



SOUTHERN DOWNS REGIONAL COUNCIL ORDINARY COUNCIL MEETING

Dear Councillors

Your attendance is hereby requested at the Ordinary Council Meeting to be held in the Council Chambers, Southern Downs Regional Council, 64 Fitzroy Street, Warwick on **Wednesday, 25 January 2023 at 9:00AM.**

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

Dave Burges

CHIEF EXECUTIVE OFFICER

19 January 2023

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WEDNESDAY, 25 JANUARY 2023 Ordinary Council Meeting

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ACKNOWLEDGEMENT TO COUNTRY

- 1. PRAYER & CONDOLENCES**
- 2. ATTENDANCE**
- 3. APOLOGIES**
- 4. READING AND CONFIRMATION OF MINUTES**
- 4.1 Ordinary Council Meeting - 14 December 2022**


Recommendation

THAT the minutes of the Ordinary Council Meeting held on Wednesday 14 December 2022 be adopted.

5. ACTIONS FROM COUNCIL MEETINGS

5.1 Actions from Ordinary Council Meeting 14 December 2022

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Chief Executive Officer	ECM Function No/s:

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 Ordinary Council Meeting held 14 December 2022.

A copy of the Action Report is attached.

ATTACHMENTS

1. Actions - Ordinary Council Meeting 14 December 2022 [↓](#)



ACTIONS FROM ORDINARY COUNCIL MEETING 14 DECEMBER 2023

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
14/12/2022	2.1	Attendance of Cr Tancred	Burges, Dave	19 Dec 2022 - 11:23 AM - Dave Burges Action completed by: Seymour, Marion Noted.	19/12/2022
14/12/2022	5.1	Actions from Ordinary Council Meetings 9 November 2022 and 23 November 2022	Burges, Dave	19 Dec 2022 - 11:23 AM - Dave Burges Action completed by: Seymour, Marion Noted.	19/12/2022
14/12/2022	6.1	Conflict of Interest - Cr McDonald - Agenda Item 11.7	Burges, Dave	19 Dec 2022 - 11:23 AM - Dave Burges Action completed by: Seymour, Marion Noted.	19/12/2022
14/12/2022	8.1	Correspondence	Burges, Dave	19 Dec 2022 - 11:24 AM - Dave Burges Action completed by: Seymour, Marion Noted.	19/12/2022
14/12/2022	10.1	Condamine Community Alliance	Burges, Dave	19 Dec 2022 - 11:24 AM - Dave Burges Action completed by: Seymour, Marion Noted.	19/12/2022
14/12/2022	10.2	Granite Belt Alliance	Burges, Dave	19 Dec 2022 - 11:24 AM - Dave Burges Action completed by: Seymour, Marion Noted.	19/12/2022
14/12/2022	11.1	Financial Services - Financial Report as at 30 November 2022	Dowie, Brooke	11 Jan 2023 - 9:10 AM - Brooke Dowie Action completed by: Keir, Dianna Council resolution noted.	11/01/2023
14/12/2022	11.3	Warwick Aerodrome - 2023 FAI F3A World Championships for Aerobatic Model Aircraft	Bell, Michael	11 Jan 2023 - 11:57 AM - Michael Bell Action completed by: Bell, Michael Noted	11/01/2023
14/12/2022	11.5	23_013 - Register of Pre-Qualified Suppliers for Tyres and Associated Products & Services	Wyvill, Elise	11 Jan 2023 - 11:36 AM - Elise Wyvill Action completed by: Keir, Dianna Tender has been awarded and successful letter sent out to the contractor.	11/01/2023
14/12/2022	11.6	23_035 Pre-Qualified Supplier Arrangement for Supply of Traffic Management Services	Fletcher, David	11 Jan 2023 - 11:36 AM - David Fletcher Action completed by: Keir, Dianna Tender has been awarded and successful letter sent out to the contractor.	11/01/2023



ACTIONS FROM ORDINARY COUNCIL MEETING 14 DECEMBER 2023

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
14/12/2022	11.8	Grant Status Report	Savins, Belinda	<i>11 Jan 2023 - 9:09 AM - Belinda Savins</i> Action completed by: Keir, Dianna Council resolution noted.	11/01/2023
14/12/2022	12.1	Infrastructure Services Monthly Status Report	Murphy, Gary	<i>19 Dec 2022 - 3:49 PM - Gary Murphy</i> Action completed by: Verney, Prue THAT Council notes the operational details as outlined in the Infrastructure Services Monthly Status Report.	19/12/2022
14/12/2022	12.2	Acacia Avenue Warwick : Proposal to return to two-way traffic	Varughese, James	<i>3 Jan 2023 - 11:56 AM - James Varughese</i> Action completed by: Verney, Prue Required Works changes and signage details finalised.	3/01/2023
14/12/2022	12.3	Community Consultation Outcome – Renaming of Mount Marlay Road to Stannum Drive, Stanthorpe	Verney, Prue	<i>10 Jan 2023 - 10:24 AM - Prue Verney</i> Action completed by: Verney, Prue Street name signage ordered and will be installed as soon as it is received.	10/01/2023
14/12/2022	12.4	Stanthorpe Waste Water Treatment Plant – Environmental Protection Order from Department of Environment and Science	Nathan, Senth	<i>11 Jan 2023 - 9:35 AM - Senth Nathan</i> Action completed by: Verney, Prue Manager Water, Coordinator Treatment Plants and Principal Engineer Water have initiated the process to implement required actions as detailed in EPO issued to SDRC on 18 November 2022.	11/01/2023
14/12/2022	12.5	Southern Downs Drought Management Plan - Drought Resilience	Murphy, Gary	<i>10 Jan 2023 - 10:29 AM - Gary Murphy</i> Action completed by: Verney, Prue Updated Plan has been received and is to be placed on the web. Toowoomba Regional Council have been advised of the Resolution. This Action Item can be closed out as it is subject to T2W pipeline proceeding which is four years away.	10/01/2023
14/12/2022	12.5.1	Southern Downs Drought Management Plan - Drought Resilience	Murphy, Gary	<i>17 Jan 2023 - 9:55 AM - Gary Murphy</i> Action completed by: Verney, Prue Updated plan has been received and is to be placed on web. TRC have been advised of resolution. This item can be closed out as it is subject to T2W proceeding which is 4 years away.	17/01/2023



ACTIONS FROM ORDINARY COUNCIL MEETING 14 DECEMBER 2023

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
14/12/2022	13.2	Material Change of Use - Sustainable Pty Ltd: 12 & 14 King Street, Yangan	Collier, Tonya	<i>21 Dec 2022 - 3:27 PM - Tonya Collier</i> Action completed by: Watt, Jenny Decision Notice & Statement of Reasons emailed to applicant.	21/12/2022
14/12/2022	13.3	Consideration of Change Representations: Reconfiguration of Lot - Gary Hayes & Partners Pty Ltd, 400 Lyndhurst Lane, Rosenthal Heights	Beck, Sean	<i>21 Dec 2022 - 3:27 PM - Sean Beck</i> Action completed by: Watt, Jenny Decision Notice & Statement of Reasons emailed to applicant.	21/12/2022
14/12/2022	13.4	Consideration of Change Representations: Gary Hayes & Partners Pty Ltd - 57 Darling Street, Allora	Travers, Catherine	<i>21 Dec 2022 - 3:27 PM - Catherine Travers</i> Action completed by: Watt, Jenny Decision Notice & Statement of Reasons emailed to applicant.	21/12/2022
14/12/2022	13.5	Draft Transferrable Development Rights Policy	O'Mara, Angela	<i>21 Dec 2022 - 4:07 PM - Angela O'Mara</i> Action completed by: Watt, Jenny Policy to be forwarded to State Government as part of early State internal review.	21/12/2022
14/12/2022	13.6	Shaping Southern Downs Committee - Endorsement of Membership	O'Mara, Angela	<i>21 Dec 2022 - 4:07 PM - Angela O'Mara</i> Action completed by: Watt, Jenny Letter advising applicant	21/12/2022
14/12/2022	13.7	Request for a Fee Waiver for MCU02435 - Outdoor Sport and Recreation (Netball Clubhouse) - Southern Downs Regional Council - Lock Street, Stanthorpe	Collier, Tonya	<i>21 Dec 2022 - 3:35 PM - Tonya Collier</i> Action completed by: Watt, Jenny Application advised of outcome.	21/12/2022
14/12/2022	13.8	Killarney Urban Design Framework	Collier, Tonya	<i>21 Dec 2022 - 3:35 PM - Tonya Collier</i> Action completed by: Watt, Jenny Details to be included on SDRC website	21/12/2022
14/12/2022	11.4.1	Procedural Motion - Killarney Recreation Club - Funding Assistance Request	Bell, Michael	<i>11 Jan 2023 - 11:57 AM - Michael Bell</i> Action completed by: Bell, Michael Noted	11/01/2023
14/12/2022	11.4	Killarney Recreation Club - Funding Assistance Request	Bell, Michael	<i>11 Jan 2023 - 9:20 AM - Michael Bell</i> Action completed by: Keir, Dianna Council resolution noted	11/01/2023



ACTIONS FROM ORDINARY COUNCIL MEETING 14 DECEMBER 2023

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
14/12/2022	11.7	Warwick Saleyards Upgrade - Tender Submission	Armstrong, Belinda	<i>11 Jan 2023 - 9:18 AM - Belinda Armstrong</i> Action completed by: Keir, Dianna Council resolution noted.	11/01/2023
14/12/2022	13.3.1	Consideration of Change Representations: Reconfiguration of Lot - Gary Hayes & Partners Pty Ltd, 400 Lyndhurst Lane, Rosenthal Heights - Approval	Beck, Sean	<i>21 Dec 2022 - 3:27 PM - Sean Beck</i> Action completed by: Watt, Jenny Decision Notice & Statement of Reasons emailed to applicant.	21/12/2022

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: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Chief Executive Officer	ECM Function No/s:

Recommendation

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

REPORT

1. **Minister for Transport and Main Roads** detailing the findings of the Queensland Government research into bike tourism demand and opportunities in Queensland (copy attached).

Action: Noted.

ATTACHMENTS

1. Letter from Minister for Transport and Main Roads [↓](#)



Minister for Transport and Main Roads

1 William Street Brisbane 4000
GPO Box 2644 Brisbane
Queensland 4001 Australia
Telephone +61 7 3719 7300
Email transportandmainroads@ministerial.qld.gov.au
Website www.tmr.qld.gov.au

Our ref: MC129892

4 January 2023

Councillor Victor Pennisi
Mayor
Southern Downs Regional Council
vic.pennisi@sdrc.qld.gov.au

Dear Councillor Pennisi

I am pleased to share with you a suite of reports the Department of Transport and Main Roads (TMR) recently published, detailing the findings of Queensland Government research into bike tourism demand and opportunities in Queensland.

