meetings

The General Qualification for becoming and remaining an Executive Representative is outlined in Rule 5.2 of the Constitution.

To be able to fulfill its role, it is important that the Policy Executive incorporates a breadth of experience. This requires capacity to present an appropriate balance of district, member-wide and external viewpoints.

The primary responsibility of an Executive Representative is to LGAQ members as a whole. In fulfilling this responsibility, an Executive Representative should, where appropriate, have regard to the interests of all stakeholders, both internal and external. Policy Executive decisions will be distributed in the public realm unless the Policy Executive makes an express decision to keep the matter confidential.

An Executive Representative therefore requires an extensive knowledge of and connection to local government related issues. It is expected that an Executive Representative will develop an appreciation of the scope, policy and activities of the Association.

An Executive Representative shall, in good faith, behave in a manner that is consistent with generally accepted procedures for the conduct of meetings. This will include, but not be limited to:

- ✘ Behaving in a business like manner;
- ✘ Acting in accordance with policy resolutions of the Association;
- ✘ Addressing issues in a courteous manner;
- ✘ Using judgement, common sense and tact when discussing issues;
- ✘ Minimising distractive behaviour such as email, text, chatter and irrelevant remarks during meetings;
- ✘ Ensuring that others are afforded a reasonable opportunity to put forward their views.

Unless prevented by extenuating circumstances, Executive Representatives are expected to attend Policy Executive meetings for the full duration of the meeting.

Executive Representatives should be forthright in Policy Executive meetings and have a right to question, request information, raise an issue, fully canvass all aspects of any policy issue contravening LGAQ and to cast their vote on any resolution according to their own judgment.

Outside Policy Executive meetings, an Executive Representative will support the spirit of all Policy Executive decisions in discussions with member councils, staff and other parties when acting in their capacity as an Executive Representative. Executive Representatives are expected to advocate the position of their district constituency at Policy Executive meetings and the position of LGAQ back to their district constituency. However, as mentioned earlier, the President and CEO are the official public spokespersons for the Policy Executive and LGAQ.

8 Ethical Practices

Directors and Executive Representatives will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity and probity and not engage knowingly in acts or activities that have the potential to bring discredit to the Organisation.

Directors and Executive Representatives must also refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Directors and Executive Representatives must not use Association information for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare and goodwill of the Association.

Further, Directors and Executive Representatives must not publicly comment on matters relative to activities of the Board or Policy Executive, other than as authorised by the Board or Policy Executive.

Finally, Directors and Executive Representatives must not engage in conduct, whether in the course of undertaking LGAQ business or otherwise, tending to bring the LGAQ or local government in the State of Queensland into disrepute or to cause damage to the public standing and reputation of either of them.

9 Code of Conduct

LGAQ has adopted "The way we do business", a code of conduct and service standards for the Association's employees. Although not LGAQ employees, Directors and Executive Representatives are encouraged to familiarise themselves with this document and, in light of the leadership role and responsibility of the Board, lead by example in following it.

10 Use of Social Media



What is social media?

Social media is the use of on-line or internet based technologies to communicate interactively with other people. There are several well-known internet sites which are used for social media, including but not limited to, Facebook, Twitter and LinkedIn.

The LGAQ and social media

The LGAQ embraces the use of social media for the promotion, development and delivery of services and that of its members.

LGAQ encourages all Directors and Executive Representatives to communicate online in many ways, such as through social media, professional networking sites, blogs and personal web sites. However, all Directors and Executive Representatives need to use good judgment about what material appears online, and in what context.

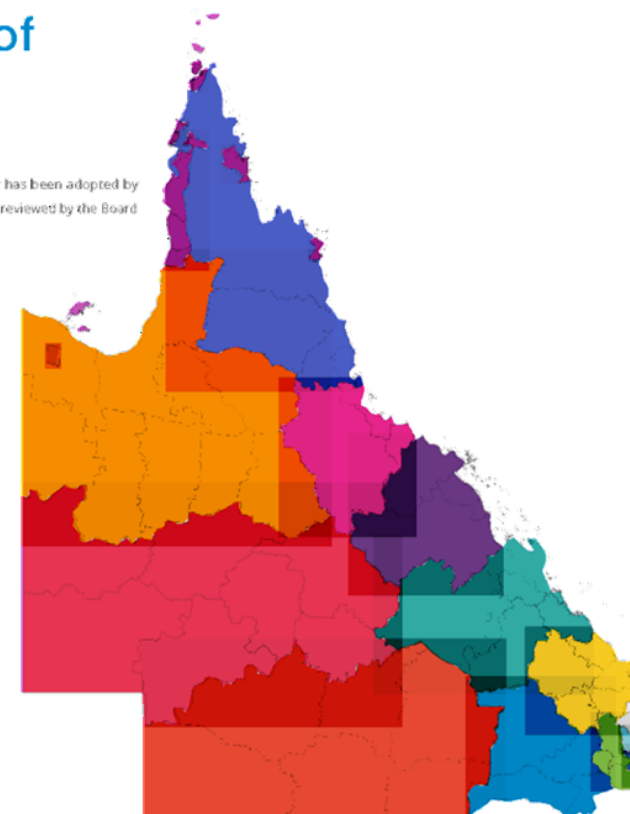
Information published on social media sites by Directors and Executive Representatives

Directors and Executive Representatives must behave in a manner which promotes and protects the interests of LGAQ. Directors and Executive Representatives must not publish information on social media which:

- ✱ In any way disparages or harms LGAQ's business or reputation;
- ✱ Disparages or personally criticises fellow Directors, Executive Representatives or LGAQ employees;
- ✱ Includes any information which may offend or embarrass fellow Directors, Executive Representatives or LGAQ employees;
- ✱ Contains defamatory statements in relation to fellow Directors, Executive Representatives, LGAQ employees, elected representatives of members or employees of members;
- ✱ Breaches a Directors' or Executive Representatives' obligations to keep information confidential
- ✱ Breaches a Directors' or Executive Representatives' obligations with respect to Anti-Discrimination, Sexual Harassment or Bullying;
- ✱ Could be perceived as representing the viewpoint or official position of LGAQ on any issue, in circumstances where the Director or Executive Representative has no LGAQ authority to publish that information on the LGAQ's behalf.

11 Review of Charter

This Corporate Governance Charter has been adopted by the LGAQ Board and will be formally reviewed by the Board on an annual basis.



Legend Key

- | | | | |
|--|--|--|--|
| ● District 1 | ● District 3 | ● District 7 | ● District 11 |
| ● District 2 North | ● District 4 | ● District 8 | ● District 12 |
| ● District 2 South | ● District 5 | ● District 9 | |
| ● District 2 West | ● District 6 | ● District 10 | |



ATTACHMENT 1C

FEES, REIMBURSEMENTS AND INSURANCE

The current payments to Policy Executive Members attending Policy Executive and Committee Meetings and other approved meetings, for which payment is not made by the outside board, committee or body, are as follows:

Daily Allowance	\$491.00
Accommodation	\$271.00

Travel Costs – Actual airfare (economy class), and/or motor vehicle expenses at current ATO rate ie 68c a kilometre, and/or actual taxi fares, and/or actual parking fees.

These rates are reviewed each year in the Budget in May. Payment of fees and reimbursements is usually made at the meeting attended upon completion of a claim form.

A personal accident insurance scheme operates for all Policy Executive Members whilst travelling or involved in Association activity.

6 April 2020

**LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ)
POLICY EXECUTIVE 2020-2024**

NOMINATION FORM

DISTRICTs NO. 3 to 11

The City Council of

Hereby nominates Cr.

To represent District Numbers 3 - 11 on the Association's Policy Executive in accordance with Rule 5.4 of the Constitution and Rules of the Association for the period 2020-2024.

Date at this day of 2020

CHIEF EXECUTIVE OFFICER

I hereby accept this nomination

Elected Member Signature

**PLEASE RETURN THIS FORM BY POST WITH THE ENCLOSED REGISTERED ENVELOPE TO
THE RETURNING OFFICER BY NO LATER THAN 5.00PM FRIDAY 1 MAY 2020**

**RETURNING OFFICER: MR GJ HALLAM AM
RETURNING OFFICER
LOCAL GOVERNMENT ASSOCIATION OF QLD LTD
PO BOX 2230
FORTITUDE VALLEY BC QLD 4006**


**N.B FAXED NOMINATIONS WILL NOT BE
ACCEPTED.**

**EMAILED, REGISTERED POST OR BY
HAND ONLY.**

Email: returning_officer@lgaq.asn.au

10.2 Quarterly People and Culture Report

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 29 April 2020
	Manager People and Culture	ECM Function No/s:

Recommendation

THAT Council receive and note the summary of human resource and employee statistics for the January to March 2020 quarter.

Report

The purpose of this report is to provide Council with a summary of employee statistics for the January to March 2020 quarter.

Workforce Demographics

As at 31 March 2020 Council's overall Full Time Equivalent ("FTE") workforce, which includes permanent, temporary and casual positions, was 373.56 (*Figure 1*). A comparison of the FTE from 31 December 2019 shows an increase of 2.21 FTE.

Figures 2 and 3 detail the FTE breakdown per Directorate by employment type and the position FTE from the previous quarter.

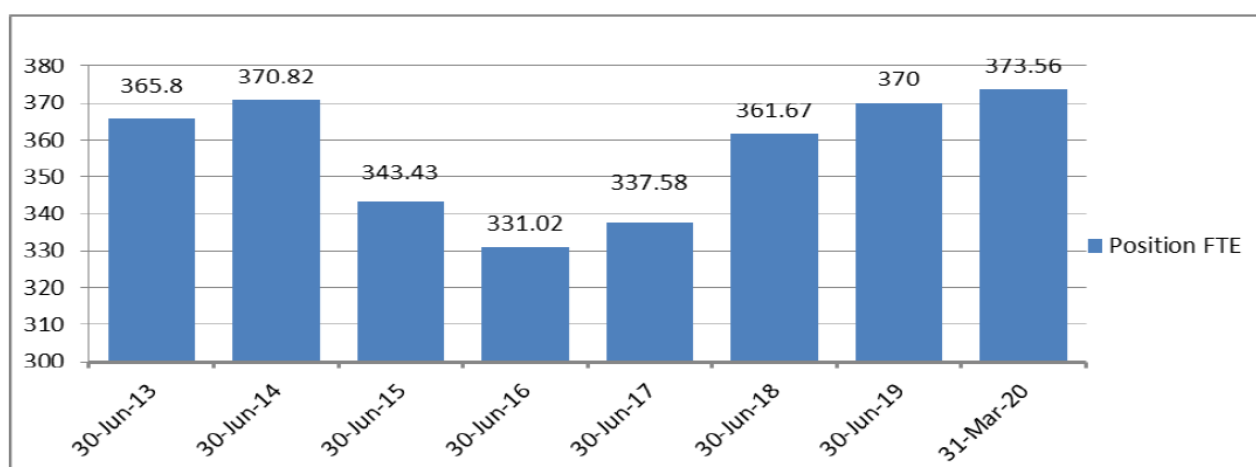


Figure 1: Total Number of Positions (FTE - Full Time Equivalent) – End of Financial Year and Current FTE

Full Time Equivalent Positions (FTE) as at 31 March 2020				
Activity Area	Perm	Temp	Casual	Total FTE
Executive Services	12.90	1.00	0.00	13.90
Corporate and Community Services	77.79	2.00	11.55	91.34
Infrastructure Services	209.60	6.00	2.08	217.68
Sustainable Development	44.38	6.26	0.00	50.64
Total	344.67	15.26	13.63	373.56

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

FTE totals for Last Quarter (Oct - Dec 19)	342.33	19.66	9.36	371.35
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Figure 2: Total Number of Positions (FTE) per Department and employment type as at 31 March 2020

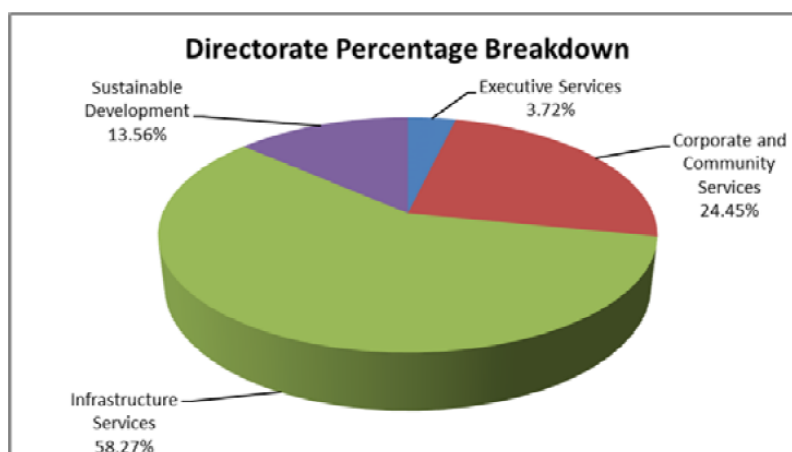


Figure 3: % Position (FTE) distribution in each Directorate as at 31 March 2020

The majority of staff are employed permanently, with 7.7% employed in a short term or casual capacity where business needs arise (Figure 4).

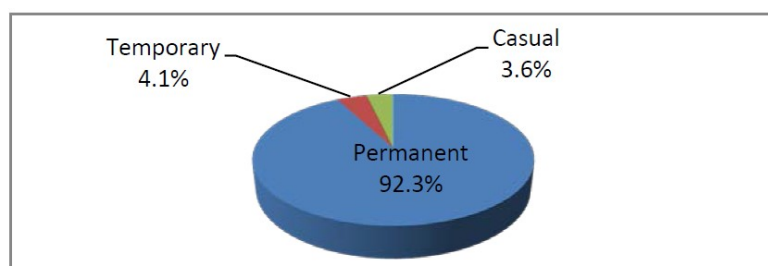


Figure 4: Employment Type Percentage Breakdown

Separations

Council's annual rate of separation has decreased slightly from 11.8% as at 31 December 2019 (last quarter) to 11.3% at the end of the current quarter. (Figure 5). Employees who depart Council are offered the opportunity to participate in an Exit Interview.

Annual Separation Rate	
Staff exiting the organisation	11.3%

Figure 5: Annual Separation Rate to 31 March 2020

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

Training and Development

This section provides the number of formal training and development attendances supported by Council across the quarter. The data in this section does not include Elected Member training and development (*Figure 6*)

Learning & Development				
Professional Development	Study Assistance	Safety	Skills	Total
28	13	214	24	279

Figure 6: Number of Staff Formal Training and Development Attendances Supported by Council – January to March 2020

Across the quarter, Council supported 25 staff who were undertaking certificate studies or higher. (*Figure 7*) In addition to these staff, 5 employees completed Council supported studies during this quarter in the following disciplines: Business Administration, Civil Supervision and Horticulture.

Current Staff Supported Studies	
Course	Number
Certificate III in Business Administration	1
Certificate III in Instrumentation and Control	1
Certificate III in Parks and Gardens	4
Certificate III in Plumbing	1
Certificate III in Mobile Plant Technology	3
Certificate II in Civil Construction	1
Certificate IV in Civil Supervision	1
Bachelor of Spatial Science Technology (GIS)	1
Associate Degree of Spatial Science	1
Professional Education in Acoustics	1
Master of Business Administration	3
Certificate IV in Accounting	1
Certificate IV in Bookkeeping	1
Master of Engineering Practice	1
Master of Information Studies	1
Diploma of Civil Construction Management	1
Master of Integrated Water Management	1
Graduate Certificate in Emergency and Disaster Management	1
	25

Figure 7: Number of Staff Undertaking Council Supported Studies of at least Certificate Level – January - March 2020

Work Health and Safety

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

Figure 8 provides statistical information on the overall number of incidents, injuries and near hits reported for Quarter 3 (January to March) of the 19/20 financial year. The total number of incident reports received (42) is similar with the previous quarter of 38 reported incidents, injuries and near hits and continues to demonstrate a positive increase in reporting. Figure 9 provides a breakdown of the type of incidents, injuries and near hits reported throughout the period.



Figure 8: All Incidents, injuries and near hits reported (by Directorate) for Quarter 3 - 19/20 financial year

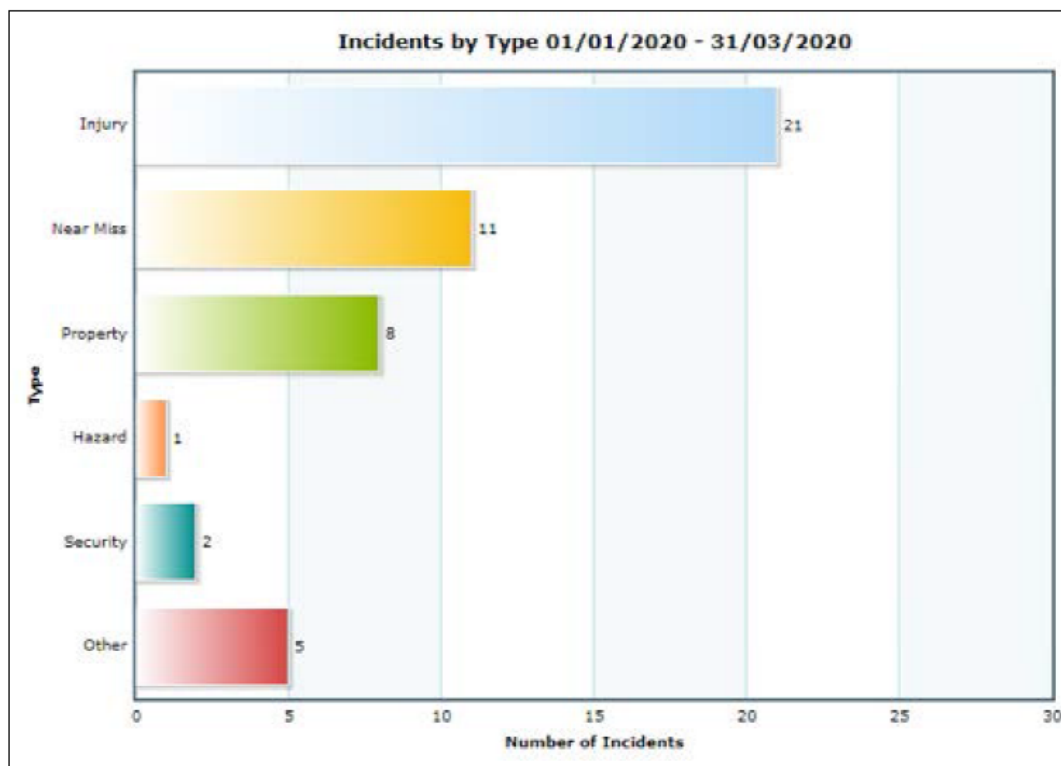


Figure 9: All Incidents by type for Quarter 3 – 19/20 financial year

Figure 10 highlights the cost of approved workers compensation claims for the third quarter (January to March) compared with the equivalent quarter of the 18/19 financial year. The total cost of approved claims for the period was \$18,462. This cost represents an increase of \$5,839 from the second quarter (\$12,623), and a significant increase from the equivalent quarter of the 18/19 financial year (\$751). The increase in cost is due to the inability of a number of employees being able to return to work on a suitable duties plan together with surgical and medical expense costs.

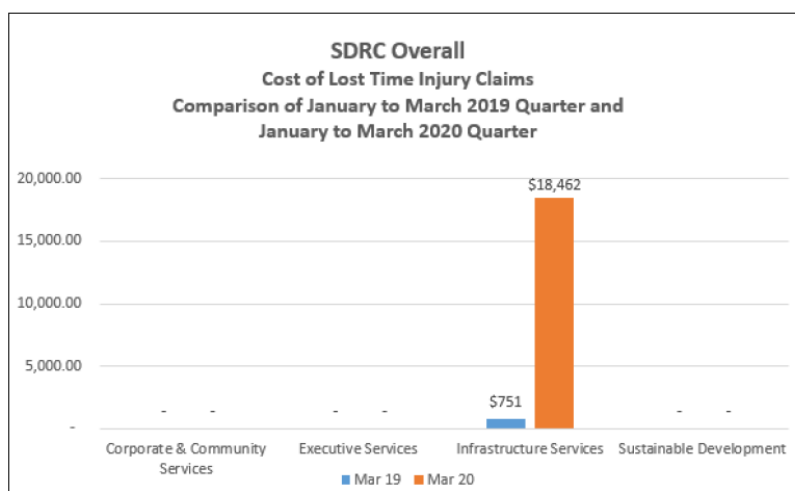


Figure 10: Cost of lost time injury claims – January to March 19/20 financial year v January to March 18/19 financial year

During the third quarter, a total of 198 contractor inductions were completed.

Coronavirus (COVID-19)

To ensure the health and safety of Council staff, various changes have been implemented regarding employee working arrangements.

As directed by the Federal Government, the Stanthorpe Fitness Centre was temporarily closed. Public access to Council Libraries and Customer Service Centres ceased on 19 March 2020 and 25 March 2020 respectively. The community can continue to contact Council via telephone, email and through the MySDRC App.

As of 27 March 2020, 98 staff commenced working from home arrangements. Staff working from administration buildings have been relocated to ensure appropriate social distancing is achieved. Field staff have been allocated to specific work groups and required to adhere to social distancing requirements.