Globally, the bike tourism industry is estimated to be worth more than \$140 billion a year and our first-of-its-kind research for Queensland reaffirms my strong support for investment in bike tourism. It reveals significant latent demand for great bike tourism experiences, representing a lucrative \$1.95 billion national market.

Queensland has a healthy \$432 million share of the market, but research shows that Queenslanders travelled interstate and spent \$252 million on bike tourism in other states. \$928 million was also spent by interstate residents travelling to other states. With the right investment, this represents an opportunity to unlock a significant economic boost for Queensland.

The types of experiences with the most potential include half and full day trail riding, and mountain biking. Multi-day trail rides also have strong appeal. Shifts in consumer preferences towards more experiences in nature and a focus on safety and security, will continue to drive demand for domestic bike tourism.

In addition to this research, recent studies focused on the Brisbane Valley Rail Trail (BVRT) validate the growing demand for trail riding and the positive economic impact bike tourism can have on surrounding regions.

The studies revealed a 55 per cent increase in BVRT user numbers from 2019–2021, an 11-fold increase in private accommodation offerings and five new tour operators along the trail in 12 months. These and more compelling statistics are summarised in a BVRT bike tourism case study which I have also enclosed.

The research reports and case study will be made available digitally in the coming weeks on the Department of Transport and Main Roads' (TMR) website at www.tmr.qld.gov.au/Travel-and-transport/Cycling.

Together, these documents provide a compelling case for investing in bike tourism. The Palaszczuk Government is committed to supporting the growth of bike tourism to help strengthen Queensland's economy and revitalise local communities.

Since 2017, the Palaszczuk Government has committed over \$17.5 million in collaboration with local governments for the development of rail trails in disused rail corridors. Further, we have committed more than \$268.8 million from 2022–23 to 2025–26 towards standalone active transport initiatives, including bikeways, shared paths and bridges across the state.

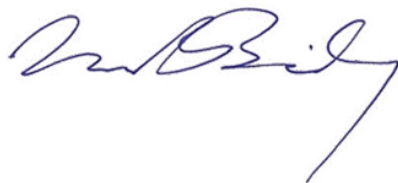
I encourage you and your council to consider these findings and how you could capitalise on these opportunities by investing in the development of bike tourism in your region. The Palaszczuk Government has supported a number of councils by undertaking feasibility studies into developing rail trails as a bike tourism asset.

I would welcome coordinated investment in projects to unlock the potential of bike tourism.

If you require further information, please contact Mr Adam Rogers, Director (Active Transport), Policy, Planning and Investment Division, TMR, by email at qldcyclingstrategy@tmr.qld.gov.au or telephone on 3066 7540.

I trust this information is of assistance.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mark Bailey', with a long, sweeping underline.

MARK BAILEY MP
Minister for Transport and Main Roads

Enc (7)


9. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

Nil

10. EXECUTIVE SERVICES REPORTS

10.1 Communications and Marketing Quarterly Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Media and Communications Coordinator	ECM Function No/s:

Recommendation

THAT Council receive the Communications and Marketing Quarterly Report.

REPORT

Background

The purpose of the communications and marketing function within Council is to foster community engagement, increase visitation to the region and promote positive communication between internal and external stakeholders. Through creative and proactive approaches, the department celebrates regional success stories under the **Southern Downs** brand with the aim to build recognition and trust in the brand and in Southern Downs Regional Council.

Report

This report is sectioned by directorate and tables the activities of the Communications & Marketing team from 01 October 2022 to 31 December 2022. In summary, the team:

- Coordinated radio and television interviews with the Mayor and Councillors
- Hosted weekly media briefings for local journalists
- Issued 22 media releases
- Responded in detail to 25 media enquiries
- Produced 3 editions of The Scoop staff newsletter (Oct, Nov, Dec)
- Delivered Summer 2022 Destination Marketing, including:
 - Southern Downs & Granite Belt (SDGB) App upgrade and improvements
 - SDGB Website new blogs and content improvements
 - Supported local tourism operators with listing enquiries on Australian Tourism Data Warehouse (ATDW) and SDGB website
 - Submitted 'Queensland's Cold Country' campaign to the *LGAQ Queensland It Is Time To Shine* competition. The entry was awarded **finalist** status.
- Supported the Stanthorpe Smart Water Meter Roll Out
- Promoted employment opportunities at Council through social media
- Delivered marketing support for tender advertisements
- Updated Customer Service Screen messaging
- Assisted Stanthorpe Library Services with design and installation of construction signage

- Assisted Stanthorpe Fitness Centre with design and installation of signage
- Assisted Warwick Saleyards with funding signage
- Deliver annual Christmas Newsletter, Your Southern Downs, to residents across the region
- Manage @MySDRC social media helpdesk – uploading campaigns and announcements
- Manage SDRC corporate website helpdesk - making changes requested by various directorates

Directorate: Executive Services

Media Communication

The Communications and Marketing team proactively engages with media outlets. This includes the coordination of radio and television interviews with the Mayor and hosting weekly journalist briefings with the Mayor and CEO. During the previous quarter, the department:

- issued **22 media releases**, which continue to be well supported by the three major local newspapers;
- responded in detail to **25 media enquiries** covering a variety of Council matters; and
- coordinated several radio interviews for both the Mayor and relevant staff.

Resident Communication

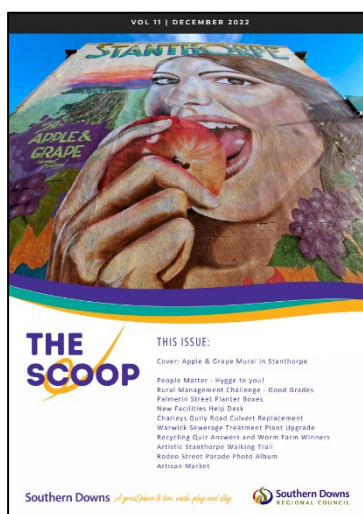


The Communications and Marketing team distributed important Council news and event information through local print media using various levels of advertising as appropriate for each event.

Council's monthly email newsletter to residents has recommenced.

The team delivered the annual Christmas newsletter under the name **Your Southern Downs**. This was distributed through Customer Service Centres and Southern Downs Libraries, and letterbox dropped to 14,000 households and post office boxes across the region. It was also made available as an [online flipbook](#).

Staff Communication



The communications and marketing team supported the promotion of Council as an employer of choice through celebrating success stories published monthly in October, November and December in the staff newsletter, **The Scoop**.

The team now manage a help-desk style service for the **SDRC Corporate Website** with internal customer requiring support with a variety of content updates.

Intradepartmental Support

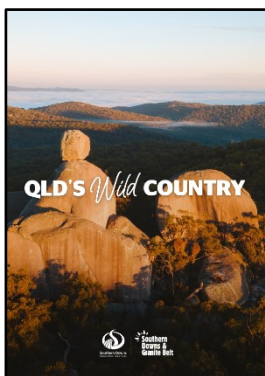
The team further committed to strong collaboration within the **Executive Services** directorate through intradepartmental support of the following teams:

1. Economic Development
 - a. Support promotion of the Warwick Rodeo Street Parade and Warwick Potters Market
 - b. Support administrative functions of the Warwick Visitor Information Centre
 - c. Graphic design for Backpacker Information Day invitation
 - d. Skills attraction videos uploaded to YouTube under the [Make Southern Downs Home playlist](#)
2. People and Culture
 - a. Ongoing promotion of employment opportunities at Council through social media (Facebook/LinkedIn)
 - b. Communications and Marketing Coordinator has been appointed to the Uniform Committee to support branding outcomes
 - c. Trademutt proposal delivered to SLT
 - d. Certificates for SDRC Leadership Development Team graduates
3. Executive Services
 - a. Promote Connecting with Council – Leyburn
 - b. Support graphic design needs for year end and Christmas invitations
 - c. Media Relations, including coordinating interview requests and hosting a weekly media briefings with the Mayor and local journalists
 - d. Councillor Group Photo for Chambers
 - e. New 6 x 3m marquees acquired for use at events such as Rodeo Street Parade and Community Consultation pop-up events
 - f. Advise community of Council's annual shut down through various platforms

Destination Marketing

In line with the regional marketing and branding strategies outlined in the 2022-2026 SDRC Economic Development Strategy, and the Southern Downs and Granite Belt Events Strategy 2021-2025, destination marketing activities under Council's tourism brand *Southern Downs and Granite Belt (SDGB)* continued across the October to December 2022 period.

QLD's Wild Country



Key learnings from the 2021/22 campaign (as reported on previously) has informed the 2022/23 campaign and has resulted in the development of four themes tailored to our core audiences. Launched in December 2022, and harnessing the power of influencer marketing, the campaign encompasses four sprints under the following themes:

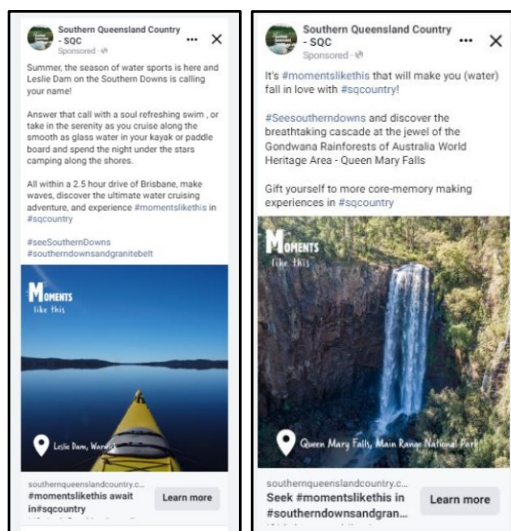
1. Queensland's Wild Country – in market 12 December 2022
2. Queensland's Wine Country – in market 17 Feb 2023
3. Queensland's Cold Country – in market 14 April 2023
4. Queensland's Horsepower Country – in market 2 June 2023

Each theme is accompanied by a dedicated *Look Book* (as per above image) which presents an all-of-region approach by grouping related activities instead of geographic areas within the specific theme. Visit the campaign landing page and download the look book here:

[QLD's Wild Country - Southern Downs & Granite Belt \(southerndownsandgranitebelt.com.au\)](https://southerndownsandgranitebelt.com.au)

Other activities

- Co-ordinated photoshoot with Reuben Nutt as part of the previously TRO funded Image Suite Project. Content included Leslie Dam and Connolly Dam is currently in use in QLD's QILD COUNTRY sprint
- Stanthorpe Visitor Information Centre was awarded a **2022 Trip Advisor Award**
- Issued summer 2022 edition of See Southern Downs (Visitor eNewsletter) to the database of 7000
- Attended the launch of the Granite Belt Wine Tourism (GBWT) **Little Black Book**
- Upgraded the software of the [SDGB App](#) including the addition of two **new walking trails**: Artistic Stanthorpe Walking Trail and Artistic Warwick Walking Trail
- Supported local tourism operators to maintain their ATDW listings; upload new walking trails to ATDW making them available across Tourism Australia, SQCT and other
- Content creation and maintenance of the SDGB tourism website including the addition of the
 - [Warwick Paddling Trail](#)
 - [Top 10 wildlife experiences in the Southern Downs](#)
 - [Discover Talgai Weir Paddle Trail](#)
- Maintained positive relationships with external stakeholders:



Partnered with the **Southern Queensland Country** members-only *Moments Like This* summer campaign which included Council testing a new model of sponsoring the promotion of three natural assets: Leslie Dam, Queen Mary Falls and Girraween National Park. Updated new SDGB Visitor Guide to the SQCT website

Worked collaboratively with **GBWT** to improve Granite Belt content on SDGB website

- Submitted 'Queensland's Cold Country' campaign to the *LGAQ Queensland It Is Time To Shine competition* and was awarded finalist status.