Council will continue to review and consider working arrangements to ensure the continued health and safety of employees and the community during COVID-19.

General

Claim

Council was served with a Claim and Statement of Claim on 6 February 2020 for personal injuries and consequential loss relating to a current employee of Council.

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 quarter:-

Month	Not for Profit Organisation	Donation amount
January 2020	SES Warwick and Stanthorpe	\$193.25
February 2020	SES Warwick and Stanthorpe	\$193.25
March 2020	Glennie Heights Scout Group	N/A

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

Queensland Local Government Industry Award - State 2017
Southern Downs Regional Council Certified Agreement 2018 - Operational Employees
Southern Downs Regional Council Determination 2019 - Stream A Employees
Work Health and Safety Act 2011

Options

Council:

1. Receive and note the summary of human resource and employee statistics for the January to March 2020 quarter.
2. Not receive and note the summary of human resource and employee statistics for the January to March 2020 quarter.


Attachments

Nil

11. CORPORATE SERVICES REPORTS

11.1 Finance Report 31 March 2020

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 29 April 2020
	Financial Services Coordinator	ECM Function No/s:

Recommendation

THAT Council receive and note the Financial Report as at 31 March 2020.

Report

Council's operating performance against forecast shows that the operating surplus before capital items is \$3.5m. All of the general rates for 2019/20 have been raised in July; they were due for payment on 13 October 2019. The second water consumption and utility notices were issued on 13 April 2020 and will be due for payment by 26 June 2020.

Income Statement

Total operating revenue of \$57.8m has been recognised for the financial year and capital revenue of \$10.8m has been received for the year.

Overall operating expenditure of \$54.3m is \$5.1m under the year to date estimate of \$59.4m. Materials and services are \$5.8m under the year to date estimate.

Balance Sheet

As at 31 March 2020 Council had \$52.2m in cash at bank and investments. Total loans owing (including the current and non-current portions) amount to \$19.3m.

Capital Works in Progress

Capital works expenditure to 29 February 2020 is \$15.9m which is 38.8% of the adopted capital works budget of \$40.9m. There are committed costs of \$8.2m meaning \$24.0m has been spent and committed; this represents 58.7% of the budget.

Year to date capital expenditure by area is as follows:

	Annual Approved Budget	Carryover and Amendments	Total Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land and Land Improvements	189,000	225,000	414,000	241,152	58.2%	7,786	248,938	60.1%
Buildings	3,680,000	- 1,471,313	2,208,687	538,003	24.4%	255,254	793,257	35.9%
Plant and Equipment	3,234,000	241,500	3,475,500	1,845,282	53.1%	192,727	2,038,009	58.6%
Road, Drains and Bridges	14,542,442	1,385,553	15,927,995	7,181,205	45.1%	2,781,595	9,962,800	62.5%
Water	4,226,375	3,205,284	7,431,659	4,861,042	65.4%	624,014	5,485,056	73.8%
Sewerage	6,940,670	735,000	7,675,670	347,105	4.5%	3,654,499	4,001,604	52.1%
Other Assets	2,577,500	1,204,010	3,781,510	852,324	22.5%	649,985	1,502,309	39.7%
Total	35,389,987	5,525,034	40,915,021	15,866,113	38.8%	8,165,860	24,031,973	58.7%

Budget Implications

The Third Quarter Budget Review began in March 2020 and will be presented to Council at the April General Meeting.

Policy Consideration

Operational Plan 2019/20

Undertake best value review of Council's Services

Community Engagement

Nil

Legislation/Local Law

Local Government Act 2009 and Local Government Regulation 2012

Options

Council:

1. Receive and note the Financial Report as at 31 March 2020.
2. Do not receive or note the Financial Report as at 31 March 2020.

Attachments

1. Financial Report 31 March 2020 [↓](#)



Southern Downs
REGIONAL COUNCIL

Performance Report

March 2020

Southern Downs Regional Council Income Statement

March 2020

Audited 2019 Actual \$		Annual 2020 Budget \$	Phased 2020 YTD Budget \$	Phased 2020 YTD Actual \$
	Revenue from ordinary activities			
31,537,432	General Rates	31,790,550	32,009,787	31,406,277
287,480	Rural fire brigade levy	275,000	275,000	273,853
25,956,703	Utility Rates and Charges	25,737,120	17,901,397	15,170,908
(1,813,029)	Less Discounts	(1,912,169)	(1,913,252)	(1,916,685)
(649,044)	Rates on Council properties	(666,555)	(359,625)	(327,091)
55,319,542		55,223,946	47,913,308	44,607,261
5,230,591	Fees and Charges	5,507,585	4,130,675	4,150,234
1,796,409	Interest	1,397,650	1,048,238	944,681
3,206,055	Contract & Sales Revenue	2,441,813	894,125	841,160
1,241,088	Rent and Other Income	1,395,545	1,051,284	1,007,117
9,961,621	Government Grants and Subsidies	13,989,887	9,456,165	6,240,549
76,755,305	Total Operating Revenue	79,956,425	64,493,796	57,791,002
	Expenses from ordinary activities			
23,912,608	Employee Costs	24,529,467	18,838,386	19,171,954
30,357,733	Materials and Services	37,756,015	27,456,687	21,656,112
16,127,926	Depreciation and Amortisation	16,092,561	12,084,228	12,455,920
1,656,609	Finance Costs	1,475,983	988,862	996,982
72,054,875	Total Operating Expenses	79,854,026	59,368,164	54,280,968
4,700,430	Operating Surplus/(Deficit) before capital items	102,400	5,125,632	3,510,034
	Other Capital Amounts			
11,656,176	Capital Grants, Contributions and Donations	671,782	-	10,832,266
(1,861,655)	Other capital income and (expenses)	(120,000)	(90,000)	(2,952,336)
14,494,951	Net Result Surplus/(Deficit)	654,182	5,035,632	11,389,964

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

March 2020

Audited 2019 Actual \$		Annual 2020 Budget \$	Phased 2020 YTD Actual \$
Current Assets			
50,270,960	Cash assets & Investments	39,229,185	52,160,124
7,781,732	Receivables (includes Rates & Utilities receivable)	6,712,733	10,403,918
10,500	Assets held for sale	639,100	323,500
890,778	Inventories	264,982	575,987
58,953,970		46,846,000	63,463,529
Non-Current Assets			
742,000	Investment Property	742,000	742,000
718,855,107	Property, plant and equipment	837,659,002	785,893,674
147,690	Other Financial Assets	94,999	47,860
30,414,390	Capital works in progress	-	25,022,178
1,124,884	Intangible Assets	991,000	1,234,113
751,284,071		839,487,001	812,939,826
810,238,041	TOTAL ASSETS	886,333,001	876,403,355
Current Liabilities			
8,643,857	Creditors and other payables	8,662,001	4,803,065
6,474,969	Provisions	4,215,000	6,088,690
1,469,729	Interest bearing liabilities	1,594,999	1,505,627
16,588,555		14,472,000	12,397,381
Non-Current Liabilities			
20,782,859	Interest bearing liabilities	17,739,000	18,223,761
4,566,373	Provisions	3,953,000	4,714,017
25,349,232		21,692,000	22,937,778
41,937,787	TOTAL LIABILITIES	36,164,000	35,335,159
768,300,254	NET COMMUNITY ASSETS	850,169,001	841,068,195
Community Equity			
183,477,525	Asset Revaluation Reserve	233,811,000	233,872,137
584,822,729	Retained surplus	616,358,001	607,196,058
768,300,254	TOTAL COMMUNITY EQUITY	850,169,001	841,068,195

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				Key Ratios			
	Budget	YTD Actual	On Target?		Budget	YTD Actual	On Target?
Working Capital Ratio (Current Assets / Current Liabilities)				Interest Coverage Ratio (Net Interest Expense / Total Operating Revenue) (%)			
	3.24 : 1	5.12 : 1	✓		0.10%	0.091%	✓
Target Ratio	> 1:1			Target Ratio Upper Limit (%)	10.0%		
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.				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.			
Operating Surplus Ratio (Net Operating Surplus / Total Operating Revenue) (%)				Asset Sustainability Ratio (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)			
	0.8%	19.7%	✗		254.4%	193.8%	✓
Target Ratio	> 0.0% to < 10.0%			Target Ratio Lower Limit (%)	> 90%		
This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes.				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.			
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.				Comments on Ratio Results.			
Net Financial Liabilities Ratio ((Total Liabilities - Current Assets) / Total Operating Revenue)				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.			
	-18.5%	-48.7%	✓	Whilst changes to the legislation have amended the required ratios, the ratios listed will continue to be reported on.			
Target Ratio Upper Limit (%)	<=60%			An operating surplus ratio that is higher than target shows that while expecting to generate substantial revenues can assist in offsetting past or future operating deficits, and fund proposed capital expenditure and/or debt repayments it can also indicate that a local government is providing levels of service below that expected by ratepayers.			
This is an indicator of the extent to which the net financial liabilities of a Council can be serviced by its operating revenues.				However these ratios represent Council's position at a single point in time and should not be considered in isolation. Ratios should be considered over the long term.			
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.							
A ratio less than zero (negative) indicates that current assets exceed total liabilities and; therefore, Council has the capacity to increase its loan borrowings.							

Executive Services Operating Statement			
	FY Budget	YTD Budget	YTD Actual
	\$	\$	\$
Operating Revenue			
Operating Grants and Subsidies	450,000	337,500	1,565,090
Sundry Revenue	34,000	25,500	54,843
Total Operating Revenue	484,000	363,000	1,619,933
Operating Expenditure			
Employee Costs	2,299,111	1,753,744	1,675,874
Materials	320,364	240,273	300,045
Contracts and Services	416,337	312,253	185,682
Finance Costs	5,700	4,275	-
Depreciation and Amortisation	7,607	5,710	5,760
Plant Hire	95,400	71,550	220,994
Other Expenses	789,818	592,363	605,778
Rates on Council Properties	-	-	148
Total Operating Expenses	3,934,337	2,980,169	2,994,281
Operating Surplus/(Deficit)	(3,450,337)	(2,617,168)	(1,374,348)

Corporate and Community Services Operating Statement			
	FY Budget	YTD Budget	YTD Actual
	\$	\$	\$
Operating Revenue			
Rates and Utility Charges	31,022,950	31,024,213	31,039,255
Fees and Charges	1,194,424	895,805	982,532
Operating Grants and Subsidies	5,005,162	3,767,622	1,993,393
Interest Received	1,397,650	1,048,238	944,681
Leasing and Rent	492,843	374,019	425,145
Recoverable Works	2,500	1,875	26,857
Sundry Revenue	409,087	307,055	179,387
Total Operating Revenue	39,524,616	37,418,827	35,591,250
Operating Expenditure			
Employee Costs	5,715,448	4,466,249	5,148,903
Materials	3,662,164	2,792,461	2,408,058
Contracts and Services	3,055,479	2,291,609	1,277,616
Finance Costs	287,520	97,515	106,569
Depreciation and Amortisation	580,770	436,985	541,577
Plant Hire	310,626	232,970	250,510
Other Expenses	1,137,181	921,635	1,046,175
Rates on Council Properties	168,367	98,211	72,155
Total Operating Expenses	14,917,555	11,337,635	10,851,563
Operating Surplus/(Deficit)	24,607,061	26,081,192	24,739,687

Infrastructure Services Operating Statement			
(Excludes Water and Wastewater)			
	FY Budget	YTD Budget	YTD Actual
	\$	\$	\$
Operating Revenue			
Fees and Charges	772,761	579,570	521,961
Operating Grants and Subsidies	6,712,297	3,984,223	1,531,605
Leasing and Rent	10,680	8,008	12,920
Recoverable Works	2,439,313	892,250	814,303
Sundry Revenue	26,164	19,623	26,098
Total Operating Revenue	9,961,215	5,483,674	2,906,887
Operating Expenditure			
Employee Costs	9,108,383	6,990,255	6,400,292
Materials	6,184,469	4,701,202	3,863,882
Contracts and Services	6,928,621	4,149,084	3,201,256
Finance Costs	375,163	281,372	283,944
Depreciation and Amortisation	9,784,444	7,347,633	7,595,083
Plant Hire	(3,434,472)	(2,573,455)	(2,718,600)
Other Expenses	163,750	122,813	49,999
Rates on Council Properties	444,406	234,780	228,576
Total Operating Expenses	29,554,764	21,253,684	18,904,432
Operating Surplus/(Deficit)	(19,593,549)	(15,770,010)	(15,997,545)

Sustainable Development Operating Statement			
(Excludes Waste)			
	FY Budget	YTD Budget	YTD Actual
	\$	\$	\$
Operating Revenue			
Rates and Utility Charges	200,000	150,000	178,742
Fees and Charges	1,384,000	1,038,000	839,375
Operating Grants and Subsidies	495,088	371,316	366,930
Sundry Revenue	47,846	35,885	48,610
Total Operating Revenue	2,126,934	1,595,201	1,433,657
Operating Expenditure			
Employee Costs	4,279,922	3,234,124	2,724,911
Materials	899,979	682,485	619,972
Contracts and Services	1,251,317	938,490	606,873
Depreciation and Amortisation	8,004	6,009	6,084
Plant Hire	425,060	318,795	364,927
Other Expenses	152,500	110,625	96,730
Rates on Council Properties	5,671	2,327	2,130
Total Operating Expenses	7,022,453	5,292,855	4,421,627
Operating Surplus/(Deficit)	(4,895,519)	(3,697,654)	(2,987,970)

Water Services Operating Statement			
	FY Budget	YTD Budget	YTD Actual
	\$	\$	\$
Operating Revenue			
Rates and Utility Charges	10,821,548	5,560,724	4,400,494
Fees and Charges	688,200	516,151	439,366
Operating Grants and Subsidies	24,834	18,626	24,834
Sundry Revenue	15,000	11,250	11,100
Total Operating Revenue	11,549,582	6,106,751	4,875,794
Operating Expenditure			
Employee Costs	1,383,651	1,047,427	1,918,915
Materials	2,562,690	1,922,010	2,124,351
Contracts and Services	1,842,831	1,382,124	1,001,363
Finance Costs	282,100	211,575	213,064
Depreciation and Amortisation	3,085,584	2,316,370	2,330,102
Plant Hire	298,226	223,669	332,477
Other Expenses	-	-	37,971
Rates on Council Properties	8,665	5,962	5,986
Total Operating Expenses	9,463,747	7,109,137	7,964,229
Operating Surplus/(Deficit)	2,085,835	(1,002,386)	(3,088,435)

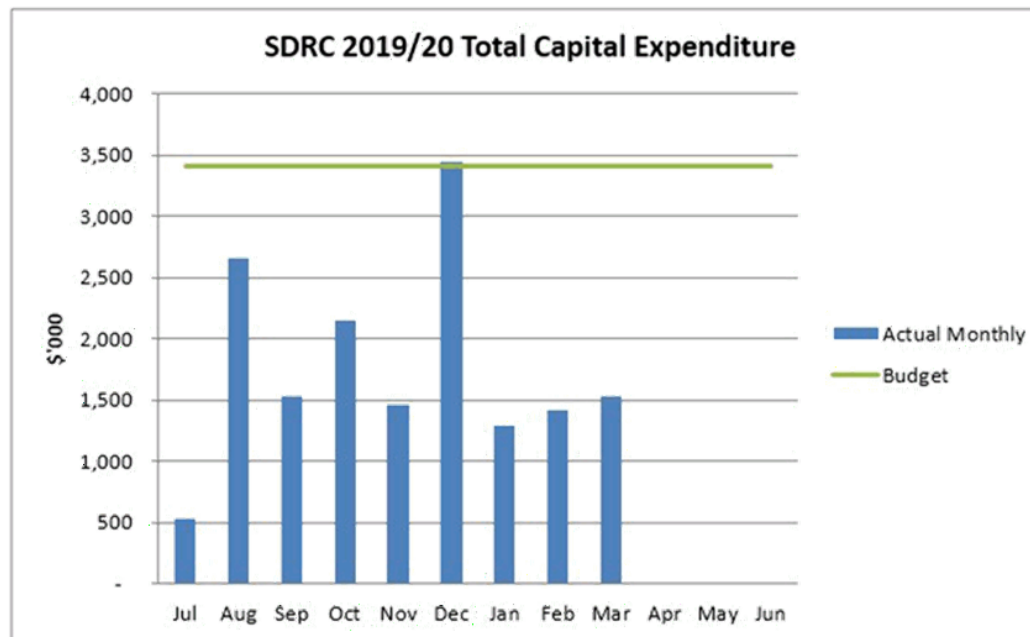
Sewerage Services Operating Statement			
	FY Budget	YTD Budget	YTD Actual
	\$	\$	\$
Operating Revenue			
Rates and Utility Charges	9,232,027	6,924,021	4,701,313
Fees and Charges	305,000	228,750	161,066
Total Operating Revenue	9,537,027	7,152,771	4,862,379
Operating Expenditure			
Employee Costs	1,124,817	875,881	852,244
Materials	916,077	690,518	591,052
Contracts and Services	1,213,486	910,115	746,466
Finance Costs	403,340	302,505	300,886
Depreciation and Amortisation	2,534,238	1,902,519	1,906,972
Plant Hire	240,946	180,717	219,598
Rates on Council Properties	29,459	12,717	10,535
Total Operating Expenses	6,462,363	4,874,972	4,627,753
Operating Surplus/(Deficit)	3,074,664	2,277,799	234,626

Waste Services Operating Statement			
	FY Budget	YTD Budget	YTD Actual
	\$	\$	\$
Operating Revenue			
Rates and Utility Charges	4,613,976	4,613,976	4,614,549
Fees and Charges	1,163,200	872,400	1,205,934
Operating Grants and Subsidies	1,302,506	976,880	1,302,506
Sundry Revenue	359,925	269,944	249,014
Total Operating Revenue	7,439,607	6,733,200	7,372,003
Operating Expenditure			
Employee Costs	618,135	470,706	450,816
Materials	1,932,631	1,449,475	1,155,804
Contracts and Services	6,219,000	4,664,254	2,937,260
Finance Costs	122,160	91,620	92,517
Depreciation and Amortisation	91,914	69,001	70,343
Plant Hire	171,535	128,651	132,967
Rates on Council Properties	9,989	5,629	7,563
Total Operating Expenses	9,165,364	6,879,336	4,847,270
Operating Surplus/(Deficit)	(1,725,757)	(146,136)	2,524,733

**Southern Downs Regional Council
Capital Works Projects by Asset Class
As At 31 March 2020**

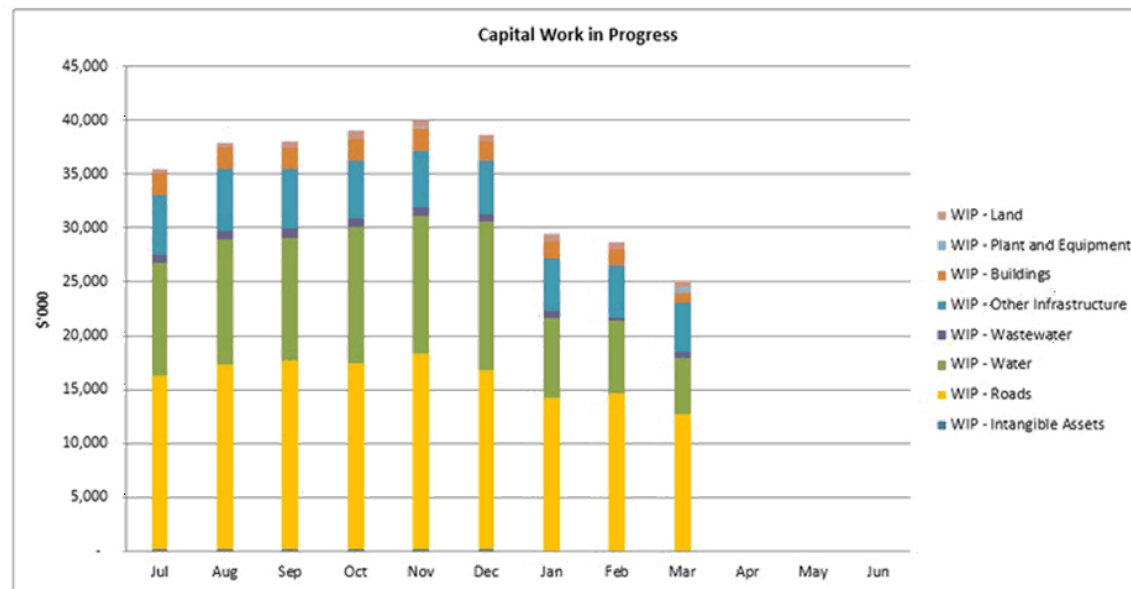
	Annual Approved Budget	Carryover and Amendments	Total Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land and Land Improvements	189,000	225,000	414,000	241,152	58.2%	7,786	248,938	60.1%
Buildings	3,680,000	- 1,471,313	2,208,687	538,003	24.4%	255,254	793,257	35.9%
Plant and Equipment	3,234,000	241,500	3,475,500	1,845,282	53.1%	192,727	2,038,009	58.6%
Road, Drains and Bridges	14,542,442	1,385,553	15,927,995	7,181,205	45.1%	2,781,595	9,962,800	62.5%
Water	4,226,375	3,205,284	7,431,659	4,861,042	65.4%	624,014	5,485,056	73.8%
Sewerage	6,940,670	735,000	7,675,670	347,105	4.5%	3,654,499	4,001,604	52.1%
Other Assets	2,577,500	1,204,010	3,781,510	852,324	22.5%	649,985	1,502,309	39.7%
Total	35,389,987	5,525,034	40,915,021	15,866,113	38.8%	8,165,860	24,031,973	58.7%