Directorate: Customer and Organisational Services

Includes IT services, customer services, community services and corporate services.

- Coordinated design and layout of **SDRC Annual Report**
- Arranged Stanthorpe Library Services directional signage, organised construction fence screen with funding acknowledgement delivered, and attended sod-turn to provide photos to media
- Delivered Stanthorpe Fitness Centre in-house motivational posters
- Provided marketing support for Carols Stanthorpe and Carols Warwick
- Deliver marketing support for Tender advertisements
- Updated Customer Service Screen messaging

- Delivered Australia Day Award Nominations campaign including video content, advertising and social media promotions
- Supported Remembrance Day marketing
- Created Stanthorpe OSHC holiday program flyers & Facebook events

Disaster Management

- Supported Get Ready week messaging across Council's social networks
- Created 'Evac Centre Reservist' sign up form and upload to Council's website
- Uploaded 'Animals in a Disaster' video content to YouTube and Facebook for community use

Directorate: Infrastructure Services

Includes works, water and wastewater, parks and operations.

- Continued to support the Stanthorpe Smart Water Meter roll out and portal branding; shoot, edit and distribute an educational video with Mayor Pennisi, Stanthorpe resident and Taggle representative
- Co-ordinated a joint Media Release with QPS to support anti-vandalism messaging across the region's public parks
- Promoted IPWEAQ 2022 Excellence Award
- Commenced a community information strategy on works via social media posts and an eNewsletter that directs residents to the *Works in Progress* page on Council's website

Directorate: Planning and Environmental Services

(Including Planning, Waste Management, Environmental Services and Local Laws)

- Deliver marketing support for the Killarney UDF Community Consultation;
- Coordinate the design and production of flying fox roost interpretive signage.

Training attended

- Communications and Marketing Coordinator
 - completed the 6 month SDRC Leadership Development Program
 - completed a Master of Marketing through RMIT
- Communications Officer
 - Software provider training with Specialist Apps as part of Council's service agreement with the company to maintain and build content into the SDGB App. The Warwick and Stanthorpe Artistic Trails are the first two new additions.
 - SDRC First Aid Training
 - Disaster Management Training
 - Tourism Tribe NECI Training (utilising Tourism Australia content)
- Communications Officer
 - Dealing with hostile and violent people
 - Fire Warden training

FINANCIAL IMPLICATIONS

All activities progressed by the Communications and Marketing Department in this quarter has been within the 2022/2023 budget allocation.

RISK AND OPPORTUNITY

Risk

Nil for this report cycle.

Opportunity

To continue delivering excellent customer service to both internal and external stakeholders.

COMMUNITY ENGAGEMENT

Internal Consultation

The Communications and Marketing department engage extensively with internal stakeholders.

External Consultation

The Communications and Marketing department represented Council on the following stakeholder engagement forums during the past quarter:

- Southern Downs Drought Resilience Communications and Engagement Working group
- Taggle Smart Water Meter Roll Out working group

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

The activities of the Communications and Marketing department align with the following 2021-2026 Corporate Plan strategies:

Theme	:	People
<i>Focus area</i>	:	<i>Community Engagement</i>
Deliverable 2	:	Review Council's Media and Communication Engagement Strategy to increase its effectiveness in improving trust with the community and build Council's brand.
Outcome	:	Improved community sentiment and continued good relationships with local media.
<i>Focus area</i>	:	<i>Wellbeing and Diversity</i>
Deliverable 9	:	Develop and promote our unique artistic and multicultural diversity whilst acknowledging and maintaining local heritage.
Outcome	:	Increased visitation.
Theme	:	Performance
<i>Focus area</i>	:	<i>Partnerships and Collaboration</i>
Deliverable 53	:	Proactively engage with media outlets to promote information that is

accurate and beneficial for all stakeholders.

Theme : **Prosperity**
Focus area : *Economic Development and Tourism*
Deliverable 30 : Implement regional marketing and branding strategies as outlined in the 2022-2026 SDRC Economic Development Strategy, and Southern Downs and Granite Belt Events Strategy 2021-2025.

Policy / Strategy

[Advertising Expenditure Policy PL-GV012](#)

[Social Media Policy PL-EX082](#)


[Media Relations Policy PL-EX004](#)

ATTACHMENTS

Nil

10.2 People and Safety Quarterly Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Manager People and Culture	ECM Function No/s:

Recommendation

THAT Council receive the report and note the contents.

REPORT

Report

The purpose of this report is to provide Council with HR analytics that are used organizationally to make business decisions and to improve processes. This report is for the October to December 2022 quarter.

Workforce Demographics

Council's approved organisational structure as at 30 September 2022 was 375.28 Full Time Equivalent positions (FTE), which includes permanent, temporary and casual roles. A comparison of the FTE from 30 September 2022 to the last quarter shows an increase in the number of approved positions of 8.18FTE. This is as a result of a small number of new positions being filled and an increase of casual utilisation across the quarter.

The current challenges in attracting candidates, being experienced across the State and other industry sectors, has continued to impact the filling of positions across Council. The People and Safety department are working with line managers to further streamline recruitment and selection processes to ensure that the process proceeds quickly to offer.

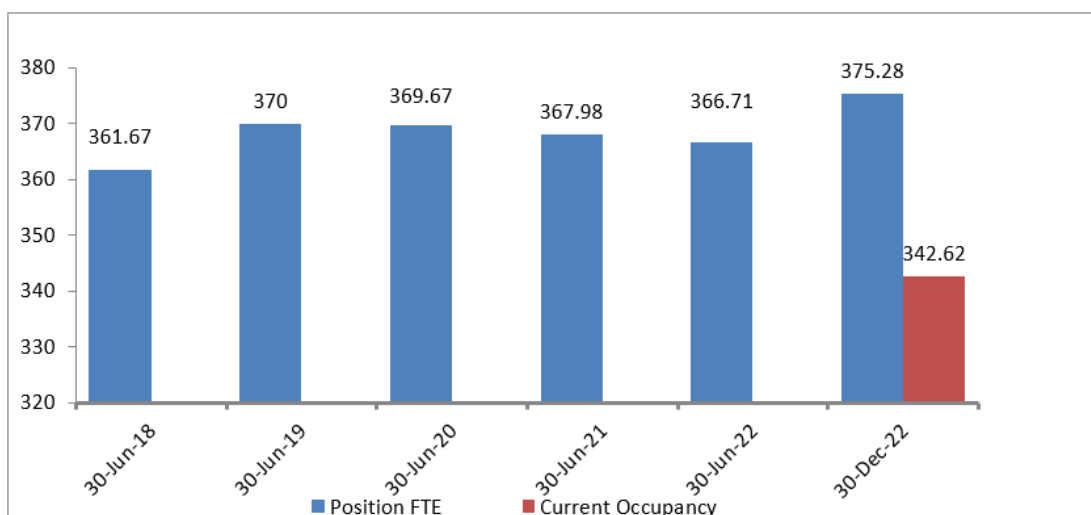


Figure 1: Total number of approved Full Time Equivalent (FTE) positions and current occupancy.

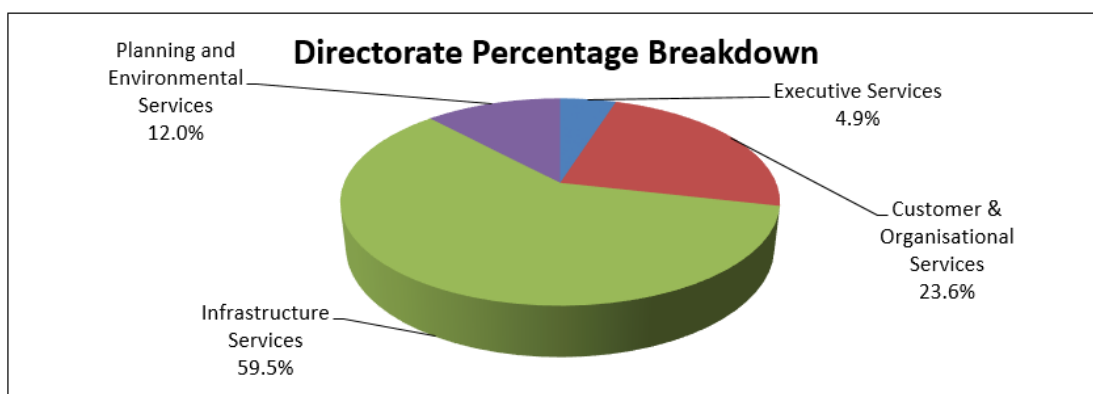


Figure 2: % Approved organisational structure (FTE) distribution per Directorate as at 31 December 2022

The majority of staff are employed permanently, with 7.7% employed in a short term or casual capacity where Department's operational requirements call for this type of employment (*Figure 3*).

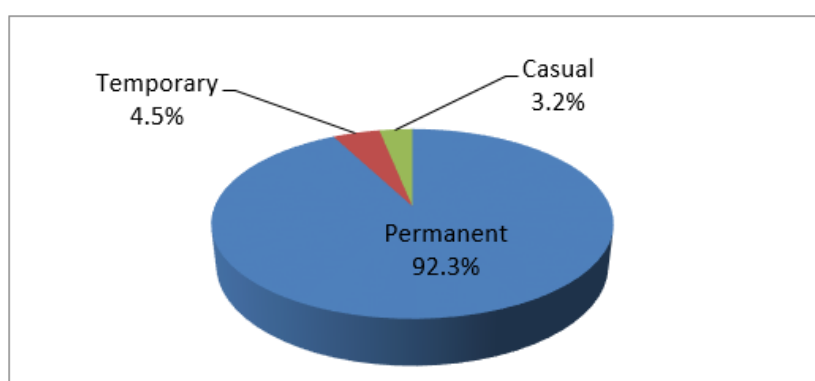


Figure 3: Employment Type Percentage Breakdown

Separations

Council's annual rate of separation has increased progressively at each reporting period across the last year. 18.8% of separations during the December quarter were employee retirements.

Further investigation of reasons for employee separations is being undertaken to establish trends and develop strategies to encourage employees to stay with Council.

Separation Rate (annualised)	
Staff exiting the organisation	19.7%

Figure 4: Annual Separation Rate to 31 December 2022
(Inclusive of staff resigning who were employed permanently or left before the end of a temporary engagement)

Training and Development

Following are the formal training and development attendances supported by Council across the quarter. The data in this section does not include Elected Member training and development.

Learning & Development			
Professional Development	Safety	Skills	Total
141	161	23	325

Figure 5: Staff Learning and Development Attendances

Across the quarter, Council also supported 38 staff who were undertaking studies at certificate level or higher and staff in higher level accredited study under Study Assistance. (Figure 6)

Staff Supported Studies Traineeships & Apprenticeships - Current	
Course	Staff Number
Certificate III - Civil Construction	16
Certificate III - Business	1
Certificate IV - Library & Information Services	2
Certificate III - Parks and Gardens	5
Certificate III - Mobile Plant Technology	2
Certificate III - Water Industry Operations (TP)	2
Certificate III - Plumbing	1
Certificate III - Water Industry Operations (Networks)	1
Total	30
Study Assistance	
Course	Staff Number
CPA	1
Master of Engineering Practice	1
Bachelor Information Technology	1
Certificate IV Leadership & Management	1
Certificate IV in Plumbing & Services	1
Diploma Business	1
Diploma Library & Information Services	1
Certificate IV Accounting & Bookkeeping	1
Total	8

Figure 6: Staff Undertaking Council Supported Studies of at Least Certificate Level

Staff Supported Studies Traineeships & Apprenticeships - Completions	
Course	Staff Number
Certificate III - Civil Construction (Plant)	2
Total	2

Figure 7: Staff Completing Council Supported Studies

People and Culture

Strategy and Policy

People and Culture continues to review the SDRC's employee policies and procedures with a view of establishing what policies require a review with a view to update, and what new policies are required to minimize or mitigate risk to the organization and its employees. The policies have a new and easy read style with Info sheets for quick reference.

The following policies has been approved:

- SDRC Code of Conduct Policy (re-written)
- SDRC Work related Bullying Policy (new)
- SDRC Anti-discrimination and EEO Policy (new)
- SDRC Grievance and Dispute Resolution Policy (New)
- SDRC Probation Policy (new)
- Corporate Uniform Policy

The following Info Sheets have been approved:

- Info Sheet: Code of Conduct
- Info Sheet: Work Related Bullying
- Info Sheet: Anti-discrimination and EEO
- Acknowledgement of Conflict of Interest form

The following policy is being finalised:

- Recruitment and Selection (new)

Induction

As part of an internal audit requirement, a new Induction program is being developed with a view of commencing the program in March 2023. The induction program will be 1 day in duration and will have a broader coverage of information including how local government works, more in-depth outline of Directorates and Departments and meeting the Chief Executive Officer and Directors on the day of induction.

EAP

At Council's request, three providers have submitted proposals for a new Employee Assistance Program (EAP). Council required a more inclusive, responsive and confidential EAP services for our employees wellbeing, resilience and psychosocial health. A discussion paper is being prepared for the Executive Leadership Team's consideration.

HR Delegations

A Delegations Manual is under development for all human resource decision making and processes. This will assist in providing clarity around accountability and decision making involving people processes in Council.

Contact Officers

Council is committed to the health and safety of its people by eliminating and minimising risks to psychological health and safety by creating workplace environments that are mentally healthy.

As part of this commitment, People and Culture is seeking expressions of interests for Contact Officers. This is an important role that provides peer support and guidance to any worker who may be experiencing work related bullying, sexual harassment, discrimination, or family and domestic violence. The three (3) main aspects to the Contact Officer role are:

- To assist with setting a standard of acceptable behaviour in our SDRC workplace
- Promote new People and Culture policies and procedures
- Provide workers with options and processes for dealing with any issues.

Contact Officers will be trained and supported in this voluntary role.

People and Safety Structure

People and Safety has conducted a review of current functions being delivered and gaps that exist due to resourcing and disproportionate effort allocated to recruitment activities. Recommendations will be made to the Executive Leadership Team on an enhanced model of service delivery.

Organisational Development

Leadership Development Program

The first Leadership Development Program has completed. The participants were presented with their certificates by the Mayor and Chief Executive Officer on 14 December 2022. Two Leadership Development Programs will be delivered in 2023, commencing in March and May. Nominations have been received and 44 employees will be participating, with a mix of existing supervisory employees and emerging leaders.

Workplace Values

SDRC's Workplace Values are currently being reviewed. All employees were invited to choose their top 10 values based on what they value in the workplace, what values should shape our interactions with customers, what values help us to be successful and make us proud to work at SDRC. The most common values chosen by our employees as their top 10 were:

1. Teamwork
2. Respect
3. Communication
4. Accountability
5. Trust
6. Honesty
7. Integrity
8. Leadership
9. Professionalism
10. Transparency

A workshop was held on 14 December with 23 employees from across the organisation (52 were invited) to translate the above Values into specific and meaningful Values that will guide SDRC into the future. The group identified 44 Actionable Values that they subsequently ranked in order of importance. The following Values were identified as the most important and meaningful:

1. Act with Integrity
2. One Team, One Region
3. Lead by Example
4. Attitude is Everything
5. Continually Striving for Excellence
6. Good Decision Making
7. One Team
8. We Listen, Connect and Commit
9. Supportive Leadership

The Organisational Development Specialist will be facilitating a discussion with the Executive Leadership Team to discuss the above values in line with SDRC's strategy and make a decision on the new Values for SDRC. Workshops will be held across the organisation to involve employees in identifying the purpose and behaviour statements that will support and provide guidance on bringing these values to life in the context of SDRC.

Achievement and Development Plan

A contemporary Achievement and Development Plan is currently being introduced, with multiple areas trialing the process. This process will replace the traditional and outdated Performance Appraisal process. The Achievement and Development Process is based on a positive, partnership based approach between supervisor and employee. The Plan is based on clarifying role responsibilities, identifying team and individual goals with measures of success and timeframes, development plans to build capability, succession plans and a commitment to quarterly progress discussions.

Team Building/Development Sessions

The Organisational Development Specialist has delivered a number of team development sessions, along with upskilling Managers to confidently deliver sessions with their teams to improve communication, team dynamics and capability.

Industrial Relations

The Southern Downs Regional Council – Stream A Employees – Enterprise Agreement was drafted and distributed to The Services Union and the Australian Workers Union in December 2022. Council is waiting for a clearance from the unions on the content of the draft agreement with a view of the voting process commencing in late January to early February 2023.

FINANCIAL IMPLICATIONS

Nil.

RISK AND OPPORTUNITY

Risk

Nil.

Opportunity

Nil.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil.

External Consultation

Nil.

LEGAL / POLICY

Legislation / Local Law

Queensland Local Government Industry Award - State 2017
Public Service Act 2009
Australian Human Rights Commission Act 1986 (Cwth)

Industrial Relations Act 2015 (Qld)
Anti-Discrimination Act 1991 (Qld)
Southern Downs Regional Council Certified Agreement 2018 - Operational Employees
Southern Downs Regional Council Determination 2019 - Stream A Employees
Work Health and Safety Act 2011

Corporate Plan

Theme: Performance

Focus Area: Customer Focus

Deliverable: 36. Be a high performing organisation by having high performing and empowered staff through personal and professional development, wellness programs and proactive support.

Focus Area: Organisational Excellence

Deliverable: Become an employer of choice – appropriate training, innovative leadership and improved career pathways.

Policy / Strategy


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

ATTACHMENTS

Nil

10.3 Workplace Health and Safety Quarterly Report - Quarter 2 FY 22/23 (1 October to 31 December 2022)

Document Information

 Southern Downs <small>REGIONAL COUNCIL</small>	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Safety Coordinator	ECM Function No/s:

Recommendation

THAT Council receive the Workplace Health and Safety quarterly status report for the reporting period 01 Oct 2022 to 31 December 2022 (Q2 FY22/23).

REPORT

Background

In accordance with requirements of the *Work Health and Safety Act (Qld) 2011*, Council has an obligation to have in place appropriate arrangements to record and report relevant workplace health and safety data, including accidents, incidents and near misses.

Report

Figures 1 - 3 represent an overview of health and safety statistics for the period 1 Oct 2022 until 31 December 2022 (Q2 FY22/23) with comparison to previous year reporting periods. Figure 1 provide statistical information on the overall number of incidents, injuries and near hits, and total number of hazards reported, per Directorate for Quarter 2 (1 Oct to 31 December) FY22/23. The total number of incident reports received (39) has decreased since the previous year (44).

Hazard reports represent an opportunity to prevent an injury or incident and also demonstrate a positive reporting and safety culture. The total number of hazard reports in Q2 (4) is significantly lower than the previous year (11). The assumption is that increases in hazard reporting is an indicator of an improving safety culture. Team meetings and supervisor messaging may need encouragement regarding the need to report hazards. The drop in incident and hazard reporting across Council will need to be assessed if this trend continues.

Directorate	Incident Report Total Q2 FY22/23	Incident Report Total Q2 FY21/22	Hazard Report Total Q2 FY22/23	Hazard Report Total Q2 FY22/21
<i>Infrastructure Services</i>	28	35	1	6
<i>Sustainable Development</i>	7	2	0	3
<i>Customer and <u>Organisation</u> Services</i>	4	6	3	2
<i>Executive</i>	0	1	0	0
<i>Total</i>	39	44	4	11

Figure 1: Incident and Hazard reports submitted in Skytrust – Quarter 2, FY22/23 vs FY21/22

Figure 2 provides a breakdown of all reported incidents by type, for the reporting period and the previous financial year. This quarter saw a reduction in the number of injuries (20) compared with (24) from the previous year. Property damage for this quarter (7) has decreased from the previous year at (12). There was 0 notifiable incidents for the current reporting period.

Incident by Type	Incident by Type Total Q2 FY22/23	Incident by Type Total Q2 FY21/22
<i>Injury</i>	20	24
<i>Near Miss</i>	9	10
<i>Environment</i>	1	0
<i>Property</i>	7	12
<i>Community</i>	3	1
<i>Hazard</i>	2	1
<i>Other Incident</i>	0	1
<i>Security</i>	0	0
<i>Notifiable</i>	0	0

Figure 2: All incidents by type, for Quarter 2 FY22/23 vs FY21/22

Workers Compensation

Local Government Workcare has accepted 16 workers compensation claims for SDRC employees for the full year.

Figure 3 (below), shows the SDRC LTI Frequency Rate is higher than that of other councils within our group, in addition to the scheme overall. This rate has increased since the last reporting period. This increase in frequency can be attributed to six workers compensation claims throughout the Quarter. The LTI duration rate has decrease slightly since the last reporting period. This is due to employees requiring less time off work to recover from their injury.