**Southern Downs Regional Council
Capital Expenditure
As At 31 March 2020**



Capital committed costs as at 31 March is \$8.2 Million

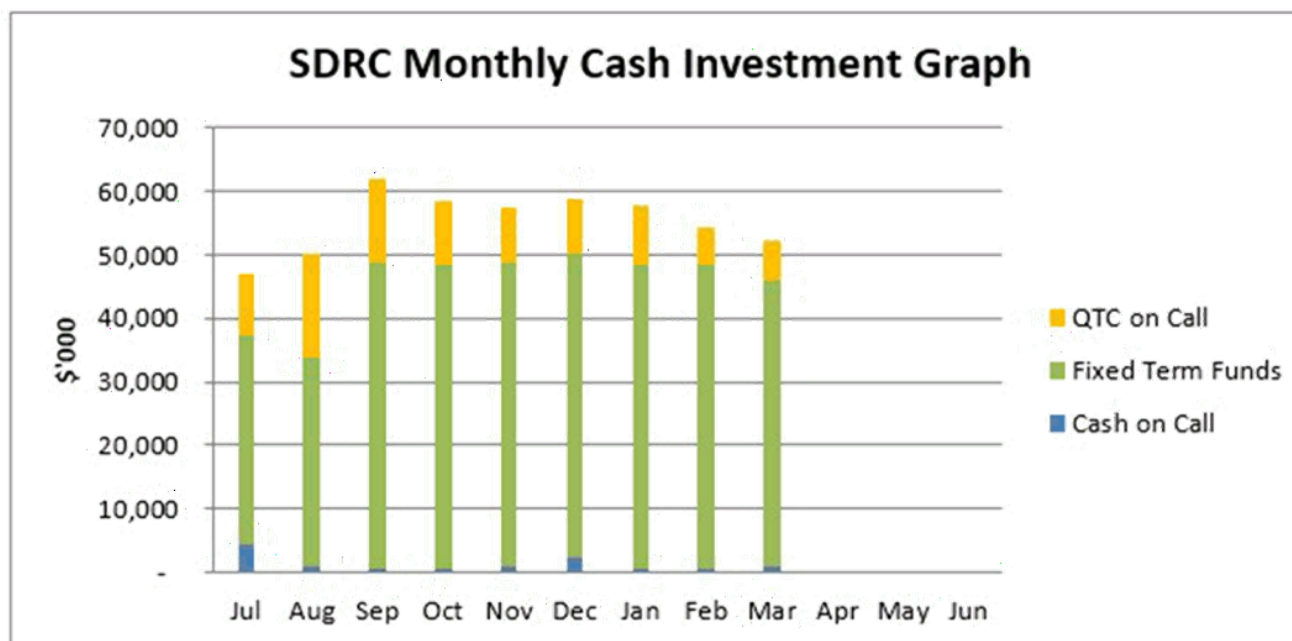
Southern Downs Regional Council
Total Work in Progress (WIP) Report
As At 31 March 2020



	Jul-19 \$'000	Aug-19 \$'000	Sep-19 \$'000	Oct-19 \$'000	Nov-19 \$'000	Dec-19 \$'000	Jan-20 \$'000	Feb-20 \$'000	Mar-20 \$'000	Apr-20 \$'000	May-20 \$'000	Jun-20 \$'000
Intangible Assets	250	250	250	250	250	251	-	-	-	-	-	-
Roads	16,033	17,139	17,397	17,220	18,060	16,565	14,225	14,649	12,664	-	-	-
Water	10,564	11,562	11,501	12,672	12,885	13,802	7,445	6,709	5,342	-	-	-
Sewerage	736	758	773	786	654	668	623	267	440	-	-	-
Other Infrastructure	5,492	5,743	5,522	5,298	5,333	5,016	4,854	4,894	4,579	-	-	-
Buildings	2,022	2,027	2,033	2,058	2,048	1,701	1,564	1,484	1,001	-	-	-
Plant and Equipment	21	21	21	21	21	21	1	1	433	-	-	-
Land	374	376	512	704	697	702	702	708	708	-	-	-
	35,492	37,876	38,009	39,009	39,948	38,726	29,414	28,712	25,167	-	-	-

WIP projects of \$4.1 million have been capitalised in March 2020

**Southern Downs Regional Council
Total Monthly Cash Investment Register
As At 31 March 2020**




**Southern Downs Regional Council
Borrowings Report
As At 31 March 2020**

QTC Loan Account Balances:

	\$
Fund Name: Southern Downs Regional Council	
CBD Redevelopment Stage 2	831,214
Market Square Pump Station	387,900
General	2,806,962
General 2009	1,329,155
General 2009/10	201,988
General 2010/11	3,052,601
General 2011/12	3,872,818
General 2012/13	2,193,429
Warwick Sewerage Treatment Plant	775,612
Allora Water Main	3,962,317
Stanthorpe Sewerage	315,393
Total Loan Balance	<u>19,729,388</u>

11.2 Operational Plan Quarterly Review - January to March 2020

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 29 April 2020
	Governance and Grants Officer Manager Corporate and Commercial Services	ECM Function No/s: 11.3

Recommendation

THAT Council receive the contents of the Operational Plan Quarterly Review – January to March 2020.

Report

The *Local Government Act 2009* requires that Council prepare and adopt an Operational Plan for each financial year. The *Local Government Regulation 2012* also requires that Council must make assessments of its progress towards implementing its Operational Plan at regular intervals of not more than three months and that it must discharge its responsibilities in a way that is consistent with the annual Operational Plan.

Officer comments regarding the status of the 2019/2020 Operational Plan actions as at 31 March 2020 are attached.

Budget Implications

The Operational Plan is consistent with Council's 2019/2020 Budget.

Policy Consideration

The Operational Plan reflects the long term goals identified within the 2019-2024 Corporate Plan.

Community Engagement

Nil

Legislation/Local Law

Section 104 Local Government Act 2009

Section 174-175 Local Regulation 2012

Options






Council:







1. Receive the contents of the Operational Plan Quarterly Review – January to March 2020.
2. Do not receive the contents of the Operational Plan Quarterly Review – January to March 2020.






Attachments



1. Operational Plan Quarterly Review - January to March 2020 [📎](#)






Operational Plan Action	Service/ Program	Responsibility	Action Status	Progress (%)	Completion Date	Comment
Corporate and Community Services						
<i>Key Outcome</i> 1.1 Undertake best value review of Council's Services.						
Review the process of capturing revenue at Council's Aerodromes	Corporate and Commercial Services	Manager Corporate & Commercial Services	✓	100%	6/04/2020	Council officers have engaged Avdata Australia Pty Ltd to conduct Airport Billing Evaluation trials at both Council aerodromes. This involves the installation of monitoring technology for a period of one month which captures all landings for that period. This data will then guide the merit of installing this data gathering equipment at the aerodromes on a full time basis to capture and charge for landings. Unfortunately, due to the much reduced air traffic due to COVID-19, these trials will not occur until 2020/21 at the earliest.
Undertake a review of the Procurement/Stores area and implement feasible recommendations	Finance and Information Technology	Manager Finance & Information Technology	●	0%		The Procurement team's focus has been on preparing RFT's and RFQ's to support the delivery of the capital works program and a range of other operational activities in line with the commencement of the new financial year. Commencement of this project has been delayed due to the shift in focus of the team due to COVID-19. This review will be undertaken in the 2020 FY once general procurement activities level out.




 Complete	 On Track	 On hold	 Not Started Yet	 Needs Attention
--	--	---	--	---

<i>Key Outcome</i>		1.18	<i>Support sport and recreation to encourage a healthier lifestyle for residents in the region</i>			
Continue to engage with the community to develop sport and recreation opportunities across the region	Cultural and Community Services	Manager Community and Cultural Services		75%		Council has completed a survey of sport and recreation groups across the region to understand future needs. Information gathered will be used to inform future action plans. A Sport and Recreation Forum was held on 18 March 2020. The forum provided sporting and event organisers the opportunity to develop skills and knowledge around grant applications.
<i>Key Outcome</i>		1.24	<i>Develop and implement customer policies and procedures in keeping with Council's commitment to the community</i>			
Review and update Council's Customer Service Charter	Corporate and Commercial Services	Manager Corporate & Commercial Services		75%		The Customer Service Charter has been internally drafted. Internal consultation with other Departments is still required.
Commence the review of all Council policies following the March 2020 Local Government elections.	Corporate and Commercial Services	Manager Corporate & Commercial Services		0%		This action will commence when the incoming Council determines the format for meetings. This action must be completed by October 2020 in accordance with Council's policies.
Undertake a review of all Delegations after the March 2020 Local Government elections,	Corporate and Commercial Services	Manager Corporate & Commercial Services		0%		This action will commence following consultation with the incoming Council.
Develop Council-wide compliance and regulatory procedure	Corporate and Commercial Services	Manager Environmental and Regulatory Services		75%		A draft procedure has been prepared by the Regulatory Services team and discussions at the SLT level are continuing as the draft procedure progresses. Internal feedback on the draft is being sought.
Implementation of the Customer Request Module within Technology One	Finance and Information Technology	Manager Finance & Information Technology		40%		Scoping of this project occurred in November 2019. Project planning has been finalised in January and implementation commenced in February. It is anticipated to be completed by 30 June 2020.

 Complete	 On Track	 On hold	 Not Started Yet	 Needs Attention
--	--	---	--	---






<i>Key Outcome</i>					
1.3 Continue to monitor and stay informed about matters that affect the community.					
Remain informed about community issues and use this feedback to develop future community development programs.	Cultural and Community Services	Manager Community and Cultural Services		75%	<p>Council has commenced rolling out the Youth Council 2020, with representatives coming from Year 10 students from across the region.</p> <p>Mental Health continues to be identified by community as an urgent need. Council has once again made application for a grant to assist with the roll out of a program targeting Youth and Older persons.</p> <p>With the onset of COVID-19 in Australia, Council has prepared the Human and Social Response and Recovery Plan to ensure it is well positioned to support the community in this challenging environment.</p>
Preparation and adoption of two Asset Management Plans	Finance and Information Technology	Director Corporate & Community Services		75%	<p>The Storm Water AMP was adopted by Council in September 2019.</p> <p>Officers have prepared a detailed work plan for asset management activities to be progressed this financial year.</p> <p>Focus is being placed on a numerous activities across the majority of asset classes. This work will fully materialise in 2020/21.</p> <p>For the remainder of 2019/20 focus is being placed on delivering sub plans for Unsealed Roads and Bridges.</p>







 Complete	 On Track	 On hold	 Not Started Yet	 Needs Attention
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<i>Key Outcome</i>		1.36	<i>Promote a proactive approach to risk management, including business continuity.</i>			
Implement the recommendations of the Audit and Risk Management Committee in a timely manner	Corporate and Commercial Services	Manager Corporate & Commercial Services		75%		In line with the new Audit Recommendations Procedure, the listing provided to Audit and Risk Management Committee (ARMC) meetings now reports on those outstanding recommendations which are rated as high or above and medium risk rating recommendations which are more than one year past their original due date. The report to the ARMC Meeting held 28 February, detailed that 29 audit recommendations had been completed since the previous Committee meeting held in November 2019.
<i>Key Outcome</i>		1.40	<i>Provide and maintain strategies to ensure Council's long term financial sustainability.</i>			
Undertake a full review of Council's Fees & Charges and implement LG Solutions Fees & Charges system.	Finance and Information Technology	Manager Finance & Information Technology		100%	20/03/2020	The fees and charges module has been implemented and training given to the organisation. This system will be used for the 20/21 budget.
<i>Key Outcome</i>		2.4	<i>Review Council's level of involvement in aerodromes, implement strategies to allow for aviation activities at both aerodromes as funding permits.</i>			
Develop a strategy to implement the recommendations from the Maturing the Infrastructure Pipeline Project at the Warwick and Stanthorpe Aerodromes	Corporate and Commercial Services	Manager Corporate & Commercial Services		100%	19/02/2020	The report from the consultants was adopted by Council at the General Meeting on 19 February 2020. Any future strategy will be guided by the availability of external funding programs for the development of infrastructure projects recommended by the consultants e.g. water supply to the aerodromes. Therefore there is now a need to implement a strategy of actively seeking funding to enable infrastructure development to proceed.


 Complete	 On Track	 On hold	 Not Started Yet	 Needs Attention
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<i>Key Outcome</i>		3.15	<i>Explore/review potential efficiencies and opportunities for Council's operations, infrastructure and assets.</i>			
Implement the corporate digitisation strategy	Corporate and Commercial Services	Manager Corporate & Commercial Services	✓	100%	31/03/2020	<p>The digitisation strategy has made significant inroads and has reached the milestone levels expected for this financial year. There has been additional scoping done regarding rationalisation of computer drives and this will result in corporate push in the 2020/21 financial year.</p> <p>The project is considered completed for the 2019/20 financial year.</p>
Implement the recommendations from the Saleyards Master Plan	Corporate and Commercial Services	Manager Corporate & Commercial Services	●	70%		<p>The Saleyards Master Plan was adopted at the General meeting of Council held on 25 September 2019. At this meeting Council resolved to endorse the development of a detailed business case to assess future options for the Saleyards. Following a detailed quotation process a consultant was appointed to undertake the development of the business case. Due to the proximity of the Council Elections a decision was made by Council officers to delay the presentation of the business case until after the incoming Council was in place.</p>
<i>Key Outcome</i>		4.3	<i>Utilise 'best practice' waste management practices and further develop regional facilities in accordance with the Waste Management Plan.</i>			
Ensure Implementation processes and internal controls for the waste levy are achieved	Finance and Information Technology	Manager Finance & Information Technology	●	70%		<p>Council has implemented processes and internal controls to ensure that the waste levy is collected accordingly. There are still some sites within the region requiring the implementation of hand held devices. Council will be rolling these out as part of the on boarding of the new supervision contract which will be in June 2020.</p>




 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
Executive Office						
<i>Key Outcome 1.1 Undertake best value review of Council's Services.</i>						
Incorporate the Values and Behaviours into the Organisation	Executive Office	Chief Executive Officer		60%		The Values and Expected Behaviours will be continued to be rolled out
<i>Key Outcome 1.2 Continually monitor and evaluate all Council operations and conduct independent surveys of client/customer satisfaction levels.</i>						
Ensure compliance in relation to all aspects of the Local Government Act	Executive Office	Chief Executive Officer		60%		Councillors and staff are consistently made aware of the legislative and compliance requirements of the Local Government Act
<i>Key Outcome 1.25 Become an employer of choice – appropriate training, innovative leadership and improved career pathways.</i>						
Undertake a Training Needs Analysis and implement accepted recommendations	People and Culture	Manager People & Culture		0%		Decision made not to proceed with the Organisational Development role. Change to structure within the current People and Culture Department approved by EMT to assist with undertaking a training needs analysis.
Investigate options for suitable recruitment, onboarding and online training systems	People and Culture	Manager People & Culture		15%		Various options have been investigated, however further work needs to be undertaken.
Review and revitalise Council's employee induction process	People and Culture	Manager People & Culture		10%		Minor amendments have been made to the induction process. Full review not yet commenced.
<i>Key Outcome 1.4 Review the Southern Downs Community Plan and Community Engagement Strategy in consultation with other key stakeholders including other levels of Governments.</i>						
Maintain a productive relationship with the Mayor and Councillors	Executive Office	Chief Executive Officer		60%		The Chief Executive Officer will support the current and future Council



 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
Key Outcome 1.9 <i>Continue to develop and extend Council's public consultation processes, including the reporting of outcomes and the development of charters which clarify expectations for provision of information for Council staff and the community. (SSD Ref 1.3.3, 1.3.4)</i>						
Maintain Regional Partnerships	Executive Office	Chief Executive Officer		60%		Councillors and staff continue to maintain strong regional partnerships for the benefit of the Region.




 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
Infrastructure Services						
<i>Key Outcome 1.1 Undertake best value review of Council's Services.</i>						
Deliver Whole of Council Capital Works Program	Infrastructure Services Directorate	Director Infrastructure Services		60%		Delivery of projects across the areas of Works, Parks and Operations and Water are progressing well, with no major delivery issues identified at this time.
<i>Key Outcome 1.13 Develop a proactive approach to safety within town centres.</i>						
Implement Streetscape enhancements	Infrastructure Services Directorate	Manager Works		10%		The project concept has been completed and costed. Works will be completed in the last quarter of the 2019/20 financial year unless COVID-19 forces the construction teams into lock down.
<i>Key Outcome 1.18 Support sport and recreation to encourage a healthier lifestyle for residents in the region</i>						
Review and develop a schedule for the upgrade of playground equipment	Infrastructure Services Directorate	Manager Parks and Operations		25%		An external playground audit has been completed. The asset management plan will be revised to reflect the audit outcomes. Project is on track.
Review lighting in parks and develop a program for improvement	Infrastructure Services Directorate	Manager Parks and Operations		5%		Project has started and is currently in the initial stages. The project is on track.
<i>Key Outcome 4.2 Investigate appropriate waste water services and systems.</i>						
Review and update Council's Drinking Water Quality Management Plan	Water	Manager Water		90%		A request for further information was received from DNRME. A detailed response has been provided to DNRME in response to the request for information. It is anticipated that the approval notice for the DWQMP will be received from DNRME in the near future.




 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
Review and update Council's Customer Service Standards for the Water department	Water	Manager Water		50%		The proposed revised Customer Service Standard is to be presented to Council with a view to go out for public consultation and to seek submissions.
Finalise Council's Water Security Strategy	Water	Manager Water		70%		Council continues to work closely with the State Government, consultants and neighbouring Council. The Feasibility report for reversing the Warwick - Allora pipeline is complete with details of connection at Freestone reservoir being finalised. The design of Allora Water Treatment Plant and to reverse the Allora-Warwick pipeline will be progressed to shovel ready stage. Allora bores rehabilitation will be completed in the interim. Council is anticipating an outcome on the grant application to raise the Storm King Dam wall. Council is also expecting a report from DNRME/SEQ water with commercial and technical details of the Toowoomba to Warwick pipeline for further consideration of this option by Council.





 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
Sustainable Development						
<i>Key Outcome 1.21 Review the Planning Scheme in accordance with State legislation.</i>						
Develop a New Planning Scheme for the Southern Downs Region	Strategic Planning and Prosperity	Manager Strategic Planning & Prosperity		0%		Development of new planning scheme for Council is on hold until the new financial year, pending the adoption of the 2020/21 budget.
<i>Key Outcome 1.24 Develop and implement customer policies and procedures in keeping with Council's commitment to the community</i>						
Develop a Southern Downs Animal Management Strategy and review relevant Local Laws	Environmental and Regulatory Services	Manager Environmental and Regulatory Services		60%		The Local Laws team has reviewed and updated the Animal Control Procedure and workshopped scenarios for the number and types of animals that may be kept in various rating categories. Public consultation was planned for the fourth quarter of 2019/2020, but this is now on hold due to COVID-19 restrictions on public gatherings. It is suggested the priority placed on this work by the community will have decreased markedly since the imposition of COVID-19 restrictions and further development of the strategy is to be held over.
Implement online lodgement for building and plumbing applications	Sustainable Development Directorate	Manager Environmental and Regulatory Services		85%		Online lodgement for plumbing applications has been enabled and is working well. All staff have been trained and are using the system. Work is almost complete on the online building applications system and it is undergoing testing with selected builders.

 Complete	 On Track	 On hold	 Not Started Yet	 Needs Attention
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<i>Key Outcome</i>		3.16	<i>Continue to undertake strategic Urban Design projects for regional villages and implement the agreed outcomes from previous projects. (SSD Ref 4.2.4)</i>			
Develop an Urban Design Framework for an identified community	Strategic Planning and Prosperity	Manager Strategic Planning & Prosperity		50%		The Wallangarra, Leyburn and Maryvale UDF's have been completed and the Granite Belt UDF is well progressed. Council has endorsed two further UDF's for completion, which will be undertaken in-house.
<i>Key Outcome</i>		3.19	<i>Following review, continue to implement the Southern Downs Economic Development and Tourism Strategies with a focus on promoting the national and international attractions of the region, which will provide tourism, economic, social and cultural benefits.</i>			
Plan and deliver a regional promotion program for the Southern Downs	Strategic Planning and Prosperity	Manager Strategic Planning & Prosperity		30%		A disaster recovery joint tourism marketing campaign with Department of Innovation and Tourism Industry Development, Tourism Events Queensland and Southern Queensland Country Tourism is currently in delivery, with a drive campaign the main focus. The Council's Summer campaign has been completed, with the Autumn/Winter campaign preparations underway. The new 2020/21 Visitor Guide has been printed and is ready to be launched.
Plan and deliver a residential attraction program	Strategic Planning and Prosperity	Manager Strategic Planning & Prosperity		50%		Council was successful under the Building Better Regions Fund to develop residential attraction strategies. Phase 1 (Strategic Research and Analysis) has been completed, while Phase 2 (Marketing Strategy) is underway. A draft of the marketing strategy has been developed by JSACreative, with Council commentary to be provided.

 Complete	 On Track	 On hold	 Not Started Yet	 Needs Attention
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<i>Key Outcome</i>		3.7	<i>Protect our prime agricultural land for sustainable primary industry use.</i>			
Work with landholders to realise cluster fencing in sheep and wool growing areas	Environmental and Regulatory Services	Manager Environmental and Regulatory Services		75%		A significant amount of work has occurred throughout 2019/2020 with landholder groups to finalise cluster alignments and contract details. Funding agreements between Council and all cluster groups will be in place by 30 May 2020. Landholders will be contracted to complete their respective cluster fences by 30 April 2022.
<i>Key Outcome</i>		4.3	<i>Utilise 'best practice' waste management practices and further develop regional facilities in accordance with the Waste Management Plan.</i>			
Continue the implementation of asbestos management plans for all waste operations	Waste Services	Manager Waste		100%	27/03/2020	Asbestos Management Plans, which incorporates an audit report and register, have been developed for each waste management facility. The Management Plan is available at each of the supervised waste facilities. Newlands Civil Constructions were appointed to undertake the remediation works at the Allora, Killarney and Warwick waste facility - this project has now been successfully completed.
<i>Key Outcome</i>		4.8	<i>Continue to promote, educate and implement awareness and best practice waste collection, recycling, environmental health and environmental protection strategies.</i>			
Investigate the introduction of a food business rating system for food safety in the Southern Downs region	Environmental and Regulatory Services	Manager Environmental and Regulatory Services		100%	13/01/2020	The introduction of a food business rating system has been thoroughly investigated for the Southern Downs by the Regulatory Services team. Resources do not currently exist to develop and implement such a system. Such a system is not thought to be viable or of significant benefit to the Southern Downs at this time. The current process of risk-based food safety inspections is the preferred option and will be continued.
Review the Southern Downs Regional Council's Subordinate Local Laws for caravan parks, temporary events and rental accommodation	Environmental and Regulatory Services	Manager Environmental and Regulatory Services		65%		The Regulatory Services team is progressing the review of these local laws internally, with the review process to continue throughout the quarter.


 Complete	 On Track	 On hold	 Not Started Yet	 Needs Attention
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Develop a Southern Downs Environmental Sustainability Strategy	Environmental and Regulatory Services	Manager Environmental and Regulatory Services		60%	Elton Consulting is facilitating development of the Southern Downs Environmental Sustainability Strategy. Prior to COVID-19 restrictions, the project was on track, with four meetings of the community reference panel held to date and a meeting with Council's senior leadership team. A public workshop regarding biodiversity conservation on private land occurred in November 2019, in conjunction with a number of other agencies. The project has progressed to the stage where a draft was set to be consulted with the community. An online only consultation plan was discussed but not believed to provide the level of engagement necessary. As such, a variation has been sought to extend the project to 31 December 2021, with a projected completion date of 30 June 2021. The department that administers the Building Better Regions Fund has indicated the variation request will be approved in light of COVID-19 restrictions.
Implement the new domestic waste collection contract	Waste Services	Manager Waste		85%	Cleanaway commenced the domestic kerbside waste and recycling collection contract on 1 October 2019. The management of recyclables via a mini Material Recovery Facility (MRF) is currently subject to negotiations.

 Complete	 On Track	 On hold	 Not Started Yet	 Needs Attention
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11.3 Audit and Risk Management Committee - New Representatives

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 29 April 2020
	Governance, Risk And Land Coordinator	ECM Function No/s: 04.01

Recommendation

THAT Council appoint two Councillors as members of the Audit and Risk Management Committee.

Report

At the Post-Election Special Meeting held on 15 April 2020, Council resolved the following in relation to new representatives on the Audit and Risk Management Committee:

THAT Council defer consideration on the appointment of Councillors as members of the Audit and Risk Management Committee to the April General Council Meeting.

By virtue of section 105(2) of the *Local Government Act 2009* each large local government must establish an Audit Committee. Southern Downs Regional Council is a Category 3 Council, which deems it to be a large local government.

Section 210 of the *Local Government Regulation 2012*, requires the following:

- (1) The audit committee of a local government must –
 - a. Consist of at least 3 and no more than 6 members; and
 - b. Include –
 - i. 1, but no more than 2, councillors appointed by the local government; and
 - ii. At least 1 member who has significant experience and skills in financial matters.
- (2) The chief executive officer cannot be a member of the audit committee but can attend meetings of the committee.
- (3) The local government must appoint 1 of the members of the audit committee as chairperson.

The current Audit and Risk Management Committee (ARMC) consists of two (2) Councillor representatives and four (4) external independent representatives. The external independent representatives are:

- Mr Stephen Coates (Chairperson)
- Mr Darren Laarhoven
- Mr Graham Mathews
- Ms Kylie Smith

Mr Coates is the current Chairperson of the ARMC as appointed by Council at the General Meeting on 26 September 2018. Since this appointment Mr Coates has been an effective Chairperson for this Committee.

The current ARMC Charter, reviewed and adopted in February 2020, states that the membership shall comprise of a minimum of five and a maximum of six members, the majority which shall be independent. One of the independent members will be Tenterfield Shire Council to exchange staff resources for representation on the respective ARMC's.

The ARMC Charter is attached for Councillors' information which details more information in relation to the Committee's scope and purpose.

Budget Implications

Each external independent member is entitled to a meeting fee of which an allocation has been made within the 2019/2020 Internal Audit Budget.

Policy Consideration

Nil.

Community Engagement

Nil.

Legislation/Local Law

The ARMC is established under the authority of section 105 of the *Local Government Act 2009*. Sections 207 to 211 of the *Local Government Regulation 2012* provides further detail about Audit Committees.

Options

Council:

1. Appoint two Councillors as members of the Audit and Risk Management Committee.
2. Appoint one Councillor as a member of the Audit and Risk Management Committee.

Attachments

1. Audit and Risk Management Committee Charter [↓](#)



Audit and Risk Management Committee Charter

1.0 INTRODUCTION

This Terms of Reference establishes the authority and responsibilities conferred on the Audit and Risk Management Committee by the Council, the Principles for an Audit Committee as required by the *Local Government Act 2009* and *Local Government Regulation 2012*, and explains the role of the Audit and Risk Management Committee within the Council.

2.0 TERMS OF REFERENCE

2.1 General

2.1.1 The Southern Downs Regional Council Audit and Risk Management Committee ("the Committee") is an advisory committee to Council, and as such is a formally appointed committee of the Council and is responsible to that body.

The Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions.

2.1.2 The Committee should meet at least quarterly each year.

2.1.3 The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Charter in order to assist Council in relation to the discharge of its financial and operational responsibilities, particularly with respect to ensuring accuracy, accountability and transparency in these matters.

2.1.4 The Committee shall evaluate its performance annually by conducting a self-evaluation survey, and by seeking input on its performance from Council.

2.1.5 The Committee's scope and purpose includes regular review of the following:

- i. the Internal Audit Plan for the Internal Audit for the current financial year;
- ii. the Internal Audit Progress Report for the Internal Audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
- iii. a draft of the Local Government's Financial Statements for the preceding financial year before the Statements are certified and given to the Auditor-General under section 212;
- iv. the Auditor-General's Audit Report and Auditor-General's Observation Report about the Local Government's Financial Statements for the preceding financial year;

- v. Regular review of Risk Management and Fraud and Corruption Control in accordance with the Risk Management and Fraud Policies;
- vi. Monitoring of all outstanding internal and external audit recommendations;
- vii. Review management's approach to maintaining an effective internal control framework (including policies, procedures and delegations), ensuring that it is sound and effective;
- viii. Review the effectiveness of the system for monitoring Council's compliance with relevant laws, regulations and government policies.

2.1.6 The Committee's access to Council records, Council staff, and Council information is to be requested through the Chief Executive Officer.

2.1.7 In accordance with section 105 (4) of the *Local Government Act 2009*, the Committee's objectives are as follows:

- i. monitors and reviews -
 - (a) the integrity of financial documents; and
 - (b) the internal audit function; and
 - (c) the effectiveness and objectivity of the Local Government's internal auditors; and
- ii. makes recommendations to the Local Government about any matters that the Audit Committee considers need action or improvement.

3.0 MEMBERSHIP

3.1 The Committee shall comprise of a minimum of five and a maximum of six members, the majority which shall be independent. One of the independent members will be Tenterfield Shire Council's Chief Corporate Officer, as part of an ongoing arrangement between Southern Downs Regional Council and Tenterfield Shire Council to exchange staff resources for representation on the respective Audit and Risk Management Committees. The Chief Corporate Officer and the two Councillor members can have a proxy attend in their absence, provided the proxy member is suitably qualified and experienced.

The Chief Executive Officer or his/her proxy will be required to attend each meeting, when available, but is not a member of the Committee and does not have voting rights. At the discretion of the Chief Executive Officer and the Chair, other Councillors and Council officers may attend meetings to listen to and provide information on matters of interest/relevance to their particular duties. However Councillors who are not members of the Audit and Risk Management Committee are precluded from voting, as are Council officers.

A Queensland Audit Office and Internal Audit representative shall be invited to attend meetings as required, however shall not be a member and shall not have voting rights.

Invitations to all Committee members, including the external representatives, all regular invitees and all visitors to the meeting approved by the Chair, shall include the following clause:

Please note that all discussions in relation to any matter dealt with at Audit and Risk Management Committee meetings or any matters or information to which you become party as a result of your relationship with Council are strictly confidential

3.2 Councillors will be appointed to the Committee by Council as part of the committee selection process:

- At least one member of the Committee should possess significant experience and skill in financial matters;
- Any changes to Committee membership must be approved by Council;
- The Committee will recommend a member of the Committee be appointed as a Chairperson. In accordance with section 210 (3) of the *Local Government Regulation 2012*, Council will appoint one of the members as Chairperson. Prior to this appointment by Council, the Chairperson will be an Interim Chairperson appointed by the Committee. In the absence of the Chairperson at a meeting, the Committee shall appoint an Acting Chairperson from the members present.
- Members of the Committee shall be appointed for a minimum period of two years.
- Council reserves the right to stagger appointments and the period of the contract for any external member.
- The appointment of external members must be undertaken in accordance with Council's Procurement Policy and relevant legislation.
- At least one month prior to the expiration of a member's term on the Committee, the Council shall seek nominations for a replacement, with the successful appointee being approved by Council.

3.3 The independent members of the Audit Committee will meet with representatives of the Queensland Audit Office, External Auditor and Internal Auditor at least once a year or at the request of the Queensland Audit Office, External Auditor and/or Internal Auditor. Any recommendations arising will be discussed with the Chief Executive Officer.

4.0 AUTHORITY

Council shall authorise the Committee, within the scope of its responsibilities to:

- Establish its agenda and facilitate the establishment of an audit program;
- seek any information it requires from Council staff and external sources;
- obtain whatever advice it requires, including advice from external sources (including legal advice);
- request the attendance of Council officers and other appropriate persons at committee meetings;

5.0 MEETINGS

- The Committee should meet at least quarterly each year and in addition, an annual special meeting will be convened for consideration of the draft final financial report and results of the external audit.
- A schedule of meetings shall be developed and agreed to by the members, and additional meetings shall be convened at the discretion of the Chairperson or at the written request of any member of the

committee or the external auditor. The Chairperson has the discretion, in consultation with the Chief Executive Officer, to amend the meeting dates if required.

- The quorum will be the smallest integer greater than half the members.
- Each member of the Committee is entitled to one vote only. In the case of an equality of votes on any issue, the Chairperson shall have the casting vote.
- Representatives of the external auditor should be invited to attend at the discretion of the Committee, but must attend meetings considering the draft financial report and results of the external audit.
- Council's Governance and Risk Officer shall provide secretarial and administrative support to the Committee.

6.0 REPORTING

- The Committee minutes shall be considered by Council at the most suitably scheduled General meeting.
- Minutes of the Committee meeting will be issued to the Committee members as soon as possible after each meeting and will not be recorded for public perusal.
- The Chairperson of the Committee will review the minutes prior to them being released to Council for review and acknowledgement.
- The Chairperson will determine the agenda for each meeting in consultation with the Chief Executive Officer and Committee members.
- The Committee shall report annually to the Council summarising the activities of the Committee during the previous financial year, and the Chairperson shall be in attendance at the relevant Council meeting either personally or by teleconference to speak to the report.

7.0 REVIEW

The Charter will be reviewed annually for relevance and accuracy.

8.0 CONFIDENTIALITY

- All matters discussed at Committee meetings together with all material provided to members of the Committee is of a confidential nature.
- All material provided to the Committee is to be stamped 'Confidential'.
- The external members of the Committee will be required to sign a Confidentiality Agreement with Council, which will confirm requirements.
- Committee reports to Council will be discussed in a closed session of the General Council Meetings.

9.0 RELATIONSHIP WITH INTERNAL AND EXTERNAL AUDIT

By virtue of the provisions of the *Local Government Act 2009 and Local Government Regulation 2012*, each Local Government must establish an efficient and effective internal audit function. Consequently, in order to achieve its objectives and to satisfy the requirements placed upon it, the audit Committee may seek independent reports on specific areas of interest. These may include aspects relating to financial and compliance and operational effectiveness which are traditionally performed as an internal audit function. This initiative is to assist the Committee in discharging its objectives under this charter.


Any difficulties encountered in the course of audits, including any restrictions on the scope of their work or access to required information will be brought to the attention of the Committee.

When the Internal Auditor believes that senior management has accepted a level of current risk that is unacceptable to the organisation, the Internal Auditor should report the matter to the Committee.

Any serious difficulties or disputes with management encountered during the course of the external audit will be brought to the attention of the Committee.

11.4 Asset Management Report

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 29 April 2020
	Asset Management Coordinator	ECM Function No/s:

Recommendation

THAT Council receive and note the Asset Management Report.

Report

This report provides an update to on the status of Asset Management Roadmap Activities as at the end of March 2020.

Asset Management Roadmap Projects

Unsealed Roads Levels of Service, Road Hierarchy and Asset Data

Unsealed Road activities completed in March include:

- Review of the Unsealed Road hierarchy, and
- Validation of unsealed road hierarchy for Unformed Roads, Tracks and Gravel Tracks.

Work is continuing to reconcile the Unsealed Road asset register and implement the unsealed road hierarchy prior to a sub-Asset and Service Management Plan being prepared.

Condition Assessment of Critical Water & Wastewater Infrastructure (Local Government Grants and Subsidies Program)

Hunter H2O was appointed for condition assessment of Councils Water & Wastewater treatment plants in December 2019.

Activities completed in March included:

- Risk & Criticality Workshop and Data Workshop
- Delivery of draft asset registers, and
- Development of P&IDs.

Current activities being completed by Hunter H2O relate to:

- Completion of Level 2 condition inspections
- Process performance reviews, and
- Identification of assets for Level 3 inspections.

Bridge Levels of Service

Draft Bridge Levels of Service have been completed for stakeholder engagement. Work will now commence on a draft Asset and Service Management plan for bridge assets.

Open Space Service Plan and Levels of Service

A draft Open Space Service Plan and Levels of Service has been developed for internal consultation. Following the conclusion of the stakeholder engagement, draft levels of service will be finalised for review by the Asset Management Steering Committee. Engagement with internal stakeholders has been postpone while Council manages the impact of Covid-19 across the community.

Asset Management Roadmap Status

A status update on the Asset Management Roadmap is provided as Attachment 1.

Budget Implications

Nil

Policy Consideration

Shaping Southern Downs

Grow: Strong Governance

Improve the relationship between Council policy, service delivery, infrastructure, advocacy and community priorities.

Corporate Plan

8.13 Continue to review and expand Asset Management Plans

Develop and implement improvements to the corporate asset management processes and systems

Community Engagement

Nil

Legislation/Local Law

Nil

Options

Council:

1. Receive and note the Asset Management Roadmap
2. Do not receive and note the Asset Management Roadmap

Attachments

1. Asset Management Roadmap Status [↓](#)

Attachment 1: Asset Management Roadmap Status

Project	Project Owner	Milestones/ Tasks	Estimated Completion Date	Status
Unsealed Roads Levels of Service, Road Hierarchy and Asset Data	Asset Management Coordinator	Review and collection of segmentation data: <ul style="list-style-type: none"> - Segment lengths - average daily traffic estimates - estimated gravel depths/ coverage - roughness - identification of steep sections and sharp curvature 	30/12/2019	Completed
		Development of prioritisation matrix	30/12/2019	On Hold
		Documentation of proposed Unsealed Road Hierarchy	25/10/2019	Completed
		Documentation & costing of current Levels of Service	25/10/2019	Completed
		Internal Stakeholder Engagement <ul style="list-style-type: none"> - Levels of Service - Road Classification - Unsealed Road Hierarchy 	30/11/2019	Completed
		Councillor Briefing – Level of Service	December 2019	Completed
		Review of Unsealed Road Hierarchy	28/02/2020	Completed
		QA of Proterra segmentation data and attributes	13/03/2020	On hold due to February 2020 QRA Event. 30% complete.
		Validation of unsealed road hierarchy	13/03/2020	Complete.
		Reconciliation of Unsealed Road Asset Register	30/04/2020	In progress – 50% complete
		Implementation of unsealed road hierarchy incorporating mapping of Parent Segments & data	30/04/2020	In progress – 30% complete
		Drafting of Asset Management Plan	30/06/2020	Not started

General Council Meeting – 29 April 2020

1


Project	Project Owner	Milestones/ Tasks	Estimated Completion Date	Status
Condition Assessment of Critical Water & Wastewater Infrastructure (Local Government Grants and Subsidies Program)	Asset Management Coordinator/ Manager of Water	Initial site inspections & data collection	21/01/2020	Complete
		Updated Asset Register	14/02/2020	Completed – First draft received. SDRC to provide comments in Apri.
		Risk & Criticality Workshop and Data Workshop	14/02/2020	Completed
		Level 2 Condition Assessment	21/02/2020 17/04/2020	Original completion date delayed due to Covid-19 impacts.
		Identification of Assets for Level 3 Condition Assessment	17/04/2020	In progress – 30% complete
		Process Performance reviews	24/04/2020	In progress – 20% complete
		Level 3 Condition Assessment	07/05/2020	Not started
		Risk & Criticality assessment	21/05/2020	In progress – 20% complete
Bridge Asset Data and Asset Classification	Asset Management Coordinator	Asset Data & Specification - Define, agree and document: > parent bridge attributes > bridge component attributes - Determine, agree, validate and document Bridge asset classification - Specify work order assets - Develop proposed database structure & map to asset classification - Database build	November 2019	Compete
		Reconciliation of bridge database to asset register	November 2019	Complete
		Levels of Service	30/03/2020	Draft for internal stakeholder engagement complete
		Criticality Hierarchy	30/03/2020	Draft for internal stakeholder
General Council Meeting – 29 April 2020			2	

			engagement complete.		
			Drafting of Asset Management Plan	29/05/2020	In progress
Open Space Service Plan and Levels of Service	Manager	Parks and Operations	Data collection & validation	25/10/2019	Completed
			Development of Levels of Service	28/02/2020	Delayed – on hold due to Covid-19 impacts.
			Internal stakeholder engagement	28/02/2020	Delayed – on hold due to Covid-19 impacts.

12. INFRASTRUCTURE SERVICES REPORTS

12.1 Infrastructure Services Directorate Monthly Report

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 29 April 2020
	Director Infrastructure Services	ECM Function No/s: 04.15.01

Recommendation

THAT Council receive the Infrastructure Services Directorate Monthly Report.

Report

The following is provided for the information of Councillors.

2019/20 Capital Project Status

Refer Attachment for details

OPERATIONAL

WORKS

- Theo Cantor Park - Men's Shed and Woodworkers – Works are expected to be completed during April.
- Screw piling for the two pedestrian bridges in Stanthorpe on the cycle network are complete. The abutments have been poured and fabrication for the bridges is well underway. Works on the associated footpaths is also progressing well.
- Upper Forest Springs Bridge. The piling has commenced on site. Bourkes Road bridge – the design is still in progress.
- Depot/Ogilvie/East Street upgrade – Council have received advice that the amended scope has been accepted and the project will be completed in the next financial year as the design is yet to be completed.
- The design of the sealing of Link Road to Brunckhorst Avenue is complete. A tender will be called to construct this project.
- At Wallangarra the sealing of Border Road has been completed. Works will commence on Margetts, Folkstone, and Barawell Streets in April after Easter.
- February 2020 flood event. Council staff have met with Qld Reconstruction Authority (QRA) to commence the Recovery process and have evaluated approximately 80% of the damaged network. The estimated damage bill is approximately \$13million for the assessed works to date. Emergent works are still progressing while the longer term works are assessed and submitted to QRA as per funding requirements.

PARKS AND OPERATIONS

Cemeteries

Interments:

Cemeteries facilitated fourteen (14) services for the month of March. Breakdown below:

	Lawn	The Grove	Monumental
Warwick	3	1	1
Stanthorpe	3		1
Eden Gardens	3		

	Columbarium	Grave
Warwick	1	
Stanthorpe		1

Capital Work:

- Stanthorpe Burial Wall – Construction is progressing, shutters are being placed, near completion.
- Beams/Tree Surrounds – Project has been completed.
- Mitchner Memorial – Contract yet to be awarded.
- Warwick Burial Wall – Irrigation has been installed, currently finalising the landscaping.
- Stanthorpe Baby Section – Concrete work has been completed. Next stage is irrigation installation.