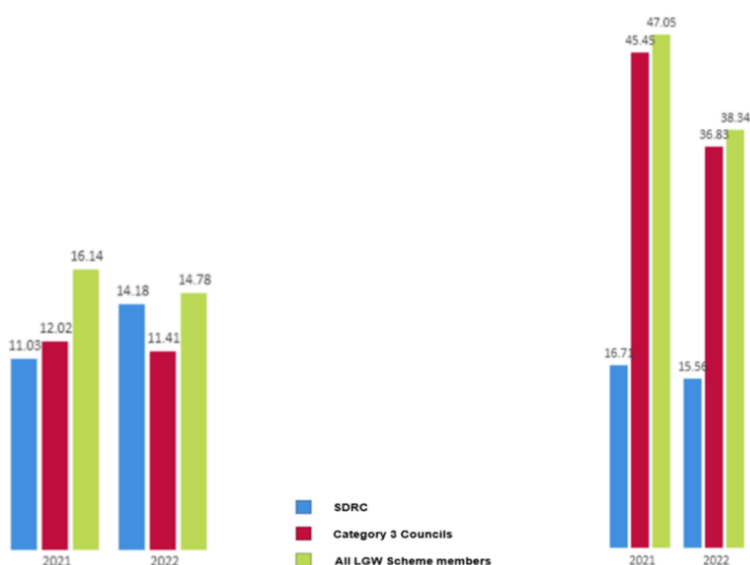


Figure 3: LTI Frequency Rate (left) and LTI Duration Rate (right) Year to Date - FY21/22

Safety Survey Action Plan

The WHS Team conducted a Safety Pulse Survey in March this year, which resulted in responses from 47% of staff. The 11 question survey yielded over 500 individual response items. The majority of responses raised concerns about psychological safety in the workplace. As a result of the survey, we have now implemented the Safety Survey Action Plan, which assigns responsibility across Council, to address the concerns raised in the survey. The Plan is reviewed on a monthly basis by the Senior Leadership Team (SLT), with the last review having been conducted on 06/12/2022. This Plan will continue to be monitored and updated to track progress and completion of action items. The plan was revised in December to ensure action outcomes are acceptable.

Workplace Health and Safety Queensland

Nothing to report for this quarter.

Contractor Induction Completions

During Quarter 2 FY22/23, a total of 123 contractor inductions were sent out, with a 'Success Rate' of 94.17%.

FINANCIAL IMPLICATIONS

WHSQ has conducted a review of the internal investigation and outcomes conducted by the SDRC Safety Team for the notifiable incident report Q1 FY2022/2023 and has confirmed the investigation will be closed without financial penalty to Council.

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Utilize existing programs such as SkyTrust to its full potential eg. Plant prestart, internal training and environmental module.

WHS Audit

LGW has confirmed they will conduct a full system audit as part of our Mutual Risk Obligations (MRO) with the audit commencing Monday 14 August through to Friday 18 August 2023. It is envisaged that the audit process will require resourcing. Internal preparations will commence in January 2023.

The Transport and Main Roads (TMR) Licensing Application was to be completed by 15 December 2022. A request to extend the current TMR License was made and accepted.

COMMUNITY ENGAGEMENT

Internal Consultation

Council staff.

External Consultation

- Local Government Workcare

- Workplace Health and Safety Queensland.
- Warwick Chamber of Commerce
- Various Council Contractors/Wet Dry/Hire

LEGAL / POLICY

Legislation / Local Law

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Workers Compensation and Rehabilitation Act 2003

Work Health and Safety (Psychosocial Risks) Amendment Regulation 2022

This regulation will be effective from 1 April 2023. This regulation amends the Work Health and Safety Regulation 2011.

New Code of Practice

Managing the Risk of Psychosocial Hazards at Work – 2022. The Code commences on the 1st of April 2023.

The Code provides guidance on what has been determined to be reasonably practicable for organisations to do.

- The Code and Regulations apply to all work and workplaces covered by the WHS Act.
- The Code and Regulations cover employers, workers, contractors, subcontractors, outworkers, the self-employed, apprentices and trainees, work experience students, and volunteers.

The Code and Regulations also applies to other people in workplaces, such as customers and visitors.

Corporate Plan

Theme: Performance

Focus Area: Organisational Excellence

Deliverable: 43. Provide and maintain a safe and healthy work environment for employees, contractors, volunteers and visitors to the workplace so far as it is reasonably practicable

Policy / Strategy

Nil


ATTACHMENTS

Nil

11. CUSTOMER AND ORGANISATIONAL SERVICES REPORTS

11.1 Customer and Organisational Services Monthly Status Report

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Manager Community Services Manager Corporate Services Manager Financial Services Manager Sustainability and Strategy	ECM Function No/s:

Recommendation

THAT Council receive and note the Customer & Organisational Services Monthly Status Report.

REPORT

The Customer & Organisational Services Directorate has responsibility for the operational aspects of a range of functions, which are outlined below.

Community Services

Disaster Management

- A fire occurred early in January at Thane, near the intersection of Cunningham Highway and Glendon Road. A number of QFES appliance attended, including a water truck and grader from Council.

Community Development

- Carols was once again held in December 2022, with numbers up on previous years. This was a great outcome and opportunity for the community who have had to deal with COVID-19 lockdowns and cancellations due to floods over the last couple of years.
- Officers continue to plan and prepare for the Australia Day event, including citizenship ceremonies.

Libraries

- The review of the library service continues, with the As-Is review now complete. Officers presented Review documentation to Council, which identified a number of options going forward. These options will be tabled to a future Council meeting for consideration.

Corporate Services

The Manager, Corporate Services continues to operate the governance, risk and insurance functions due to currently having no staff. Recruitment for four (4) positions is underway across

the governance and land management areas. The Governance Coordinator position has been offered to the successful candidate who will begin in the role at the end of January.

Land management

Land management activities are currently being undertaken with the assistance of consultant, Mark Watt, from the Mead Perry Group. Mark has completed various land matters as they arise including reports to Council.

Governance

Administrative Action Complaints:

- Two (2) matters progressed in December

Ombudsman Matters:

- All outstanding matters with Ombudsman finalised

RTI-IP matters:

- Two (2) RTI request received in November; One (1) matter finalised in December

Risk Register

Operational risks currently under broader review by Manager Corporate Services

Policies and Procedures

A complete review of all policies and procedures has now been conducted to ascertain Council's position on relevance and currency of such documentation within the organisation. The following table outlines our position currently:

Type of Document	Current	Overdue
Strategic Policies	20	33
Operational Policies	4	11
Strategic Procedures	4	2
Operational Procedures	13	61

The People and Safety Team have done some great work in having the following policies drafted and approved by the CEO:-

New Policies

- SDRC Code of Conduct Policy
- SDRC Work related Bullying Policy
- SDRC Anti-discrimination and Equal Employment Opportunity Policy
- SDRC Grievance and Dispute Resolution Policy
- SDRC Probation Policy

New Information Sheets

- Info Sheet 1: Code of Conduct
- Info Sheet 2: Work Related Bullying

Insurance

- Two new claims received in December, which are progressing. Both involve damage to Council assets, including a fence at the Ballandean bin compound, and Browns Falls Park in Killarney.

Warwick Saleyards

The tender for detailed design for Saleyards upgrade has now been awarded to the successful tenderer, EnviroAg. EnviroAg will begin the design process in January.

• Cattle Yarding's and Prices

- Weekly Cattle Sale *(please note only two weekly sales were held for the month of December due to the Christmas Period).*

During the period 01/07/2022 to 31/12/2022 15,548 head of cattle have been sold through the yards on Tuesdays. A weekly average of 647 head compared to the previous year's average of **668** head per week. The weekly average for December, 2022 was **603** head down 382 head from November.

A total of **1,207** head with a value of **\$1,808,583** sold through the weekly sales in December.

- Private Weighs

A total of **404** head of cattle were processed by agents through the private weigh system YTD compared to **527** head for the last financial year. The total value of these sales was **\$882,934**.

A total of **69** head with a value of **\$133,707** sold through private weighs for December.

- Special Sales

No special Sales were held over the month of December.

• Sheep Yarding's and Prices

- Weekly Sheep Sale *(please note only two weekly sales were held for the month of December due to the Christmas Period).*

YTD figures for the weekly lamb and sheep sale is **35,112** head compared to **60,507** head for the last financial year. During the month of December **3,228** sheep and lambs have been sold through the yards for a weekly average of **1,614** head, compared to the December 2021 average of **1,931** head per week.

Top Prices obtained for Sheep and Lambs in December 2022

	Dollars Per head
Lambs	\$212 down \$20
Hoggets	\$210 up \$37

	Dollars Per head
Wethers	\$125 down \$36
Ewes	\$106 down \$44

Total value of sheep sold through the yards on a Wednesday in December was **\$388,272**.

Total value of stock sold through Warwick Saleyards for this December was **\$2,330,562**.

A Combined total of **51,750** head of Livestock have sold through Warwick Saleyards this Financial YTD for a total value of **\$32,572,231**.

Customer Service

Stats (to 23/12/22):

- Phone Calls: 2384
- Customer Service Emails: 301
- Merit Requests: 74
- Live Chat: 78
- Counter:
 - Stanthorpe: 300
 - Warwick: 591
 - Allora: 11

A review of Customer Service and ECM has commenced internally to document workflows associated with the customer service area with the view to improving internal efficiencies and customer experience. This process review will continue to take place throughout January and February to identify efficiencies and improvements.

Sustainability & Strategy

Asset Management

- A proposed Asset Management governance model has been forwarded for approval by ELT.
- Mapping of policies, strategies and plans that influence Asset Management in SDRC has commenced.
- Capitalisation to reduce the WIP continues in parallel with procedure improvement in collaboration with Financial Services Department.
- Flood study resource identified to support the development of the briefs for Grant funded flood studies. Resource to start in February.
- Unsealed roads strategy development in progress to update the current Unsealed Roads Asset and Service Management Plan (Adopted September 2021).

GIS

- Queensland State Government have been delayed by weather in capturing the Aerial Photography. Approximately 60% of the region is captured.
- Preparations continue for the upload the aerial photography to the GIS on delivery from Queensland State Government.
- Rationalisation of GIS Layers continues. Aim is to reduce the number of layers offering the same data function.

Financial Services

Finance

- Draft report on Plant Operations Review has been received for feedback. Once report is finalised rates will be updated in Tech One with a copy of the report provided to Queensland Reconstruction Authority.

- Work is in progress for the development of a price path for Water and Sewerage.
- SMS procedure has been updated and signed off by the Director.
- Asset Accounting, Capitalisation, Stocktake and Disposal Policy review in progress.
- Internal Overheads review has commenced and will be finalised with the FY23/24 budget.
- Rates anticipated to be issued on 18th January 2023 with a due date of 17th February 2023.
- FY23/24 draft budget timetable circulated for initial feedback.
- Capitalisation procedure with ELT for review.
- Planning session with external auditors (Crowe) has been scheduled for 19th Jan 2023.
- Two positions currently vacant in Finance with one advertised and position description being reviewed for the other.