Parks

- Preparation and Clean up of Apple and Grape event.
- Planting of annual flowers.
- Weeroona Park Statues set up by Bolder Art Circle Inc (BACI).
- Leslie Park War Memorial project nearly completed, restoration of monuments is continuing.
- Laura Geitz statue project completed.
- Playground rectification project nearing completion with some climbing nets yet to be installed.

Facilities

- COVID19 response measures including extra cleaning and distribution of sanitisers and materials.
- Prepare outdoor pools for winter closure.
- Coordination of region pest control inspections and spraying.

Fleet and Workshops

- Finalising Tenders for fifteen (15) fleet vehicles.
- Received new Isuzu Water Truck (Stanthorpe) and deployed.

WATER

- Storm King dam desilting complete.
- Donated water tank installation is complete at the Morgan Park site.
- Wallangara emergency supply system has been tested and commissioned to assess its yield for future use if required.

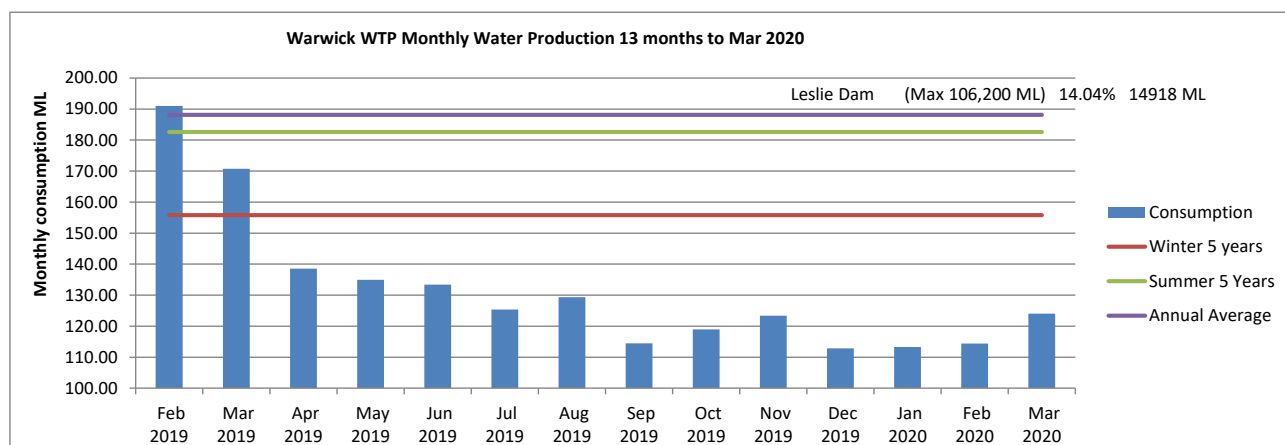
- Feasibility study to reverse the Allora Warwick pipeline is now being finalised. Design of water treatment plant to treat and supply Allora bore water to Warwick is progressing further to finalise the design to shovel ready status for implementation as and when required.
- Leslie Dam pumps design quotations being assessed with contract to be awarded.
- Construction of recycle water main extension work (stage 1) to industrial area will commence in April.

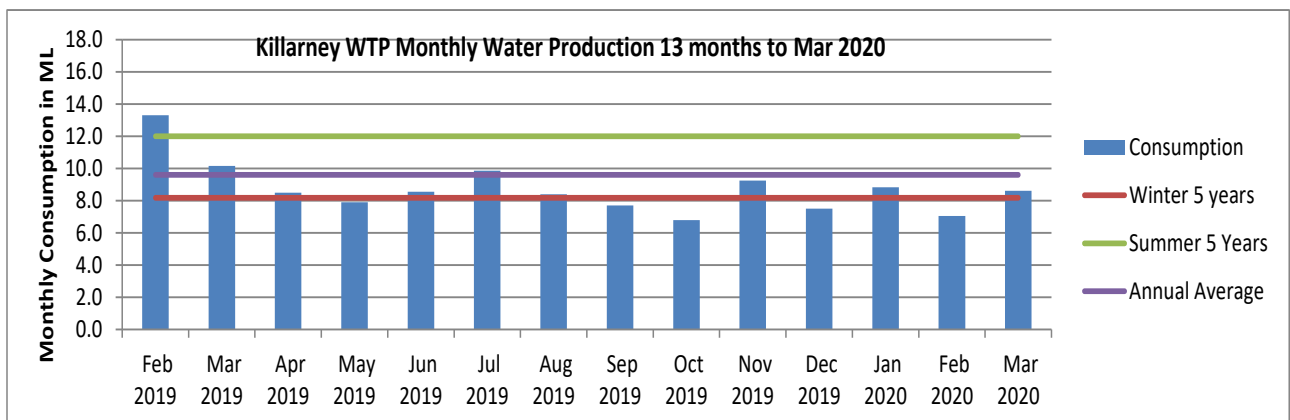
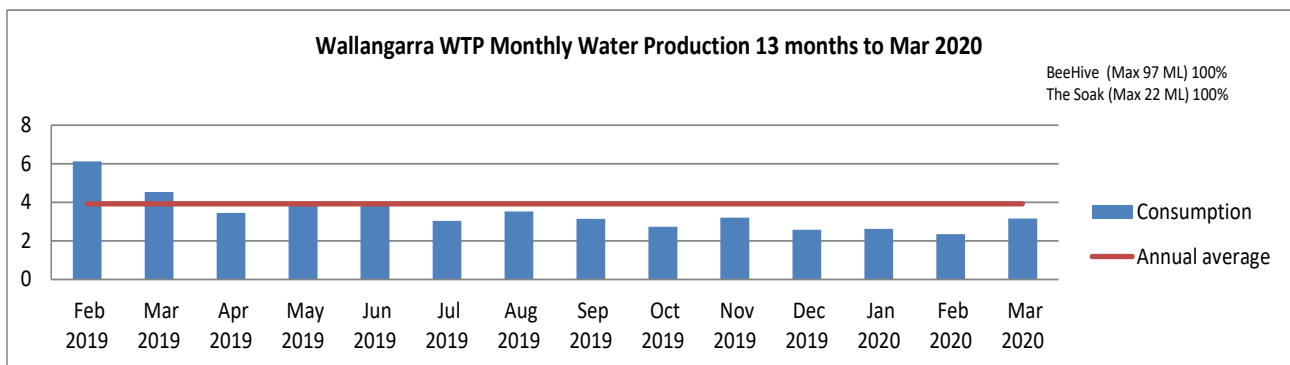
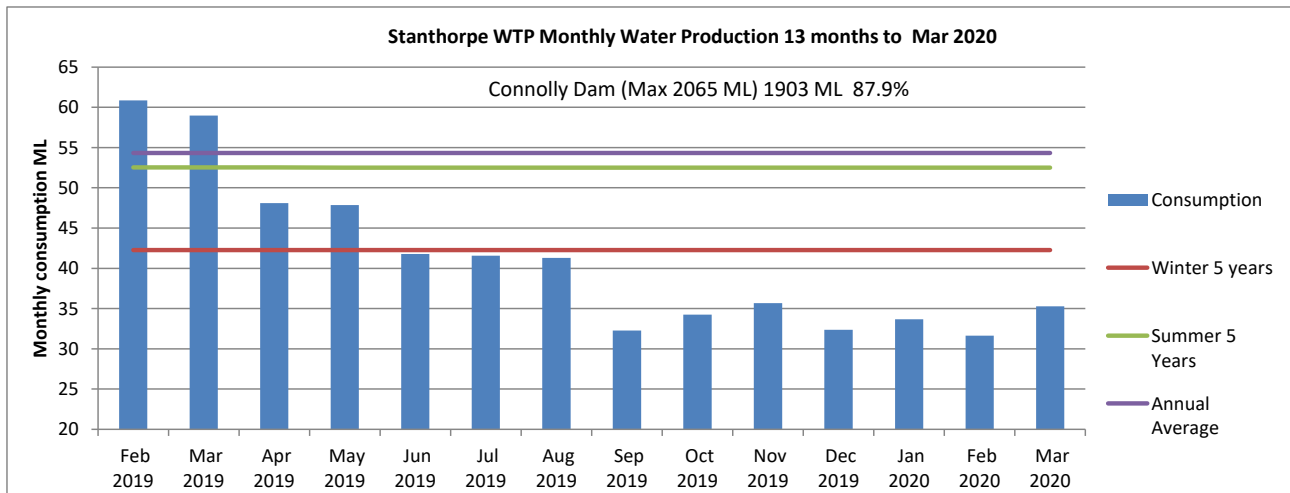
Water Performance Data Report as at 31 March 2020

Dam Levels

Water Supply Levels and monthly raw water inflow to the treatment plants at the end of March 2020										
Remaining Supply is based on no rain & current monthly abstraction for dams.										
Water Scheme	Supply Source/s	Supply Capacity (ML/Yr) unless specified otherwise				Demand (ML)			Remaining Supply Mths*	Remarks
		Maximum	Dam % Full	Quantity	Available	Annual	Monthly	Daily		
1 Warwick	Leslie Dam (SunWater)	106,250	14.04%	14,918	13,038	1507.80	125.65	4.33	30 (inc evap)	
2 Stanthorpe	Storm King Dam (SKD)	2,065	18.70%	385	218		0.00	0.00	4 mths (if SKD re-commenced supply at current monthly demand)	No water taken from SKD from 13 Jan 2020
	Connolly Dam	2,157	87.90%	1,903	1,850	480.00	40.00	1.38	24.0	Supply from Connolly Dam (full carting commenced 13 January 2020)
3 Killarney	Spring Creek Weir & OSS	70	100.00%	300	300	116.38	9.70	0.33	7mths OSS or 18 mths from weir	Supply alternates between weir and OSS depending on river flow. Depletion based on allocation.
4 Wallangarra	Beehive Dam	97	100.00%	47	69	48.46	4.04	0.14	18 mths (estimate)	
	The Soak	22	100.00%	22						
6 Dalveen	Bore/s	30	N/A	30	30	10.90	0.91	0.03	33.0	Based on annual allocation divided by monthly demand
7 Leyburn	Bore/s	30	N/A	30	30	14.52	1.21	0.04	24.8	Based on annual allocation divided by monthly demand
8 Pratten	Bore/s	30	N/A	30	30	12.32	1.03	0.04	29.2	Based on annual allocation divided by monthly demand
Leslie Dam (SunWater) Agreement to hold bottom 14% (14,960 ML) for SDRC. Contract for supply of 3,207 ML/yr										
Note! *Wallangarra Dam supplies do not account for evaporation. No modelling available for dams										

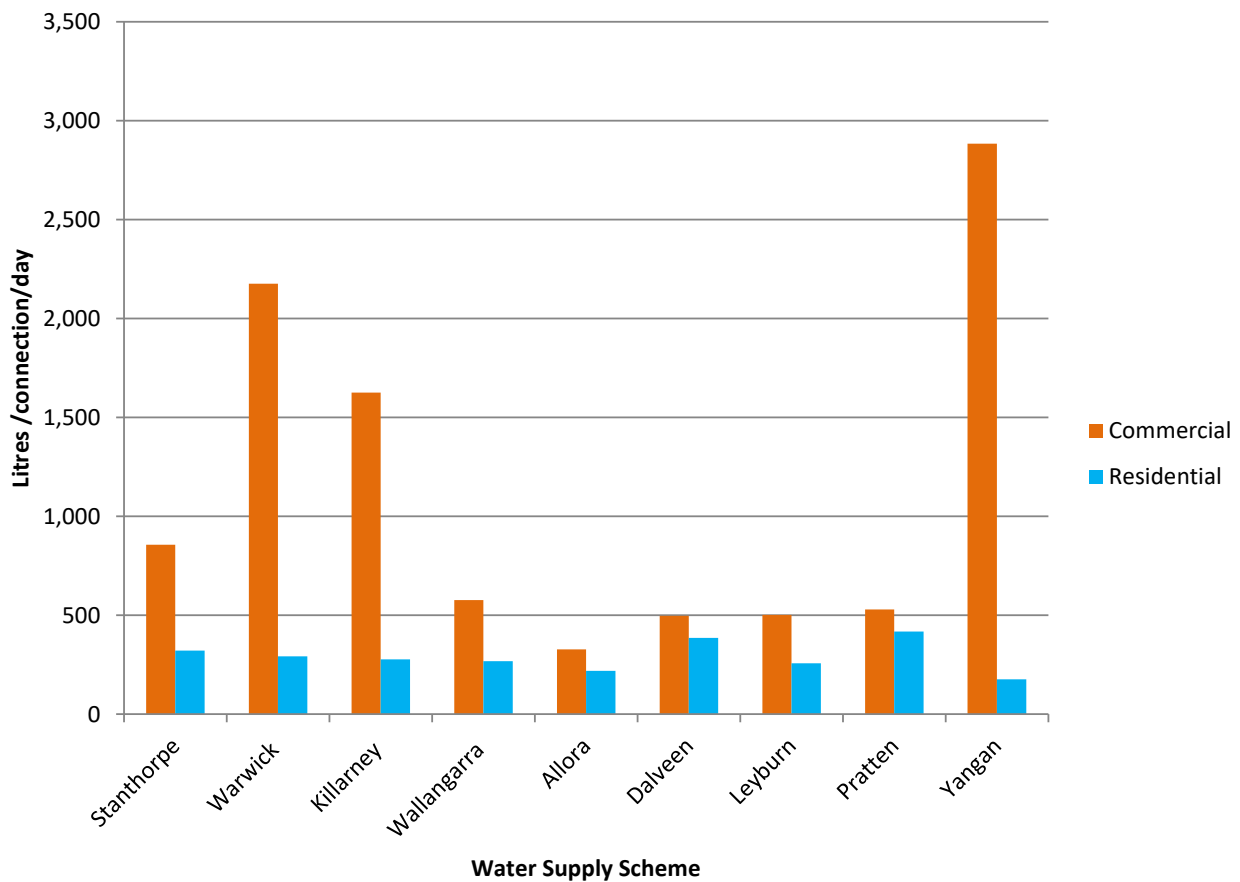
Monthly Water Consumptions Graphs





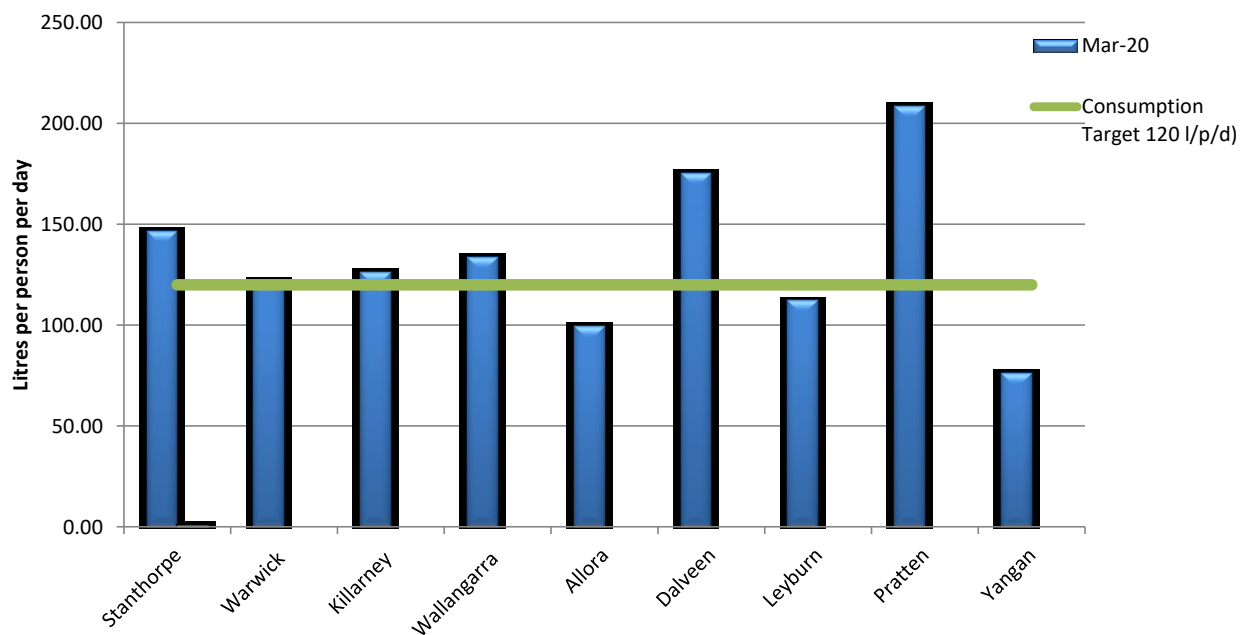
Avg Daily Consumption per Connection March 2020

(based on March 2020 meter readings)



Residential Water Consumption Comparison

(March 2020 meter readings)



Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

Nil

Legislation/Local Law

Water Supply and Reliability Act 2008

Options

Council:

1. Resolve to receive the Infrastructure Services Directorate Monthly Report;
2. Resolve not to receive the Infrastructure Services Directorate Monthly Report.

Attachments

1. Capital Works Project Status - Works [↓](#)



Capital Works Program 19/20 - Capital Works Report Mar 20200403

HVSP - Heavy Vehicle Safety And Productivity Program		
BRP - Bridge Renewal Programme (5050)		NOT STARTED
BS - Blackspot (5050)		Construction
CNLGGP - Cycle Network/Local Government Grants Program (5050)		Planning and Design
RTR - Roads to Recovery (100)		Completed
TIDS - Transport Infrastructure Scheme (5050)		Warning
W4Q - Works for Queensland (100)		Not Started

Project Name	Original Total Budget	Revised Total Budget	Current Annual Budget	Act Expend	Commit	Original Estimate	Revised Estimate	Funding	Progress	Project Officer	Status/Comment
CAPITAL WORKS - CONSTRUCTION	21,884,162	27,944,529	14,940,876	8,143,638	2,705,582		2,827,750				
<i>Previous Year</i>	<i>7,273,040</i>	<i>12,438,498</i>	<i>795,827</i>	<i>293,483</i>	<i>235,500</i>		<i>1,641,322</i>				
CP800157 Rangers Rd/Ovenham St Intersection	350,000	441,853	25,321	25,390	0	0	0	RTR	100%	Andrew Mapes	Project Completed
CP800418 Condamine River Crossings - MIPP FY18/19	100,000	132,086	2,040	2,040	555	0	0		100%	Andrew Mapes	Project Completed; Report completed
CP800438 Off Leash Dog Park	0	79,138	37,706	37,706	0	0	0		100%	Carly McMonagle	Project Completed
CP800367 Sthpe Indust Dev W4Q Rd & Electrical	825,868	631,684	7,000	5,785	0	421,021	579,864	TIDS	100%	Heath Tomkins	Project Completed
CP800360 TIDS Amiens Rd (18/19)	883,846	888,305	2,307	2,307	0	0	0	TIDS	100%	Heath Tomkins	Project Completed
CP800361 Wyerramsay Rd (TIDS)18-19	800,000	789,279	631	630	0	0	0	TIDS	100%	Mark Cochrane	Project Completed
CP800320 Easey Street D&C 1(L&IF)	200,000	4,865,665	110,000	21,330	91,698	20,000	20,080		75%	James Varughese	Concept Design in Progress; Fish Passage approvals, in progress - engaging external PM to manage project.
CP800358 Gravel Resheeting 18-19	1,620,000	1,903,047	97,845	97,845	0	879,515	1,041,358		100%	Malcolm Beattie	Project Completed
CP800434 Multi Purpose Fit Out - PM Costs	75,000	36,772	36,206	36,206	0	0	0	W4Q	100%	Michael Bell	Project Completed
CP800362 TIDS Freestone Rd Rehab 18-19	525,000	466,861	2,553	2,552	0	0	0	TIDS	100%	Mark Cochrane	Project Completed
CP800359 Reseals 18-19	1,000,000	1,023,313	11,500	4,517	0	0	0		100%	Peter Crisp	Project Completed
CP800325 Glen Aplin Shared Path Upgrade 17/18	425,000	261,502	170,694	0	0	0	0	CNLGGP	100%	Heath Tomkins	Project Completed
CP800415 Guy, Pratten, Parker St Cycleway Design	340,000	254,229	280,000	43,748	143,247	0	0		45%	Mark Cochrane	Based on Stanthorpe Cycleway Community feedback, redesign works in progress
CP800363 Condamine River Walk (W4Q)	0	335,724	0	2,892	0	0	0	CNLGGP	100%	Mark Cochrane	Project Completed
CP800428 B Double Routes	150,000	146,356	872	871	0	0	0	HVSP	100%	Mike Holeszko	Project Completed
CP800370 Jimmy Mann Rd Floodway (18-19 RTR)	158,000	162,548	7,452	7,452	0	0	0		100%	Peter Crisp	Project Completed
CP800372 Design of Sthpe CBD Cycle & Ped Bridge	20,326	20,326	3,500	2,432	0	0	0		100%	Mark Cochrane	Project Completed
<i>Current Year</i>	<i>14,611,112</i>	<i>15,506,030</i>	<i>14,145,249</i>	<i>7,850,155</i>	<i>2,470,082</i>		<i>1,186,528</i>				
CP800342 Palmer Bridge Freestone (BRP) year 2	2,400,000	2,599,795	2,200,000	2,071,793	13,935	0	0	BRP	95%	Mark Cochrane	Project Completed; project completion milestone being finalized for revenue purposes
CP800446 Jack Smith Gully Rehab (TIDS)	439,000	393,828	395,000	394,000	0	225,187	245,187	TIDS	100%	Andrew Mapes	Project Completed
CP800450 Village Amenity Sealing (RTR)	220,000	213,786	211,585	213,786	0	0	0	RTR	100%	Heath Tomkins	Project Completed
CP800482 Botrkies Road Bndge (BRP4)	652,300	652,300	652,300	25,185	466,750	0	0	BRP	15%	Mark Cochrane	Contract Awarded, design underway
CP800483 Upper Forest Springs Bridge (BRP4)	602,800	685,000	602,800	54,903	486,174	0	0	BRP	15%	Mark Cochrane	Contract awarded - construction commenced
CP800475 Depot/Ogilvie/East St upgrade (HVSP6)	790,000	790,000	790,000	9,975	2,645	0	0	HVSP	10%	Mark Cochrane	Project construction deferred to next year, design and planning in progress
CP800444 Resheet Gravel Roads (ex LRRS)	1,000,000	1,000,000	1,000,000	916,187	0	805,672	906,341		90%	Malcolm Beattie	Construction in progress, works almost complete
CP800449 Forde Street Allora Rehab	207,000	211,895	207,000	210,978	0	0	0		100%	Mark Cochrane	Project Completed; financial completion in progress
CP800484 Guy Street Footpath L&P	80,000	80,000	80,000	1,619	0	0	0	CNLGGP	0%	Andrew Mapes	Planning and design almost complete, works to be completed during school holidays
CP800485 Condamine River Walk stage 2 (W4Q)	300,000	300,000	225,000	220,898	3,003	0	0	W4Q	80%	Mark Cochrane	Project almost Completed, linemarking and financial completion in progress
CP800486 Donnelly's Castle Road Rehab (RTR)	350,000	350,000	350,000	8,510	0	0	0	RTR	0%	Heath Tomkins	Planning and Design in progress
CP800513 Sealing Darcy Street, Stanthorpe (W4Q)	90,000	101,072	101,072	101,072	0	0	0	W4Q	100%	Heath Tomkins	Project Completed
CP800487 McGlew Street Cycleway(CNLGGP)	645,000	645,000	645,000	213,138	379,958	0	0	CNLGGP	25%	Heath Tomkins	Footpath construction works commenced, bridge works in progress
CP800488 Park Road Crossover (CNLGGP)	75,800	75,800	75,800	9,201	33,466	0	0	CNLGGP	10%	Mark Cochrane	Planning and Design in progress, RFT for undertaking works by a single contractor
CP800489 Quart Pot Ck Cycle way (CNLGGP)	833,000	833,000	833,000	71,130	124,342	0	0	CNLGGP	5%	Heath Tomkins	Footpath Construction works commenced
CP800490 Upper Wheatvale Rd Widening (RTR)	450,000	417,259	460,000	415,392	1,858	0	0	RTR	95%	Mark Cochrane	Project Completed; financial completion in progress
CP800472 Reseal Program	1,000,000	1,000,000	1,000,000	909,412	72,182	0	0		95%	Peter Crisp	Major program of SCRC works completed - awaiting invoice of TMR works completed
CP800473 Connolly Dam Rd Sealing TTCP2	950,000	950,000	950,000	229,097	316,030	0	0	RTR	15%	Peter Crisp	Construction in progress
CP800492 Upper Forest Springs Rd Widening(RTR)	300,000	300,000	300,000	10,560	532	0	0	RTR	0%	Peter Crisp	Planning and Design in progress
CP800535 Leslie Dam Boat Ramp	60,000	76,207	130,000	67,764	2,443	0	0		100%	Andrew Mapes	Works almost completed, awaiting signage
CP800536 Storm King Dam Boat Ramp	30,000	26,700	25,500	26,676	0	0	0		100%	Heath Tomkins	Project Completed
CP800532 Roadworks - Emergency Water Supply	0	0	0	902,534	0	0	0		100%	Heath Tomkins	Project Completed
CP800491 Lock St. Kerb & Channel and Car Parking	155,000	155,000	155,000	5,151	0	0	0		5%	Heath Tomkins	Planning and Design almost complete
CP800514 Seal Link Brundhorst Av-Wallangarra Rd	260,000	650,000	250,000	29,623	19,805	0	0		0%	Peter Crisp	Final plans sent to TMR and QR for approval Consultant to Project Manage the delivery
CP800572 Forde St, Allora Rehab (RTR) CH0 56-0.79	138,000	138,000	138,000	2,201	26,199	0	0	RTR	0%	Mark Cochrane	Project documentation completed. Onsite works to be scheduled
CP800573 Freestone Road Rehab (TIDS)	350,000	541,769	350,000	3,351	4,545	0	0	TIDS	0%	Mark Cochrane	RFT for external delivery as construct contract released and in progress
CP800474 Resheet Gravel Roads (TIDS)	1,409,742	1,263,154	1,409,742	0	0	0	0	TIDS	0%	Heath Tomkins	Project for budgetary information only - refer CP800478, CP800479, CP800480
CP800478 Resheet Pikedale Rd - Warwick (TIDS)	0	0	0	13,959	167,866	0	0	TIDS	15%	Heath Tomkins	Works in progress
CP800479 Resheet Goldfields Rd - Stanthorpe (TIDS)	0	0	0	422,503	203,100	35,000	35,000	TIDS	85%	Heath Tomkins	Works in progress
CP800480 Resheet Inverary Rd - Stanthorpe (TIDS)	0	0	0	3,154	0	0	0	TIDS	0%	Heath Tomkins	Project will not proceed, funds directed elsewhere
CP800567 Forest Plain Road Rehab RTR 19/20	563,670	563,681	313,670	109,801	132,863	0	0	RTR	10%	Peter Crisp	Works in progress
CP800537 Wallangarra Village Sealing (RTR)	125,000	125,000	125,000	0	0	0	0	RTR	0%	James Varughese	Project for budgetary information only - refer CP800569, CP800561, CP800568
CP800559 Wallangarra Sealing - Margetts St (RTR)	0	0	0	508	5,850	0	0	RTR	0%	Heath Tomkins	Works Commenced and in progress
CP800560 Wallangarra Sealing - Barawell St	0	0	0	542	4,660	0	0	RTR	0%	Heath Tomkins	Works Commenced and in progress
CP800561 Wallangarra Sealing - Folkestone St	0	0	0	192	2,750	0	0	RTR	0%	Heath Tomkins	Works Commenced and in progress
CP800568 Mt Colliery Village Sealing (RTR)	145,000	145,000	145,000	0	0	0	0	RTR	0%	Mike Holeszko	Not started
325 Euskey Road Busstop			25,000						80%		Construction in progress, works almost completed, costs charged to Pikedale road project




Capital Works Program 19/20 - Capital Works Report Mar 20200403

HVSP - Heavy Vehicle Safety And Productivity Program	
BRP - Bridge Renewal Programme (5050)	NOT STARTED
BS - Blackspot (5050)	Construction
CNLGGP - Cycle Network Local Government Grants Program (5050)	Planning and Design
RTR - Roads to Recovery (100)	Completed
TIGS - Transport Infrastructure Scheme (5050)	Warning
W4Q - Works for Queensland (100)	Warning

	Project Name	Original Total Budget	Revised Total Budget	Current Annual Budget	Act Expend	Commit	Original Estimate	Revised Estimate	Funding	Progress	Project Officer	Status/Comment
	Yangan Road Intersection works - OPERATIONAL		249,003		175,363	17,126			OP	100%	MCOCHRANE	Project Completed
	CAPITAL WORKS - COMMUNITY	2,041,997	2,327,052	988,562	448,757	310,295		0				
	<i>Previous Year</i>	<i>944,497</i>	<i>929,500</i>	<i>14,062</i>	<i>14,883</i>	<i>3,592</i>		<i>0</i>				
CP800364	Old Allora Offices - Raise and Restump	459,497	447,849	1,255	1,255	0	0	0	W4Q	100%	Anneke Jacobson	Project Completed
CP800337	Rest Area & Entrance Sign Wallangarra	150,000	141,881	340	340	0	0	0		100%	Mike Holeszko	Project Completed
CP800268	Recreation Areas Small Villages	150,000	154,430	2,035	6,858	0	0	0		98%	Zoe Dunlop	Project Completed
CP800386	Stanthorpe Admin Building Under-Pinning	35,000	27,648	5,432	5,432	0	0	0		100%	Zoe Dunlop	Project Completed
CP800402	Equitable Access - Stanthorpe Admin	150,000	157,891	5,000	1,000	3,592	0	0		100%	Zoe Dunlop	Project Completed
	<i>Current Year</i>	<i>1,097,500</i>	<i>1,397,552</i>	<i>974,500</i>	<i>433,974</i>	<i>308,703</i>		<i>0</i>				
CP800289	Mitchner Shelter Restoration	315,000	283,892	155,000	63,817	4,114	0	0		50%	Tony Butler	Project to be delivered in two stages. 1. Concrete slab replacement. No market interest, works to be delivered by 2020/21 start.
CP800447	Buildings Fire Systems Upgrades 2019-20	62,500	62,500	62,500	0	0	0	0		10%	Anneke Jacobson	Project to be released again as reduced scope excluding senior citizens hall
CP800494	Learn to Ride Park (W4Q)	300,000	300,000	300,000	39,457	194,797	0	0	W4Q	45%	James Vanghese	Design completed. Awaiting election process to be completed and new Council to endorse report to proceed with public consultation
CP800277	Theo Kantor Shed Compliance Upgrade(W4Q)	420,000	751,160	457,000	330,600	107,792	0	0	W4Q	70%	Anneke Jacobson	Carpark completed, concrete works progressing, shed fit-out nearing completion
	CAPITAL WORKS - Maintenance	8,832,265	3,607,562	911,856	210,448	81,470		23,000				
	<i>Previous Year</i>	<i>4,735,265</i>	<i>2,757,734</i>	<i>6,463</i>	<i>(3,179)</i>	<i>0</i>		<i>0</i>				
CP800295	Extension of Lighting - Quart Pot Ck	121,017	119,851	463	463	0	0	0		0%	Brian Weeks	Light poles received, awaiting completion of footpath project to install lighting
CP800211	Cyclone Debbie -Project Management	2,019,168	849,145	6,000	463	0	0	0		0%	Mike Holeszko	Project Completed
CP800258	Cyclone Debbie Comp. Works- Package 5	164,403	11,190	(153,214)	0	0	0	0		0%	Chris Whitaker	Project Completed
CP800326	Cyclone Debbie Betterment - Mervale St	2,406,422	975,456	153,214	0	0	0	0		100%	Chris Whitaker	Project Completed
CP800331	Cyclone Debbie Betterment Depot Rd	24,255	802,093	0	(4,103)	0	0	0		100%	Chris Whitaker	Project Completed
	<i>Current Year</i>	<i>4,097,000</i>	<i>849,828</i>	<i>805,393</i>	<i>213,627</i>	<i>81,470</i>		<i>23,000</i>				
CP800448	Stanthorpe Cemetery Burial Wall	270,000	220,000	270,000	140,811	54,135	0	0		60%	Anneke Jacobson	Construction in progress
CP800423	Masterplan for Cycleways	45,000	44,828	3,393	3,393	0	0	0		100%	Cameron Ben	Part of last FY master cycleway project. Council briefing session completed
CP800469	Footpath Replacement	50,000	65,000	50,000	31,952	25,765	13,000	23,000		0%	Cameron Ben	Works in progress
CP800500	Replacement of damaged Kerb & Channel	750,000	75,000	75,000	0	0	0	0		0%	Cameron Ben	Not started
CP800498	Seal High Maintenance Gravel Roads											Project not going ahead
CP800497	Seal Gravel Roads	2,000,000	100,000	200,000	12,210	604	0	0		0%	Cameron Ben	Works in progress, project funds being redirected; awaiting confirmation
CP800566	Border St Wallangarra Widening RTR 20/21	24,000	27,000	24,000	25,261	966	0	0		95%	Peter Crisp	Works Completed
CP800499	Emergent repairs to Stormwater	750,000	75,000	75,000	0	0	0	0		0%	Cameron Ben	Walker St project, design completed, awaiting appointment of PM(Contractor) to deliver
CP800495	Homestead Rd. Widen	40,000	75,000	40,000	0	0	0	0		0%	Cameron Ben	Design and Planning in progress
CP800546	Oak Ave improve road and drainage issues	48,000	48,000	48,000	0	0	0	0		0%	Mike Holeszko	Not started
CP800496	Replace damaged light poles	120,000	120,000	120,000	0	0	0	0		0%	Cameron Ben	Not started
	CAPITAL WORKS - COMBINED TOTAL	32,768,414	33,879,142	16,841,294	8,802,843	3,097,346	2,399,395	2,850,750				
					62%	18%						

12.2 Renaming a Section of Scrymgeour Road, Rosenthal Heights

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 29 April 2020
	Executive Assistant	ECM Function No/s: 28.63

Recommendation

THAT Council adopt one of the following names as the new name for the section of Scrymgeour Road, Rosenthal Heights from the railway line:

- “Farrells Road”
- “Farrells Way”
- “Cross Lane”

Report

In April 2019 Council resolved to start the consultation process to rename a section of Scrymgeour Road (location map attached). This is required as the section of road is separated by the railway line and under the Australian Standards unconnected sections such as these should be assigned separate road names.

In accordance with Council's Roads and Streets Naming Procedure an advertisement was placed in the local media seeking public comment/suggestion for a road name. Council also wrote to the property owners along the road.

Council received two responses from the property owners. Copies of the responses received are attached.

The suggested names and reasons are as follows:

Suggested Name

Reasons for Name

“Farrells Road” or “Farrells Way”

Family Name

In recognition of former Warwick Councillor Cliff Farrell

“Cross Lane”

Family Name

In recognition of Jesica Cross – Paramedic for Queensland Ambulance

The names were assessed in accordance with SDRC Roads and Streets Naming Procedure. All three names fall within the guidelines of Section 5.4 Guidelines for Naming of Roads & Streets. There are no roads within the region with the same or similar name.

It is always desirable to name roads wherever possible so that emergency services can easily locate a property.

Budget Implications

The only budget implication is the purchase and erection of the street name sign.

Policy Consideration

SDRC Roads and Streets Naming Procedure

Community Engagement

A request for public comment/suggestion for a new road name was advertised in the local media. The property owners along this road were also contacted.

Legislation/Local Law

Australian Standard for Rural and Urban Addressing

4.2.4 Contiguous navigable road

A named road shall include only one section navigable by vehicles. Unconnected navigable sections, such as where separated by unbridged stream, pedestrian segment, railing, etc. shall be assigned separate road names.

Options

Council:

1. Resolve to adopt the name "Farrells Road" as the new name for the section of Scrymgeour Road, Rosenthal Heights from the railway line.
2. Resolve to adopt the name "Farrells Way" as the new name for the section of Scrymgeour Road, Rosenthal Heights from the railway line.
3. Resolve to name "Cross Lane" as the new name for the section of Scrymgeour Road, Rosenthal Heights from the railway line.
4. Resolve to decide on another name.
5. Resolve not to rename the section of Scrymgeour Road.

Attachments

1. Received Responses [↓](#)
2. Location Map [↓](#)

12.1.20

CEO

P.O. Box 26

Warwick 4370

SOUTHERN DOWNS REGIONAL COUNCIL WARWICK BRANCH			
RECEIVED			
17 JAN 2020			
Act	Chm	✓	File
Tsk			
Dst			
Lwd			

Renaming a section of Scrymgeour Road
Rosenthal Heights

Phil + Leanne Farrell have owned this property for the last 16 years Phil was born in Warwick and have been in business for 22 years and is still current owner and businessman Phil's Uncle Cliff Farrell was deputy mayor and Councillor for 29 years for Warwick Council. Our suggestion for the renaming a section of scrymgeour road is
FARRELLS WAY
FARRELLS ROAD

Looking forward ~~from~~ hearing from you
Thanking you
Phil + Leanne Farrell

Southern Downs Regional Council



DOC0324864

Subject: Road name suggestion
Date: Tuesday, 18 February 2020 3:02:21 PM

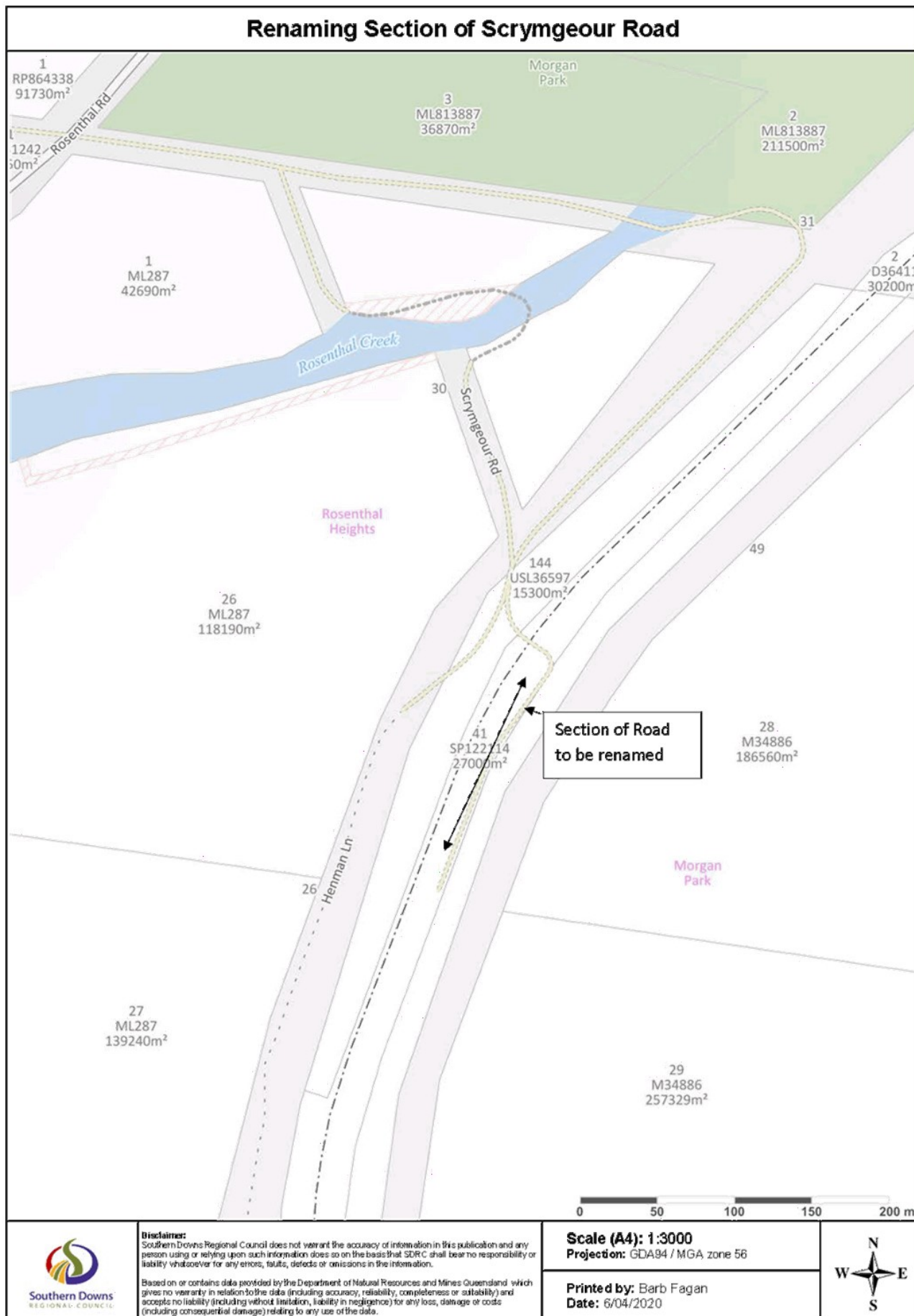
Good afternoon.

My name is Lachlan Cross and I would like to suggest a name for the road after the train bridge on Scrymgeour Road. I think an appropriate name for this road would be Cross Lane as my wife and I are the majority owners of the land that borders this road. We own all of it except for the gate that goes into the neighbouring property. I feel that my wife's position in our community should also be taken into account as many would class her a local hero. She is a Paramedic for Queensland Ambulance Service and has been serving our community for two years now and for many more to come.

Thank you for your consideration.


Kind regards,

Lachlan Cross



12.3 Renaming a Section of Acacia Street, Killarney

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 29 April 2020
	Executive Assistant	ECM Function No/s: 28.63

Recommendation

THAT Council resolve to adopt “Alfalfa Street” as the new name for the section of Acacia Street, Killarney from Willow Street to the river.

Report

In 2019 Council received an application for a rural address for a property (Lot 10 SP106334) in Acacia Street, Killarney. It was then discovered by Council officers that a street number could not be allocated to this property due to the numbering for Acacia Street starting at Willow Street and continuing through to Pansy Street.