Information Technology

- High level review of IT completed with identified action items to be considered as part of the IT Strategic Plan to be developed in the coming months.
- Business process reviews currently in progress for Accounts Payables and Credit Cards.
- IT Steering Meeting successfully kicked off in December and will be scheduled quarterly going forward.
- Work to commence on the SDRC Technology One Road Map with stakeholder meetings scheduled in Jan 23.
- Help desk review under way with changes anticipated to be made to various IT categories.

Procurement

The monthly stats for December 2022 are as follows:


Procurement Stats		Unit
Number of Tenders Released		0
1.	23_069 Holding Tanks at Stanthorpe SPS	
2.	23_066 Homestead Road Bridge & Approaches	
3.	23_008 Greenwaste Mulching	
4.	23_014 Lawn Maintenance SDRC Water and Waste Water Sites	
Number of Tenders in progress		5
1.	23_014 W&WW Mowing	
2.	Pool Management Agreements	
3.	23_079 Bore – Lyndhurst Lane, Warwick	
4.	23_070 Recycled Water Extension to Morgan Park	
5.	23_009 Concrete Crushing	
Number of RFQ's Released		1*
1.	23_083 Temporary Contractor Accommodation	
Number of RFQ's in progress		3
Number of Contract Numbers Issued		6
Inductions done		1
*this figure does not include RFQs we have reviewed but were released by other departments		

ATTACHMENTS

Nil

11.2 Financial Services - Financial Report as at 31 December 2022

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Budget Accountant Financial Services Coordinator	ECM Function No/s:

Recommendation

THAT Council receive and note the Financial Report as at 31 December 2022.

REPORT

Income Statement

Revenue

Operational revenue of \$42.4M is \$984K under budget compared to YTD budget of \$43.4M. Fees and charges are over budget by \$365K due to actuals for water sales, garbage rates and cemetery charges being more than anticipated year to date. Interest income is over budget by \$943K mainly relating to higher than expected cash balance and changes in Reserve Bank cash rates. Operating grants and subsidies are under budget by \$2.4M due to the timing of funds being received for the various flood events.

Expenses

Operational expenditure of \$44.5M is \$3.1M under budget compared to YTD budget of \$47.6M. Employee expenses are over budget by 1.7% which is \$234K. Depreciation and Materials/Services are under budget by \$3.2M.

Capital Grants

Revenue from capital grants is under budget by \$4.8M. As the timing of the receipt of capital grants is hard to predict, they are often budgeted in period 12. Budget timelines will continue to be reviewed and aligned with funding milestones at the quarterly reviews.

Balance Sheet

As at 31 December 2022 Council had \$68.2M in cash at bank and investments. The total of outstanding loans, both the current and non-current portions is \$15.1M.

Capital Works in Progress

Capital works expenditure to 31 December 2022 is \$12.7M which is 24.1% of the adopted capital works budget of \$53.0m. There are committed costs of \$16.1M meaning \$28.8M has been spent or committed, representing 54.4% of the adopted budget.

Year to date capital expenditure by asset class as at 31 December 2022 is as follows:

	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land & Land Improvements	67,198	43,138	64.2%	51,228	94,367	140.4%
Buildings	4,328,183	635,060	14.7%	1,102,364	1,737,424	40.1%
Plant & Equipment	5,448,558	1,559,759	28.6%	3,474,286	5,034,045	92.4%
Roads, Drains & Bridges	21,675,784	5,581,690	25.8%	5,699,805	11,281,494	52.0%
Water	7,959,662	2,573,153	32.3%	1,788,485	4,361,637	54.8%
Sewerage	7,823,725	2,087,194	26.7%	3,563,566	5,650,760	72.2%
Other Assets	5,653,090	265,344	4.7%	395,119	660,464	11.7%
Total	52,956,200	12,745,338	24.1%	16,074,853	28,820,191	54.4%

FINANCIAL IMPLICATIONS

The First Quarter Budget Review was adopted on the 9th November 2022. The Second Quarter Budget Review will take place in January 2023.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009 and Local Government Regulation 2012

Corporate Plan

Theme: Performance
 Focus Area: Financial Sustainability
 Deliverable: 47. Review and maintain strategies to ensure Council's long term financial sustainability and continuous improvement through embracing innovation.

Policy / Strategy

Operational Plan 2021/22

ATTACHMENTS

1. Financial Performance Report as at 31 December 2022 [↓](#)



Performance Report

December 2022

Southern Downs Regional Council Income Statement

December 2022

	Phased 2023 YTD Actual \$	Phased 2023 YTD Budget \$	YTD Variance \$	YTD Variance %	Annual 2023 Budget \$
Revenue from ordinary activities					
General Rates	18,259,130	18,212,593	46,538	0.3%	36,406,121
Rural fire brigade levy	138,369	137,850	519	0.4%	275,700
Utility Rates and Charges	14,376,230	14,294,375	81,855	0.6%	28,422,750
Less Discounts	(1,126,390)	(1,141,280)	14,890	-1.3%	(2,282,560)
Rates on Council properties	(329,565)	(328,881)	(684)	0.2%	(672,322)
	31,317,774	31,174,657	143,117	0.5%	62,149,689
Fees and Charges	3,918,891	3,553,502	365,389	10.3%	6,899,430
Interest	1,269,810	326,840	942,970	288.5%	652,880
Contract & Sales Revenue	1,129,447	1,186,779	(57,332)	-4.8%	2,334,714
Rent and Other Income	767,309	733,710	33,598	4.6%	1,494,748
Government Grants and Subsidies	3,993,651	6,405,596	(2,411,946)	-37.7%	22,682,803
Total Operating Revenue	42,396,882	43,381,085	(984,202)	-2.3%	96,214,264
Expenses from ordinary activities					
Employee Costs	14,090,617	13,856,741	233,876	1.7%	28,058,418
Materials and Services	20,873,625	22,882,004	(2,008,379)	-8.8%	46,553,245
Depreciation and Amortisation	9,195,428	10,338,256	(1,142,828)	-11.1%	20,411,904
Finance Costs	340,337	508,295	(167,959)	-33.0%	1,171,590
Total Operating Expenses	44,500,007	47,585,297	(3,085,290)	-6.5%	96,195,157
Operating Surplus/(Deficit) before capital items	(2,103,125)	(4,204,213)	2,101,087	-50.0%	19,107
Other Capital Amounts					
Capital Grants, Contributions and Donations	5,484,292	10,317,605	(4,833,313)	-46.8%	28,011,243
Other capital income and (expenses)	112,348	(1,614,500)	1,726,848	-107.0%	(3,237,820)
Net Result Surplus/(Deficit)	3,493,515	4,498,893	(1,005,378)	-22.3%	24,792,530

Southern Downs Regional Council Balance Sheet

December 2022

	Phased 2023 YTD Actual \$	Annual 2023 Budget \$	YTD Variance \$	YTD Variance %
Current Assets				
Cash assets & Investments	68,178,589	60,880,000	7,298,589	12.0%
Receivables (includes Rates & Utilities receivable)	7,607,525	12,802,000	(5,194,475)	-40.6%
Assets held for sale	1,299,746	1,439,000	(139,254)	-9.7%
Inventories	775,566	564,000	211,566	37.5%
	77,861,425	75,685,000	2,176,425	2.9%
Non-Current Assets				
Investment Property	406,260	455,000	(48,740)	-10.7%
Property, plant and equipment	813,447,097	886,077,800	(72,630,703)	-8.2%
Other Financial Assets	23,733	31,200	(7,467)	-23.9%
Capital works in progress	44,286,297	-	44,286,297	0.0%
Intangible Assets	587,438	1,071,000	(483,562)	-45.2%
	858,750,825	887,635,000	(28,884,175)	-3.3%
TOTAL ASSETS	936,612,250	963,320,000	(26,707,750)	-2.8%
Current Liabilities				
Creditors and other payables	15,283,200	8,001,000	7,282,200	91.0%
Provisions	9,006,385	2,899,000	6,107,385	210.7%
Interest bearing liabilities	1,846,993	1,698,000	148,993	8.8%
	26,136,578	12,598,000	13,538,578	107.5%
Non-Current Liabilities				
Interest bearing liabilities	13,274,793	14,449,000	(1,174,207)	-8.1%
Provisions	8,466,425	17,317,000	(8,850,575)	-51.1%
Other Payables	4,635,618	13,556,000	(8,920,382)	-65.8%
	26,376,836	45,322,000	(18,945,164)	-41.8%
TOTAL LIABILITIES	52,513,414	57,920,000	(5,406,586)	-9.3%
NET COMMUNITY ASSETS	884,098,836	905,400,000	(21,301,164)	-2.4%
Community Equity				
Asset Revaluation Reserve	259,914,282	259,917,000	(2,718)	0.0%
Retained surplus	624,184,554	645,483,000	(21,298,446)	-3.3%
TOTAL COMMUNITY EQUITY	884,098,836	905,400,000	(21,301,164)	-2.4%

Key Ratios

Working Capital Ratio			
(Current Assets / Current Liabilities)	6.01	2.98 : 1	✓
Target Ratio	> 1:1		
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.			

Operating Surplus Ratio			
(Net Operating Surplus / Total Operating Revenue) (%)	25.77%	8.2%	✓
Target Ratio	> 0.0% to < 10.0%		
This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes.			
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.			

Net Financial Liabilities Ratio ((Total Liabilities - Current Assets) / Total Operating Revenue)	-18.5%	-59.8%	✓
Target Ratio Upper Limit (%)	<=60%		
This is an indicator of the extent to which the net financial liabilities of a Council can be serviced by its operating revenues.			
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.			

Key Ratios

Interest Coverage Ratio			
(Net Interest Expense / Total Operating Revenue) (%)	0.54%	-2.19%	*
Target Ratio Upper Limit (%)	10.0%		
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.			

Asset Sustainability Ratio (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	93.2%	49.2%	*
Target Ratio Lower Limit (%)	> 90%		
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.			

Comments on Ratio Results.			
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.			
Whilst changes to the legislation have amended the required ratios, the ratios listed will continue to be reported on.			
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.			
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.			

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Executive Services Operating Statement						
Operating Revenue						
Operating Grants and Subsidies	107,500	282,403	(174,903)	-61.9%	762,214	Note 1
Sundry Revenue	27,657	38,992	(11,335)	-29.1%	77,984	
Total Operating Revenue	135,157	321,395	186,238	-57.9%	840,198	
Operating Expenses						
Employee Costs	1,254,495	1,387,395	(132,900)	-9.6%	2,760,589	Note 2
Materials	209,377	266,811	(57,434)	-21.5%	555,990	
Contracts and Services	104,911	105,612	(701)	-0.7%	191,225	
Plant Hire	20,847	20,225	622	3.1%	40,450	
Other Expenses	439,297	409,724	29,573	7.2%	819,448	
Total Operating Expenses	2,028,927	2,189,767	160,840	-7.3%	4,367,702	
Operating Surplus/Deficit	(1,893,770)	(1,868,372)	(25,398)	1.4%	(3,527,504)	
Comments						
Note 1	Funding received YTD less than anticipated for Trainee Subsidies \$(175K)					
Note 2	Employee Costs calculated at 1st Quarter Review based on current FTE numbers					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Customer and Organisational Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	16,839,553	16,754,175	85,378	0.5%	33,508,490	
Fees and Charges	840,221	844,220	(3,999)	-0.5%	1,641,070	
Operating Grants and Subsidies	3,607,125	4,862,753	(1,255,628)	-25.8%	16,225,697	Note 1
Interest Received	1,269,810	326,840	942,970	288.5%	652,880	Note 2
Leasing and Rent	280,581	251,166	29,415	11.7%	502,332	
Sundry Revenue	185,885	160,119	25,766	16.1%	324,805	
Total Operating Revenue	23,023,174	23,199,273	(176,100)	-0.8%	52,855,274	
Operating Expenses						
Employee Costs	4,426,661	3,241,230	1,185,431	36.6%	6,276,796	Note 3
Materials	4,209,816	5,071,724	(861,908)	-17.0%	8,490,794	Note 4
Contracts and Services	3,830,776	3,704,975	125,802	3.4%	7,336,937	Note 5
Finance Costs	(52,462)	67,697	(120,159)	-177.5%	290,393	Note 6
Depreciation and Amortisation	704,868	651,427	53,441	8.2%	1,290,291	
Plant Hire	765,266	694,718	70,548	10.2%	1,389,436	
Other Expenses	555,867	624,166	(68,299)	-10.9%	965,332	
Rates on Council Properties	76,148	70,781	5,367	7.6%	144,555	
Total Operating Expenses	14,516,940	14,126,716	(390,224)	2.8%	26,184,534	
Operating Surplus/Deficit	8,506,234	9,072,557	566,323	-6.2%	26,670,740	
Comments						
Note 1	Flood Events - actuals received YTD less than anticipated \$(1.2)M					
Note 2	Interest received higher than expected due to cash balance and changes in Reserve Bank cash rates					
Note 3	Employee Costs calculated at 1st Quarter Review based on current FTE numbers Leave Entitlements more than anticipated YTD \$380K Indirect Charges, Employee Oncost Recoveries - actuals less than anticipated \$718K					
Note 4	Warwick Dragway Strip Upgrade - actuals YTD more than anticipated \$(176)K Flood Events - actuals less than anticipated YTD \$(138)K Natural Disaster Event Response and Recovery - Trigger Point Estimate not yet occurred \$(129)K Sports and Recreation Strategy 2022 - 2027 anticipated expenditure not yet occurred \$(88)K Telephone expenses less than anticipated YTD \$(181)K IT Licenses and Registrations less than anticipated YTD \$(111)K					
Note 5	Flood Events - actuals more than anticipated YTD \$484K Pools and WIRAC actuals less than anticipated \$(140)K Warwick Dragway Strip Upgrade - actuals YTD more than anticipated \$141K Asset Management anticipated actuals less than actuals \$(258)K					
Note 6	Audit Fee 2021/22 Accruals					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Infrastructure Services Operating Statement (Excludes Water and Wastewater)						
Operating Revenue						
Fees and Charges	606,340	412,116	194,224	47.1%	698,282	Note 1
Operating Grants and Subsidies	266,002	381,546	(115,544)	-30.3%	3,790,685	Note 2
Leasing and Rent	3,120	8,710	(5,590)	-64.2%	17,420	
Recoverable Works	1,129,447	1,186,779	(57,332)	-4.8%	2,334,716	
Sundry Revenue	3,658	14,709	(11,051)	-75.1%	29,418	
Total Operating Revenue	2,008,566	2,003,860	4,707	0.2%	6,870,521	
Operating Expenses						
Employee Costs	4,562,460	4,819,632	(257,172)	-5.3%	9,849,882	Note 3
Materials	3,329,659	3,007,054	322,606	10.7%	6,019,843	Note 4
Contracts and Services	1,548,206	1,733,942	(185,736)	-10.7%	3,342,932	Note 5
Finance Costs	80,299	137,185	(56,886)	-41.5%	274,370	
Depreciation and Amortisation	5,477,762	6,198,987	(721,226)	-11.6%	12,198,786	Note 6
Plant Hire	(1,994,978)	(2,251,731)	256,754	-11.4%	(4,503,453)	Note 7
Other Expenses	100,000	151,500	(51,500)	-34.0%	153,000	
Rates on Council Properties	227,375	232,016	(4,642)	-2.0%	475,426	
Total Operating Expenses	13,330,784	14,028,585	(697,801)	-5.0%	27,810,786	
Operating Surplus/Deficit	(11,322,218)	(12,024,726)	702,508	-5.8%	(20,940,265)	
Comments						
Note 1	Cemetery Fees and Charges received more than anticipated \$170K					
Note 2	Roads to Recovery Special Maintenance - anticipated funding not received YTD \$(102)K					
Note 3	Employee Costs calculated at 1st Quarter Review based on current FTE numbers					
Note 4	RMPC Contracts/Schedules - actuals more than anticipated YTD \$139K Sealed Maintenance actuals more than anticipated \$283K Streetlighting - actuals less than anticipated \$(68)K					
Note 5	Cemeteries - actuals more than anticipated YTD \$(115)K Sealed Maintenance actuals more than anticipated \$249K Unsealed Maintenance actuals more than anticipated \$100K RMPC Contracts/Schedules - actuals less than anticipated YTD \$(245)K Special Maintenance - R2R - actuals less than anticipated YTD \$(130)K					
Note 6	Depreciation calculated at 1st Quarter Review					
Note 7	Plant Operating and Maintenance - Plant Hire Recovery - actuals less than anticipated YTD					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Water Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	6,566,720	6,574,953	(8,233)	-0.1%	12,753,161	
Fees and Charges	447,459	121,200	326,259	269.2%	242,400	Note 1
Sundry Revenue	13,872	12,000	1,872	15.6%	24,000	
Total Operating Revenue	7,028,051	6,708,153	319,898	4.8%	13,019,561	
Operating Expenses						
Employee Costs	1,354,192	1,344,828	9,364	0.7%	2,897,839	
Materials	1,510,701	1,499,078	11,623	0.8%	2,998,153	
Contracts and Services	510,651	538,549	(27,897)	-5.2%	1,077,097	
Finance Costs	122,901	120,393	2,509	2.1%	240,786	
Depreciation and Amortisation	1,633,015	1,885,659	(252,644)	-13.4%	3,740,071	Note 2
Plant Hire	192,403	215,683	(23,280)	-10.8%	431,367	
Rates on Council Properties	4,800	4,561	239	5.2%	9,461	
Total Operating Expenses	5,328,665	5,608,751	(280,087)	-5.0%	11,394,774	
Operating Surplus/Deficit	1,699,386	1,099,401	599,984	54.6%	1,624,787	
Comments						
Note 1	Water Sales higher than anticipated YTD \$325K					
Note 2	Depreciation calculated at 1st Quarter Review					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Sewerage Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	4,916,196	4,947,865	(31,669)	-0.6%	9,887,270	
Fees and Charges	132,098	217,339	(85,241)	-39.2%	400,421	
Total Operating Revenue	5,048,294	5,165,204	(116,910)	-2.3%	10,287,691	
Operating Expenses						
Employee Costs	400,478	594,394	(193,915)	-32.6%	1,226,843	Note 1
Materials	456,399	453,648	2,751	0.6%	907,297	
Contracts and Services	427,133	542,475	(115,342)	-21.3%	1,084,949	Note 2
Finance Costs	142,854	136,887	5,967	4.4%	273,774	
Depreciation and Amortisation	1,271,901	1,436,731	(164,830)	-11.5%	2,854,043	Note 3
Plant Hire	110,095	144,404	(34,309)	-23.8%	288,799	
Rates on Council Properties	13,140	12,669	471	3.7%	25,412	
Total Operating Expenses	2,822,000	3,321,207	(499,207)	-15.0%	6,661,117	
Operating Surplus/Deficit	2,226,293	1,843,997	382,297	20.7%	3,626,574	
Comments						
Note 1	Employee Costs calculated at 1st Quarter Review based on current FTE numbers					
Note 2	Sewerage Pump Stations, Reticulation, Treatment, CED and Effluent Reuse actuals less than anticipated YTD \$(115)K					
Note 3	Depreciation calculated at 1st Quarter Review					