Renaming the section of Acacia Street from Willow Street to the river would enable Council to allocate street numbers to the properties on this road.

In accordance with Council's Roads and Streets Naming Procedure an advertisement was placed in the local media seeking public comment/suggestion for a road name. Council also wrote to the property owners along the road and the Killarney Area Promotions Association Inc (KAPA).

Council received two responses from the property owners and a response from the Killarney Area Promotions Association Inc (KAPA). Copies of the responses are attached.
The suggested names and reasons are as follows:

Suggested Name	Reasons for Naming
“Pound Yard Lane”	The former Council Pound Yard for live-stock was located at the end of this road and is known to the locals as pound yard road.
“Pound Yard Road”	
“Alfalfa Street”	No reasons given
“Gum Street Lane”	No reasons given
“Condamine Street”	No reasons given
“Old Bridge Road”	Possibly the original road to the old Willow Bridge over the river further down from the current bridge.
“Old Willow Bridge Road”	
“Willow Bridge Road”	

The names were assessed in accordance with SDRC Roads and Streets Naming Procedure.

“Alfalfa Street” falls within the guidelines of Section 5.4 Guidelines for Naming of Roads & Streets. There are no roads within the region with the same or similar name.

“Pound Yard Lane” and “Pound Yard Road” fall within the guidelines of Section 5.4.1 as there are no roads within the region the same or similar name. Both roads consist of more than two words and unduly long names and names comprised of two or more words should be avoided unless it is appropriate to the physical, historical or cultural character of the area concerned.

“Gum Street Lane, Condamine Street, Old Bridge Road, Old Willow Bridge Road, and Willow Bridge Road are unsuitable names as there are other roads within the region with the same or similar name.

The length of a road name should be shorter rather than longer, especially where the road itself is short.

It is always desirable to name unnamed roads wherever possible so that emergency services can easily locate a property.

Budget Implications

The only budget implication is the purchase and erection of the street name sign.

Policy Consideration

SDRC Roads and Streets Naming Procedure.

Community Engagement

The renaming of the road was advertised in the local media seeking public comments/suggestions for a new road name. The property owners along the road and the Killarney Area Promotions Association Inc. (KAPA) were also contacted.

Legislation/Local Law

Rural and Urban Addressing.

Options

Council:

1. Resolve to adopt “Alfalfa Street” as the new name for the section of Acacia Street, Killarney from Willow Street to the river;
2. Resolve to choose another name.
3. Resolve not to rename the section of Acacia Street.

Attachments

1. Received Responses [↓](#)
2. Location Map [↓](#)



Killarney Polox Club PO Box 14 Killarney QLD 4373

Southern Downs Regional Council
64 Fitzroy St
Warwick Qld 4370

January 2020

The Killarney Polocrosse Club would like respond to SDRC Council correspondence dated 2nd Jan 2020

RE: Renaming a Section of Acacia Street Killarney

We collectively agree the section of road should be re named - POUND YARD LANE

The reason for this decision is due to the 'Council Pound Yard' being located at the end of this lane for well over 80 years. This is where wandering live stock were impounded until the owner could be located to retrieve them.

The Lane has been known to locals as the 'Pound Yard Lane' for some residents' their entire life time. The old timber yards still lay in ruin on the site.

The council would possibly have historical archived records of the Killarney Pounds location when it was built and how long it was in that particular location.

We trust that history has merit and value when considering names and places like the POUND YARD LANE

Yours truly,

Kerri-Ann Lamb
Club Treasurer

THE CHIEF EXECUTIVE OFFICER
SOUTHERN DOWNS REGIONAL COUNCIL
P.O. BOX 26 WARWICK QLD 4373

WOULD LIKE TO SUBMIT NAMES
FOR THE RENAMING OF A PORTION OF
ACACIA ST KILLARNEY QLD 4373

1/ POUND YARD RD

2/ ~~ACACIA~~ ALFFALFA ST
3/ GUM TREE LANE

4/ CONDAMINE ST.

5/ ~~PARADE~~

M. J. Abbott.

N. K. Watts

SOUTHERN DOWNS REGIONAL COUNCIL WARWICK BRANCH RECEIVED 29 JAN 2020		
Action Officer	✓	File
Tsk		
Dst		
Fwd		

Southern Downs Regional Council
DNC0325278



Killarney Area Promotions Association Inc.

PO Box 220
Killarney QLD 4373
www.killarney.org.au

killarney.qld@gmail.com

Tuesday 3rd March 2020

Thank you for your letter re Renaming a Section of Acacia Street Killarney. After checking Google maps, we think we have the correct street. Please see attached Google Map. If this is the correct street indicated, then it was the original road to the old Willow Bridge over the river further down from the current bridge (i.e. Ellen Backhouse Bridge). See attached copy of Trove newspaper article.

So some names suggested are: Old Bridge Road, Old Willow Bridge Road, or Willow Bridge Road. The bridge was called Willow bridge, so the best choice is Willow Bridge Road.

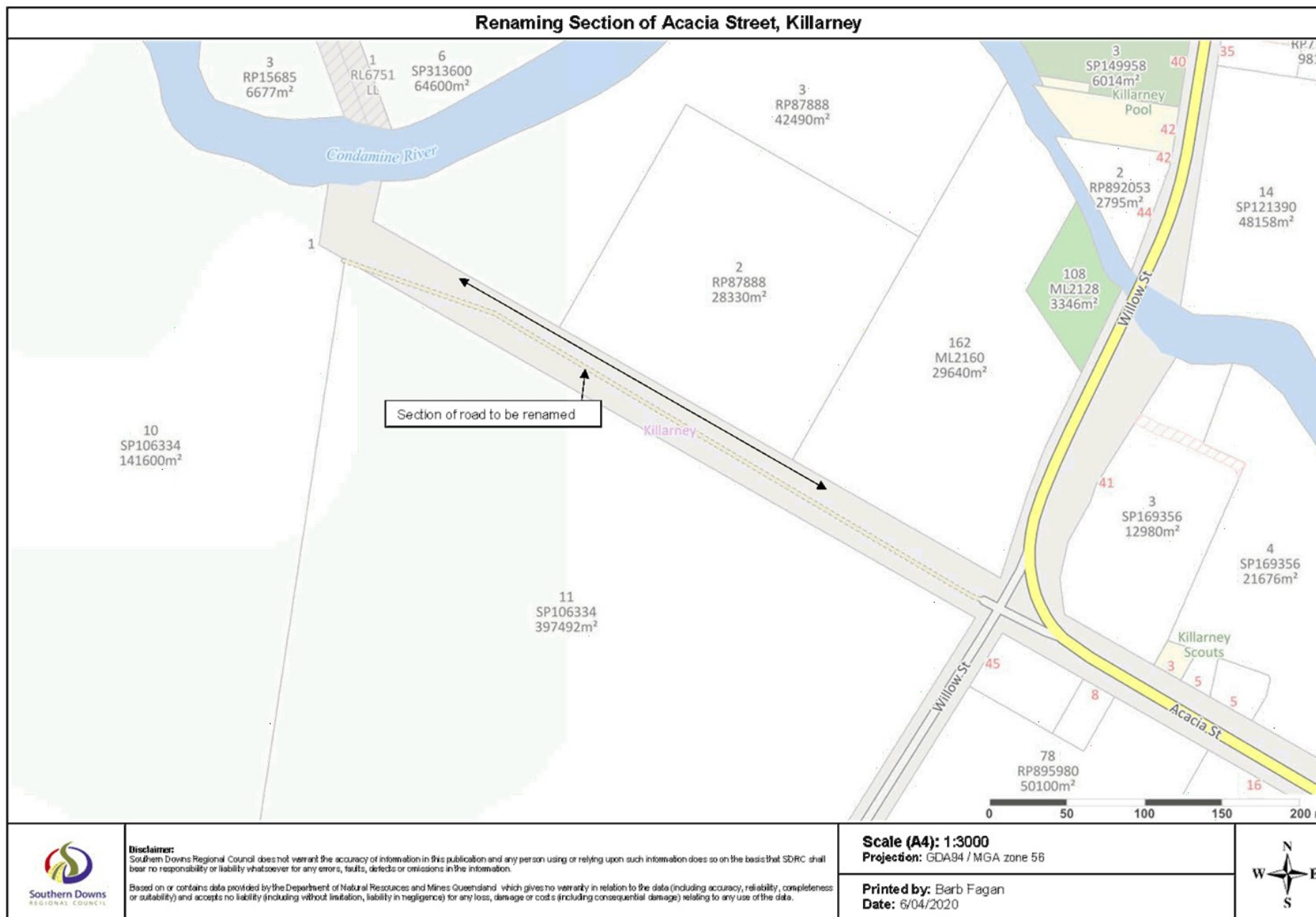
Kind regards,

A handwritten signature in black ink, appearing to read "Angela Phillips", is written over a faint, illegible stamp.

Angela Phillips
Secretary
KAPA








12.4 Water Contingency Plan

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 29 April 2020
	Manager Water	ECM Function No/s: 31.112

Recommendation

THAT Council receive the Southern Downs Water Contingency Plan.

Report

Southern Downs Regional Council is continuing to explore all opportunities to ensure that there is a supply of drinking water to its residents and businesses. Whilst Warwick received rainfall in January and February extending the supply in Leslie Dam to 30 months remaining, Storm King Dam did not receive notable inflow, and the full carting of water from Connolly Dam which commenced mid-January will continue until at least 6 months' supply of water is available in Storm King Dam. Connolly Dam also received good inflow with enough water in the dam for carting to Stanthorpe for 24 months, based on supplying 40 ML per month to Stanthorpe

Council is working with key stakeholders from the State Government, other local government authorities, the community and businesses to undertake actions that ensure that drinking water remains available.

The State Government announced the water pipeline from Toowoomba to Warwick to connect Warwick into the South East Queensland Water Grid may be built by December 2020. The State Government remains the lead agency on this project and will oversee the whole project with input from both Toowoomba Regional Council and Southern Downs Regional Council.

The attached Water Contingency Plan provides an overview of the contingency actions that are being considered and implemented at present.

Budget Implications

Water and Wastewater Customer Service Standards 2014

Policy Consideration

Water and Wastewater Customer Service Standards 2014

Community Engagement

Nil

Legislation/Local Law

Water Supply (Safety and Reliability) Act 2008

Options

Council

1. Receive the Southern Downs Water Contingency Plan
2. Receive the Southern Downs Water Contingency Plan with changes
3. Not receive the Southern Downs Water Contingency Plan

Attachments

1. Southern Downs Water Contingency Plan [↓](#)

Southern Downs Water Contingency Plan

Southern Downs Regional Council is exploring all opportunities to ensure that there is a supply of drinking water to its residents and businesses. At the end of February, due to rainfall and reasonable runoff into the dam, the run out date for Leslie Dam was extended out to 30 months remaining supply of water for Warwick. Connolly Dam also received inflow with enough water in the dam for carting to Stanthorpe for 28 months. Storm King Dam received minimal inflow and as such remains on water supply from Connolly Dam. Trucking commenced full time for water supply to Stanthorpe in mid-January.

Southern Downs Regional Council continues to work with key stakeholders from the State Government, other local government authorities, the community and businesses to undertake actions that ensure that drinking water remains available.

In light of current circumstances and to give residents confidence that they have access to sufficient quantities of water to protect themselves against COVID-19 through good hygiene practices, Council relaxed water restrictions to 120 litres per person per day as of 18 March 2020.

The following is an overview of the contingency actions that are being considered and implemented at present.

Stanthorpe

Short term

- Use of the water supply in Storm King Dam for the supply of water in Stanthorpe ceased on 13 January 2020. From this date, raw water has been carted from Connolly Dam and treated at the Mount Marlay water treatment plant to supply Stanthorpe area.
- The March 2020 consumption level detailed that Stanthorpe is using 1.07 ML per day, 33.2 ML per month.
- The average resident in Stanthorpe is using 147 litres per person per day; the current restrictions have a target of 120 litres per person per day.
- Raw water is being transported to the tanks at Storm King Dam from Connolly Dam via standpipes at Rosenthal Road near the raw water pipeline. No water is being used from Storm King Dam.
- Water restrictions are currently at extreme level, 120 litres per person per day.
- Critical level water restrictions will be strictly enforced with additional meter readings and enforcement.
- At this stage, Council does not intend to cart water from Coolmunda or Glenlyon Dams which are both at low levels and therefore have limited availability of water for Southern Downs. These options may be re-opened in the future should these dams receive rain events that recharge their dam levels.
- Leak detection repairs have been completed and all detected leaks on public infrastructure continue to be repaired throughout the Stanthorpe reticulated network. Further work including hydraulic modelling is required to support further leak investigation work.

- De-silting of Storm King Dam (stage 1) is now complete and this work has restored some of the dam storage capacity
- Council officers will continue to work with local businesses to improve water conservation.
- Council officers will continue to provide community and school education sessions.
- Council officers will continue to work with accommodation providers in relation to water conservation.
- Officers will continue to identify other potential sources of water.
- Water for road construction and other works continues to be brought into Stanthorpe from other sources.
- Work associated with sourcing emergency water supply for Wallangarra is now complete and can be brought online as required.
- The new raw water line from Storm King Dam to the water treatment plant was completed in August 2019.
- Council is seeking to make water tanks or bladders mandatory for all new houses, commercial and industrial developments.

Medium Term

- Issues associated with recycled water that is currently supplied to the effluent users are to be finalised, so as water may be used for other purposes.
- Increase the quality of the recycled water to allow other applications (road construction, etc.).
- Planning (feasibility analysis) has commenced on increasing the capacity of Storm King Dam through raising the dam wall, and a funding submission has been applied for.
- Planning and investigations to commence in relation to establishing a pipeline from Connolly Dam and Storm King Dam in the long term.
- Planning and investigations to commence in relation the upgrade or relocation of the Stanthorpe Sewerage Treatment facility in the medium term to deliver high quality of recycled water.
- Permanent water conservation measures to be mandated, including water tank rebates where applicable.
- Additional water allocations to be identified and further investigated, such as Bookookoorara Creek.
- Option of water from Mole Creek in NSW is currently being further investigated with the State government.

Long term

- Subject to the planning and investigations seek funding for;
 - Increasing the capacity of Storm King Dam
 - Relocating or upgrading the Stanthorpe Sewerage Treatment Plant
 - Establishing a connection between Storm King Dam and Connolly Dam
 - Upgrading of the recycled water facility to improve standard of the recycled water.
- Support the establishment of Emu Swamp Dam as an irrigation project.

- Further investigate the opportunities for sourcing water from the Clarence River in a consortium with Toowoomba Regional Council, Western Downs Regional Council and Tenterfield Shire Council.
- Retain permanent water conservation measures.

Warwick

Short Term

- With rain received in February, and based on current consumption levels, the water supplies in Leslie and Connolly Dam are forecasted to be exhausted by December 2022 and June 2021 respectively, depending on the water quality as the dam levels reduce.
- Warwick, Allora and Yangan are all currently serviced by the Warwick Water Treatment Plant.
- Warwick's consumption in March 2020 was 3.8 ML per day and 117 ML per month.
- Allora's consumption in March 2020 was 0.13 ML per day and 4.1 ML per month.
- Yangan's consumption in March 2020 was 0.059 ML per day and 1.84 ML per month.
- The average resident in Warwick is using 146 litres per person per day, Allora is 100 litres per person per day and Yangan is 76 litres per person per day, the current restrictions have a target of 120 litres per person per day.
- The testing on the Allora bores is now complete. There is a current allocation at Allora of around 670ML as there is carry over from the previous year allocation.
- Testing of all Council bores in the region has been undertaken with Allora bores likely to be the only bores which will yield adequate water.
- There may also be an opportunity to use Allora bore water to supplement the Warwick supply by sending it back through the existing pipeline to the Warwick Water Treatment Plant.
- Design of treatment plant at Allora and pipeline reversal to supply water from Allora to Warwick is nearing completion.
- Seek endorsement from the Dalrymple Water Committee Meeting (This has occurred and endorsement has been provided).
- Establish the necessary infrastructure to provide drinking water from the bores to Allora. Design of this is currently underway.
- Separate Allora from the Warwick system thereby saving up to 5 ML per month that can be put back into the Warwick system.
- Leak detection has been completed in the Warwick reticulated system.
- Extreme Water Restrictions will be enforced with additional meter readings and enforcement
- Deliver the new infrastructure identified in the funding applications in regard to recycled water in the industrial estate and saleyards – this contract has been awarded and design completed. Construction work is underway to install approximately 5 kms of pipeline, a 2 ML reservoir and booster pump station
- The State Government announced a feasibility study into the piping of water from Toowoomba to Warwick. This study is being led by Seqwater with both Toowoomba

Regional Council and Southern Downs Regional Council working closely with Seqwater.

- The State Government in January 2020 announced the pipeline from Toowoomba to Warwick may be constructed by December 2020. This project will be managed and delivered by the State Government with input from both Toowoomba Regional Council and Southern Downs Regional Council.
- Commence discussions with the Great Artesian Basin Authority in relation to accessing the basin.
- Seek endorsement from DNRME for additional bores to provide stock water.
- Dead storage level established for Connolly Dam to allow consideration of de-silting or dredging once Connolly Dam water is not in use.
- Works at Connolly Dam intake tower and tunnel have been reviewed and a more efficient and cost effective option identified. Design work of a bypass system is now underway.
- Considering the viability of additional allocation of water being purchased from SunWater at Leslie Dam.
- State Government Departments to review the application of the quality of recycled water to be increased through additional processes.
- Council officers will continue to work with local businesses to improve water conservation.
- Council officers will continue to provide community and school education sessions.
- Council officers will work with accommodation providers in relation to water conservation.
- Council is seeking to make water tanks or bladders mandatory for all new houses, commercial and industrial developments.
- Council to exit water agreements with landholders around Leslie Dam in relation to expired water agreements.

Medium Term

- Desilting to be potentially undertaken based on reports and survey of dead storage levels at Connolly Dam
- Planning and investigations to commence in relation to establishing a pipeline from Connolly Dam and Storm King Dam in the long term.
- Complete renewal works at Connolly Dam.
- Permanent water conservation measures to be mandated, including water tank rebates where applicable.
- Continue to provide community education in relation to water conservation.
- Assess the capacity of the Killarney Water resources to supplement Warwick, potentially via Yangan.
- Planning and investigations to be commenced in relation to accessing water from the Great Artesian Basin.
-

Long Term

- Create a grid system to distribute water across the municipality.

- Source a connection into the South East Queensland Water Grid or a connection to Toowoomba.
- Establish production bores that have the capacity to drought proof Warwick.
- Increase the quality of and distribution network for the improved use of recycled water for industrial and farming purposes.
- Consider planning for an additional dam in the Elbow Valley region.

The Southern Downs Region

Short Term

- Continue to identify accessible water resources from outside the region for emergency supply.
- Ascertain the capacity of the Soak and the Beehive.
- Testing of the bore around the Soak and the Beehive has been undertaken, although it only yields a small supply it will be adequate for Wallangarra supply. This project is now complete and bore supply was tested and commissioned and is now on standby to be utilised as required in future.
- Provide education to businesses and the broader community in relation to water conservation.
- Identify if possible options for the limited supply of water for livestock.
- Consider incentives for the installation of water tanks on rural properties.
- Validate the capacity of bores in areas outside the urban centres (bores managed by Council with a relevant allocation have been tested).
- Explore options in relation to augmented water supplies from Killarney.
- Make water tanks or bladders mandatory for all new houses, commercial and industrial developments.
- Manage the expectations of people living in rural areas seeking water for livestock.

Medium Term

- Formalise a network of bores based on the review of the allocations to Southern Downs Regional Council.
- Ensure all bores are being used effectively.
- Develop a long term strategy for water management in the rural areas.
- Provide incentives to residents and businesses to conserve water.
- Seek additional water allocations for Killarney.
- Develop a cross border project with Tenterfield Shire Council to ensure water security.
- Work with the State Government to ensure water permits are available for emergency water requirements including a new bore field.


Long Term

- Review the strategies that have been developed.
- Work with the rural sector to aim for the highest levels of water efficiency.
- Ensure the sustainability of the water supply for small towns across the region.

13. SUSTAINABLE DEVELOPMENT REPORTS

13.1 Quarterly Report on Development Approvals for the January to March Quarter 2020

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 29 April 2020
	Planning Officer	ECM Function No/s:

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, and identifies the approvals which are progressing toward construction.

This report deals with all development approvals in the development cycle for the January to March 2020 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 events permits.

The Strategic Planning and Prosperity, and Environment and Regulatory Services departments have issued all the decisions within legislated timeframes in accordance to the *Planning Act 2016* and the *Plumbing and Drainage Act 2018*.

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 first quarter of 2020:

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

Applications	First quarter 2020	First quarter 2019	First quarter 2018	First quarter 2017
Material Change of Use	9	22	19	22
- Negotiated decisions	1	2	2	2
- Change to an existing approval	1	1	4	2
Reconfiguring a lot	4	10	6	10
- Negotiated decisions	0	4	1	0
- Change to an existing approval	1	2	2	2
Survey Plans	7	11	10	6
Operational works	1	3	2	1
Building	19	36	28	28
Plumbing & drainage	42	63	28	71
Temporary events	3	4	1	2
TOTALS	88	147	103	146

2.0 Decision timeframe

Please note that the assessment times exclude the time when an application is referred to the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) for input, or when additional information for an application is requested. The DSDMIP 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 Development Assessment Rules in the *Planning Act 2016* stipulates the development assessment process, and prescribes timeframes in which all land-use, operational works and building applications **must** be decided. The Development Assessment Rules allow Council 35 business days to decide an application (this includes time taken to issue any Information Request). The following table outlines the average time in business days Council's Strategic Planning and Prosperity, and Environment and Regulatory Services departments take to assess and decide delegated applications.

Applications	First quarter 2020 (b.d.)	First quarter 2019 (b.d.)	Second quarter 2019 (b.d.)	Third quarter 2019 (b.d.)	Fourth quarter 2019 (b.d.)
Material Change of Use:					
- Delegated	26.17	13.5	14.08	15.93	25.31
- Council meeting	32	27	56		27.25
Reconfiguring a lot:					
- Delegated	16.5	10.45	15.61	9.77	31
- Council meeting				45	38
Operational works	29	7	4	13.75	4
Building	4.47	10.89	10.65	9.04	8.58

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

From the statistics it is clear that Council's decision-making time, in business days, is consistently less than what is set out in the Development Assessment Rules.

2.2 Plan of subdivision

The *Planning Regulation 2017* stipulates the assessment process and prescribed timeframes in which a request for an approval of a plan of subdivision **must** be decided by Council. The Regulation allows 20 business days, to issue the signed Survey Plan.

The average period for processing a plan of subdivision is 7.71 business days.

2.3 Plumbing and drainage applications

The *Plumbing and Drainage Act 2018* stipulates the assessment process, and legislates timeframes in-which plumbing and drainage applications **must** be decided. The Act allows 10 business days, to decide an application, and this timeframe includes all inspections.

The average assessment period for a plumbing application is 0.26 business days.

2.4 Temporary Events Permits and On-going Compliance

The *Planning Act 2016* stipulates that an enforcement authority must issue a Show cause notice if they reasonably believe a person has committed, or is committing, a development offence; and is considering giving an enforcement notice for the offence to the person.

In the first quarter, Council issued five (5) Show cause/Enforcement notices for both Building and Planning compliance.

The *Local Government Act 2009* establishes several types of local laws, including Subordinate local laws. Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011 regulates applications made for Temporary Entertainment Events. There were three (3) Temporary Events Permits decided within the first quarter of 2020. One event was undertaken in February, while the other two event permits were cancelled due to the requirements associated with COVID-19.

3.0 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 last quarter, the following larger developments have progressed:

- RC\01776 – Reconfiguring a Lot (Subdivision – 1 into 303 lots over 8 stages) – Freestone Road, Warwick – approved 4 February 2020.
- MCU\02050 – Material Change of Use (Intensive animal industry – Cattle feedlot – 9,400 SCU) – Barlows Gate Road, Elbow Valley – approved 18 March 2020.
- MCU\01831.01 – Material Change of Use (Showroom - Bulky goods Store) – 62 Fitzroy Street, Warwick – approved 25 October 2019.

OPW\000154 – Operational Works (Works in/on/over/under premises – Stormwater drainage, carpark and internal roadworks, sewer infrastructure associated with MCU) – 62 Fitzroy Street, Warwick approved 23 March 2020.

4.0 Initiatives and Improvements

4.1 This quarter:

Since the last quarter, the Strategic Planning and Prosperity department has filled the vacancies of the Administration Officer, and Strategic Planning and Project Coordinator. The team began consultations with neighboring Councils to share procedures and collaborate in general everyday tasks for both Administration and Development Assessment practices.

The impact of COVID-19 in the first quarter saw the Department implement flexibility in service production and delivery. Provisions to be implemented in declared situations were introduced to the *Planning Act 2016* as a direct result of the pandemic. These changes allowed for essential services to operate outside of some Development Permit conditions, and for Local Governments to extend assessment periods for an additional 20 business days if required.

The commencement of the Dalveen and Pratten Urban Design Frameworks has also been deferred in the first quarter. This is due to the public consultation requirements associated with the UDF's and the inability to undertake this consultation effectively until COVID-19 restrictions have been lifted. This postponement of UDF projects will need to be considered by Council at a future meeting.

4.2 Next quarter:

A Development Engineer and Development Assessment Coordinator will be commencing within the Strategic Planning and Prosperity department. These roles are business critical and required to continue essential services. The team will be working towards improving Council's timeframes in the assessment of applications, and introducing new procedures to improve functions and referral

processes associated with assessment of applications. Consultations with neighboring Councils will continue once restrictions from COVID-19 dissipate. Streamlining the Development Assessment process is a key focus for the second quarter of 2020.

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 2018

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. Resolve to note the summary of the development approvals statistics for the January to March 2020 quarter.
2. Resolve not to note the summary of the development approvals statistics for the January to March 2020 quarter.

Attachments

Nil

13.2 Pest Management Advisory Committee Meeting Minutes - 10 March 2020

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 29 April 2020
	Manager Environmental & Regulatory Services	ECM Function No/s: 11.23.01; 11.35.04

Recommendation

THAT Council endorse the minutes of the Pest Management Advisory Committee meeting held at Warwick on 10 March 2020 and the recommendation contained within, being:

That Council endorses the continuation of a Pest Management Advisory Committee to provide advice on invasive pest management.

Report

The minutes of Council's Pest Management Advisory Committee are submitted for Council's consideration of recommendations following each meeting. The minutes of the meeting held on 10 March 2020 are attached (Attachment 1) as is the Local Laws (Pest Management) report to the meeting (Attachment 2). A single recommendation arose from the meeting, concerning the continuation of a Pest Management Advisory Committee under the incoming Council.

Budget Implications

Nil.

Policy Consideration

Corporate Plan

8.15 Review pest management services in accordance with legislative requirements, community expectations and to ensure the protection of the environment.

Shaping Southern Downs

4.4.1.2 Conserve agricultural areas, including those which provide community with an affordable supply of fresh food, food security and export earning potential.

4.4.3.1 Develop policies, programs and management plans, aimed at increasing the biodiversity and conservation value of land within the region.

4.4.3.6 Manage invasive pests within the region.

Community Engagement

The Pest Management Advisory Committee is a community consultative committee.

Legislation/Local Law

Biosecurity Act 2014

Options

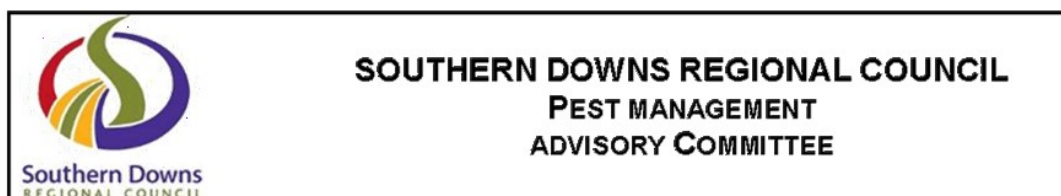
Council:

1. Resolves to endorse the minutes of the Pest Management Advisory Committee meeting held at Warwick on 3 December 2019 and the recommendations contained within, being

That Council endorses the continuation of a Pest Management Advisory Committee to provide advice on invasive pest management.
2. Resolves not to endorse the minutes of the Pest Management Advisory Committee meeting held at Warwick on 3 December 2019.

Attachments

1. Pest Management Advisory Committee Meeting Minutes - 10 March 2020 [↓](#)
2. Local Laws (Pest Management) Report to Pest Management Advisory Committee Meeting - 10 March 2020 [↓](#)



**MINUTES OF THE
SOUTHERN DOWNS REGIONAL COUNCIL PEST MANAGEMENT ADVISORY
COMMITTEE**

Held in the Warwick Council Chambers

Tuesday 10 March 2020 at 10.30 am

TUESDAY 10 MARCH 2020

ORDER OF BUSINESS:

1. ATTENDANCE	3
2. APOLOGIES	3
3. BUSINESS ARISING FROM PREVIOUS MINUTES	3
4. PMAC – TERMS OF REFERENCE	3
6. COUNCIL PEST MANAGEMENT REPORT	3
7. UPDATE BY MEMBER GROUPS	3
8. GENERAL BUSINESS	4
9. FURTHER MEETING.....	4
10. CLOSURE	4

1. ATTENDANCE

Cr Cameron Gow, Craig Magnussen, Mat Warren, Clive Smith, Ken McCray, Nathan Willis, Nathan Ring, Ian Stevenson, John Cuskelly, Ray Lambert, Jane Stroud.

2. APOLOGIES

Pedro Hodgson, Cr Yve Stocks, John Agnew, Holly Hosie, Cr Rod Kelly.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Council endorsed the minutes of the 3 December 2019 Pest Management Advisory Committee (PMAC) meeting held at Warwick and the recommendations contained within, being:

- a) Council continue collecting wild dog dispersal data, through the purchase of new generation technology GPS collars; and,
- b) Council strongly advocates to the State Government that the supply of 1080 to local governments is maintained as per existing arrangements.

Recommendation:

That the minutes of the previous meeting held on 3 December 2019 are a true and accurate record.

Moved: Clive Smith

Seconded: Nathan Ring

CARRIED

4. PMAC – TERMS OF REFERENCE

Craig advised members that the terms of reference are such that the tenure of the current committee concludes with the end of the current term of Council. Craig thanked members for their contribution to effective management of invasive pests through their membership on the PMAC.

Jane reiterated the vote of thanks to members and further advised that the incoming Council will consider its advisory committees and seek nominations for their membership in due course.

6. COUNCIL PEST MANAGEMENT REPORT

Mat spoke to his pre-circulated report (attached).

7. UPDATE BY MEMBER GROUPS

Ray: Noted the efforts of Council's Local Laws Pest Control team in treating an enormous amount of heavily infested lands over the term. Ray further noted the team had adapted their practices as the drought worsened and came up with innovative solutions to keep controlling weeds. These included the development of the cactus injector which drastically reduced the amount of water and herbicide needed to treat tree pear, and, the use of a forestry mulcher to treat weeds that could not be effectively treated due to drought stress.

Jane: Advised that Council's budget process was continuing and would be brought down by the incoming Council. Jane further noted that a briefing for the incoming Council would be undertaken on all aspects of the organisation's business.

Ken: Noted the successful tree pear control undertaken by Mat and his team, using a drone on the logistically challenging Braeside cuttings. The work was funded through Transport and Main Roads' RMPC program.

Nathan Willis: Advised members that Queensland Parks and Wildlife Service (QPWS) were continuing with recovery works following bushfires. This included reopening campgrounds for camping from April. Nathan also noted QPWS' participation in Council's aerial baiting program and the collaborative Coolatai grass project at Girraween National Park.

Craig: Congratulated Mat and project officer, Janet Barker on their efforts in progressing the wild dog cluster fencing projects with Traprock sheep and wool producers. The projects are complex and further compounded by severe drought and its financial implications on producers.

John: Noted that Biosecurity Queensland were reviewing the submissions received regarding ongoing supply and use of 1080. John also updated members on cluster fencing progress in other regions, including Balonne Shire, which is approaching having half of its land mass fenced. In the next 12 months, John noted that 20,000km of cluster fencing would be erected in Queensland, encompassing between 16-18 million hectares. He noted that these projects were providing significant regional economic development outcomes by boosting sheep and wool production, not just reducing wild dog impacts.

Nathan Ring: Advised that work assisting landholders in the Dalveen area was continuing. Over 600 breeding places were identified and treated, with 130 single burrow re-openings identified. Burning of timber stacks was continuing.

Ian: Noted that 22km of the rabbit barrier fence was destroyed in the bushfires and that access was to effect repairs was extremely challenging and time consuming.

Clive: Commented that wild dog control was difficult during the drought due to other priorities for producers. He noted that since there had been some widespread rain, wild dogs and pigs have again dispersed away from remaining water sources.

8. GENERAL BUSINESS

The importance of a Pest Management Advisory Committee continuing under the incoming Council was discussed.

Recommendation:

That Council endorses the continuation of a Pest Management Advisory Committee to provide advice on invasive pest management.

Moved: Cameron Gow

Seconded: Clive Smith

CARRIED

9. FURTHER MEETING

Pending consideration of advisory committees by the incoming Council.

10. CLOSURE

The meeting closed at 12.10pm.

**Southern Downs Regional Council
Pest Management Advisory Committee
Meeting 3 March 2020
Local Laws (Pest Management) Report
Mathew Warren**

Invasive Pests Control Scheme (IPCS)

- **2019/20 IPCS Summary**
 - 193 requests for withdrawal of supplementary rates notices received to date
 - 88 approvals issued to withdrawals supplementary rates notices. Withdrawals issued to land owners who have subsequently completed a CWF and demonstrated they have completed their control works
 - Issue of 2020/2021 IPCS information packs and CWFs anticipated to be 26th June 2020
 - The printing of IPCS notices, reminder letters and supplementary notices for next 3 years has gone out to tender
 - A revised CWF is being developed to make it easier for land owners to complete (draft available)
 - A common issue with CWFs is the landowner not supplying an end date for the IPCS years control works. The application of a default end date is being considered. The default end date being considered is December 2020
 - Rains have resulted in a number of invasive plant species (e.g. African boxthorn, blackberry and lantana) leafing up. Land owners being encouraged to treat these species now
 - Council continues to support landholders to control their invasive pests through the waiving of hire fees for spray equipment and cactus injectors which has seen very strong demand for the equipment.
 - Despite the recent rains, Pest Management Officers continue to take a common sense and empathetic approach when dealing with landholders due to the drought
- On 14th December the Federal Government announced Southern Downs Regional Council was successful in its application for \$20,000 to run a feral deer control project under the Communities Environment Program. The project is a partnership with Queensland Parks and Wildlife Service, Southern Queensland Landscapes and University of Southern Queensland to expand the aerial deer cull around Sundown National Park and Ballandean areas. The project will see additional camera monitoring and vegetation assessments used to quantify improvements to the vegetation communities as deer activity is reduced.
- Southern Downs Regional Council submitted an application to round 2 of the Federal Government's Communities Combating Pests and Weeds during Drought program. The application included the three projects outlined below:

- Demonstration wild dog cluster (\$320,000 approx.) – using innovative electric and other fencing solutions to erect cluster fencing in the Pikes Creek locality, through subsidies to participating landholders
 - Cats and dogs in the Southern Downs (\$230,000 approx.) – addressing two key invasive pest species in the Southern Downs, wild dogs and feral cats, using complementary control and monitoring measures
 - Invasive pest plant mapping (\$450,000 approx.) – integrate drone and satellite imagery with distribution modelling to map and model key invasive plants in the Southern Downs.
- Council Officers gave a talk on the IPCS to the Condamine Catchment Management Group at Clifton. The group was keen to understand SDRC's approach to managing and improving the region's biosecurity.
 - Council was invited by Southern Gulf Catchments NRM Group to attend local government workshops and present on the IPCS. Presentations were given to Flinders, Richmond and McKinlay Shire Councils at workshops in Richmond and Hughenden.
 - Council was awarded the Froggatt Award in late December 2019 in recognition of the benefits provided to the region by the Invasive Pests Control Scheme. The Froggatt Awards are given out by the Invasive Species Council every year and are named in honour of Australian entomologist Walter Froggatt, a lone voice in the 1930s warning of the dangers of releasing the cane toad into Australia to control beetle infestations in sugar cane. The awards are given to those who have made a major contribution to protecting Australia's native plants and animals, ecosystems and people from dangerous new invasive species.

Rabbit Control Projects

- The Darling Downs Moreton Rabbit Board (DDMRB) strategic private property survey project in the Dalveen and Killarney areas has moved in to the resurvey phase with the destruction of harbor continuing now that permits to burn are available.
- Council has engaged a local contractor to destroy warrens identified in the road reserves on Mt Leslie and Winterflood Roads at Killarney. The project also resulted in the mechanical removal of African Boxthorn.
- Council ran a rabbit control workshop in the Stanthorpe area in partnership with Southern Queensland Landscapes, Biosecurity Queensland, DDMRB and the Stanthorpe Rare Wildflower Consortium. The workshop was attended by 17 residents and covered rabbit ecology, virus impacts, rabbit impacts on recovering native flora and a demonstration of rabbit warren destruction.
- The destruction of burrows and warrens in the reserve of the New England Highway immediately south of the High Street turn-off to Stanthorpe has been completed thanks to funding from TMR via the RMPC project.
- Tender for the removal of a large volume of illegally dumped fencing material, which also contains asbestos, from a gully line at Dalveen has been awarded and works are scheduled to commence in the coming weeks. The material is currently providing harbor for rabbits.
- Council continues to record and destroy rabbit warrens on council owned or managed lands as they are identified or reported.

Weeds

- The contractor engaged by Council to undertake RMPC works has completed works on the pest plants along the New England Highway from Warwick to the Toowoomba Regional Council boundary and the Cunningham Highway from Warwick to the Leyburn - Cunningham Road. The main focus is on tree pear infestations however, minor infestations of other pest plants such as African boxthorn have also been treated.
- Pest Management Officers have investigated a potential outbreak of Chilean Needle Grass (CNG) at Talgai. The grass thought to be CNG was a wire grass (*Aristida spp.*) that looks very similar to CNG immediately prior to flowering.
- Council's Pest Control Officers continue to respond to customer requests for roadside weed control. This timely and professional response to issues raised by the public demonstrates Council's commitment to pest management and helps with acceptance of the IPCS.

Wild Dog Exclusion Fencing

- Council's project management consultant, Janet Barker continues to drive this project forward with:
 - Legal advice on a contract template to be used between clusters and Council finalised
 - Two clusters now incorporated with more to follow shortly
 - Variation requests submitted to both State and Federal funding bodies to adjust project timelines and cluster boundaries to support participants impacted by the drought. Variation to the Federal project has been approved and executed.
 - GPS mapping of Wobur Cluster boundary (required under QFPI)
 - Negotiations are continuing with the remaining cluster groups with all cluster groups needing to be finalised by April 2020.

Coordinated Wild Dog Control

- A moderate number of ad hoc baiting occurred through December to February.
- Tender for aerial baiting was finalised with aerial baiting to occur in late May 2020
- Officers have received feedback from some land owners regarding the frequency of the coordinated ground baiting program with some suggestions the baiting is too frequent. Officers raised the issue at the recent Wild Dog Management Committee meeting with the next coordinated ground baiting being scheduled for May 2020. However, any groups wishing to undertake baiting before this time were advised they can contact council officers anytime to arrange a round of baiting. The Killarney Group has opted to conduct a round of baiting in late March 2020.
- Council has paid out \$31,400 in Wild Dog bounties to date with 298 adults and 31 pups being destroyed.
- Council has committed to supporting a wild dog collaring project in the 20/21 financial year.

Feral Pig Control

- Two feral pig control workshops were run in collaboration with SQ Landscapes (Stanthorpe and Wildash). Darren Marshall, a researcher on feral pig control with a focus on understanding feral pig movements through the landscape, ran the workshops. Darren's presentations were well received and surprised many of the attendees.

Flying Fox Roost Management

- Council's Flying Fox Management Plan is in development with Red leaf Ecology. Ecologists from Red Leaf Ecology visited the area on 24th January to look at known roost areas.
- There is a small number of flying foxes on the Condamine River near McCahon Bridge Park in Warwick.
- There is a large number of flying foxes situated on Quart Pot Creek in Stanthorpe. The animals are likely to be using this location due to their typical roost area being burnt out during the Stanthorpe fires. The roost has a mixture of Black, Little Red and Grey-headed flying foxes. The Grey-headed Flying Fox is a federally listed species and was not recorded at the roost last season.
- Works on upgrading walking paths in the area has caused the flying foxes to spread out from the area around Gleeson Park. Council will consider nudging the animals back to the core area once works have been completed.
- No other suitable locations on public land nearby.
- Council Officers continue to provide advice and work with impacted residents to implement low impact management activities.

Stanthorpe Dingo Spur Fence

- Positive feedback is being received by adjoining landholders on the new maintenance contractor.
- Contractor being asked to focus on northern section of the fence as this will form part of a number of clusters.

Killarney Dingo Spur Fence

- Slashing and grid clean out has occurred
- Spraying of regrowth to be performed in next few weeks

14. REPORTS OF DEPUTATION OR CONFERENCE & REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES

Nil

15. NOTICES OF MOTION

Nil

16. GENERAL BUSINESS

17. 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:

17.1 Consideration of Deferral of Capital Assistance Loans

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.

17.2 Application for Rates Deferral - PID 133585

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.

17.3 Request to Waive Sewer Charges - PID 32360

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.

17.4 YMCA Monthly Report - March 2020 - WIRAC

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.

17.5 RFT 20_140 Water Meters Replacement Program

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.

17.6 RFT 20_119 - McEvoy Street SPS6 Refurbishment

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.

17.7 RFT 20_131 Supply & Delivery of One (1) Dual Cab Tip Truck and Crane

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.

17.8 RFT 20_144 Supply & Delivery of Three (3) Dual Cab Light Trucks

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.

17.9 20_146 Supply and Delivery of Fifteen (Various Vehicles)

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.

17.10 Contract RFT 20_198 Freestone Road, Freestone Refurbishment 19/20

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.

17.11 Request for Building Fees Waiver

Reason for Confidentiality

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