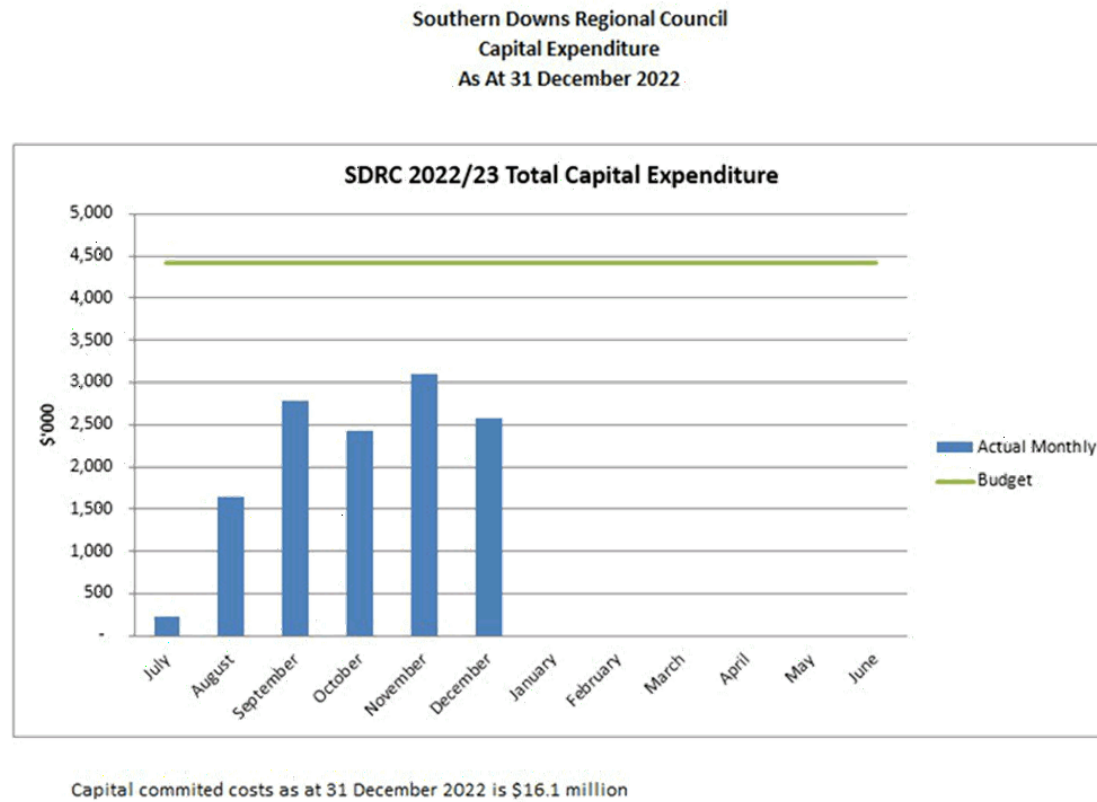
	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Planning and Environmental Services Operating Statement (Excludes Waste)						
Operating Revenue						
Fees and Charges	856,881	913,527	(56,646)	-6.2%	1,827,057	
Operating Grants and Subsidies	13,025	98,858	(85,834)	-86.8%	344,134	
Sundry Revenue	13,449	16,539	(3,090)	-18.7%	30,839	
Total Operating Revenue	883,355	1,028,925	(145,570)	-14.1%	2,202,030	
Operating Expenses						
Employee Costs	1,865,508	2,181,104	(315,596)	-14.5%	4,456,114	Note 1
Materials	630,678	271,939	358,739	131.9%	832,303	
Contracts and Services	519,390	940,784	(421,394)	-44.8%	2,075,366	Note 2
Depreciation and Amortisation	16,344	14,404	1,940	13.5%	28,572	
Plant Hire	255,219	228,692	26,527	11.6%	457,385	
Other Expenses	20,682	154,503	(133,821)	-86.6%	309,006	Note 3
Rates on Council Properties	3,111	3,430	(319)	-9.3%	6,785	
Total Operating Expenses	3,310,932	3,794,856	(483,925)	-12.8%	8,165,531	
Operating Surplus/Deficit	(2,427,576)	(2,765,931)	338,355	-12.2%	(5,963,501)	
Comments						
Note 1	Employee Costs calculated at 1st Quarter Review based on current FTE numbers					
Note 2	Planning Scheme Preparation and Amendments - actuals less than anticipated YTD \$(199)K					
	Environmental Local Laws and Pest Control various actuals less than anticipated YTD \$(172)K					
Note 3	Economic Development and Tourism Events/Projects actuals less than anticipated \$(117)K					
	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Waste Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	3,324,871	3,226,545	98,326	3.0%	6,673,090	
Fees and Charges	1,035,893	1,045,100	(9,207)	-0.9%	2,090,200	
Operating Grants and Subsidies	-	780,036	(780,036)	-100.0%	1,560,073	Note 1
Sundry Revenue	239,087	231,475	7,612	3.3%	487,950	
Total Operating Revenue	4,599,850	5,283,156	(683,306)	-12.9%	10,811,313	
Operating Expenses						
Employee Costs	226,822	288,158	(61,337)	-21.3%	590,355	
Materials	1,020,877	1,098,701	(77,824)	-7.1%	2,599,068	
Contracts and Services	2,095,985	3,209,541	(1,113,556)	-34.7%	8,599,944	Note 2
Finance Costs	46,744	46,134	610	1.3%	92,268	
Depreciation and Amortisation	91,538	151,048	(59,510)	-39.4%	300,139	
Plant Hire	4,368	45,288	(40,921)	-90.4%	90,577	
Rates on Council Properties	4,991	5,424	(433)	-8.0%	10,683	
Total Operating Expenses	3,491,325	4,844,295	(1,352,970)	-27.9%	12,283,034	
Operating Surplus/Deficit	1,108,526	438,862	669,664	152.6%	(1,471,721)	
Comments						
Note 1	Waste Levy Payment - full levy to be received at end of financial year - phasing to be amended at Q2 review to reflect this					
Note 3	Waste Management Facilities/Transfer Stations - Contractor actuals less than anticipated \$(1.11)M					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Life-to-Date Actuals \$	Notes
Flood Events - Operational							
Operating Revenue							
102278 - Flood Event February 2020	586,323	519,368	66,955	12.9%	1,217,016	5,070,475	
102422 - Rain Event March 2021	221,677	216,897	4,780	2.2%	634,629	2,364,548	
102537 - November 2021 Flood Event	-	-	-	0.0%	-	-	
102538 - November 2021 Flood Event Operational Works	1,709,689	1,042,164	667,525	64.1%	3,126,494	1,709,689	
102540 - December 2021 Flood Event Operational Works	-	-	-	0.0%	-	-	
102579 - February 2022 Flood Event	-	904,075	(904,075)	-100.0%	2,712,226	300,000	
102580 - April 2022 Flood Event	-	1,000,000	(1,000,000)	-100.0%	3,000,000	-	
102583 - May 2022 Flood Event	18,483	-	18,483	0.0%	-	18,483	
Total Operating Revenue	2,536,172	3,682,504	1,146,332	-31.1%	10,690,365	9,463,195	
Operating Expenses							
102278 - Flood Event February 2020	895,838	560,835	335,003	59.7%	1,121,670	5,815,292	
102422 - Rain Event March 2021	870,623	735,086	135,537	18.4%	1,470,172	2,780,846	
102537 - November 2021 Flood Event	-	-	-	0.0%	-	61,447	
102538 - November 2021 Flood Event Operational Works	196,424	618,750	(422,326)	-68.3%	1,237,500	2,467,603	
102540 - December 2021 Flood Event Operational Works	-	-	-	0.0%	-	101,900	
102579 - February 2022 Flood Event	271,403	50,000	221,403	442.8%	100,000	1,668,341	
102580 - April 2022 Flood Event	2,180,295	1,500,000	680,295	45.4%	3,000,000	4,484,444	
102583 - May 2022 Flood Event	-	-	-	0.0%	-	105,524	
Total Operating Expenses	4,414,583	3,464,671	(949,912)	27.4%	6,929,342	17,485,397	
Operating Surplus/Deficit	(1,878,411)	217,833	(2,096,244)	-962.3%	3,761,023	(8,022,202)	
Comments							
Finance Team working with DRFA Project Manager to review budget phasing and align project milestones.							

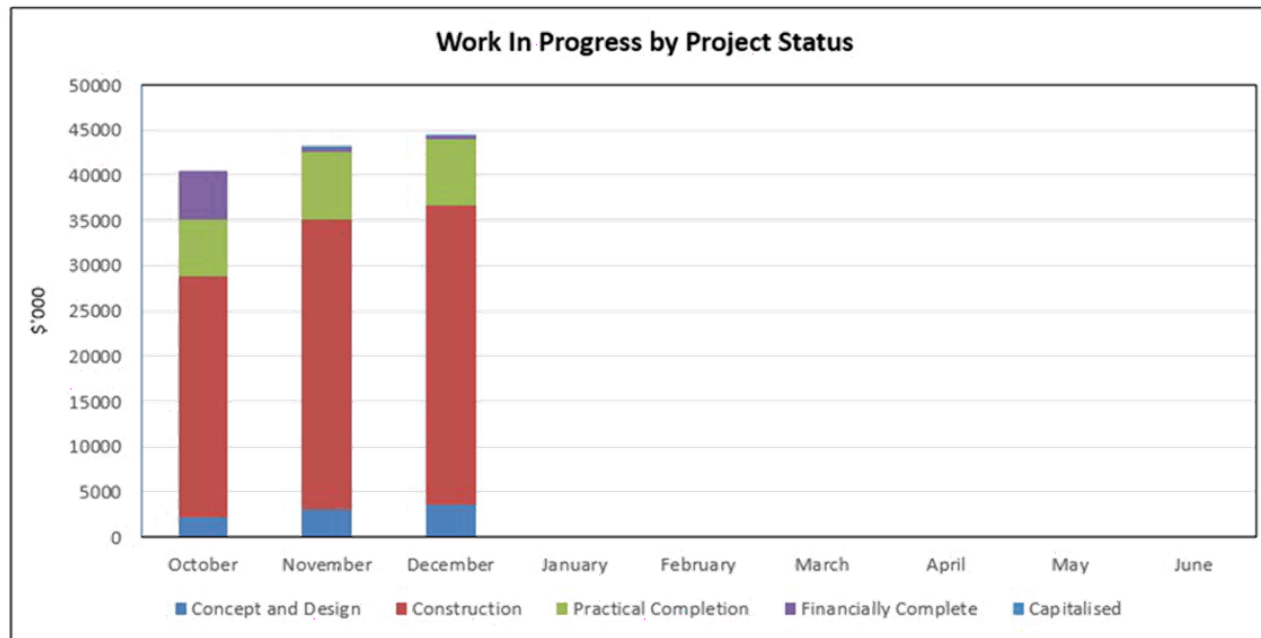
	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Life-to-Date Actuals \$	Notes
Flood Events - Capital							
Capital Revenue							
102296 - Flood Recovery 19_20 Feb20 Event (QRA)	273,472	27,950	245,522	878.4%	659,559	2,771,675	
102493 - March 2021 Rain - Capital (QRA)	543,200	790,421	(247,221)	-31.3%	2,150,415	1,169,843	
102539 - November 2021 Flood Event Capital	-	214,621	(214,621)	-100.0%	643,863	-	
102632 - Flood Recovery Feb 2022 Event (QRA)	-	-	-	0.0%	1,477,610	-	
102633 - Flood Recovery May 2022 Event (QRA)	141,200	-	141,200	0.0%	1,944,555	141,200	
Total Operating Revenue	957,872	1,032,992	75,120	-7.3%	3,453,837	3,941,518	
Capital Expenses							
102296 - Flood Recovery 19_20 Feb20 Event (QRA)	568,559	233,467	335,092	143.5%	659,559	3,066,762	
102493 - March 2021 Rain - Capital (QRA)	828,606	1,265,668	(437,062)	-34.5%	2,531,336	1,455,249	
102539 - November 2021 Flood Event Capital	113,097	252,495	(139,398)	-55.2%	757,486	113,097	
102632 - Flood Recovery Feb 2022 Event (QRA)	110	586,186	(586,076)	-100.0%	1,758,560	110	
102633 - Flood Recovery May 2022 Event (QRA)	61,519	909,733	(848,214)	-93.2%	2,729,200	61,519	
Total Operating Expenses	1,571,891	3,247,549	(1,675,658)	-51.6%	8,436,141	4,696,737	
Operating Surplus/Deficit	(614,019)	(2,214,557)	1,600,538	-72.3%	(4,982,304)	(755,219)	
Comments							
Finance Team working with DRFA Project Manager to review budget phasing and align project milestones.							

**Southern Downs Regional Council
Capital Works Projects by Asset Class
As At 31 December 2022**

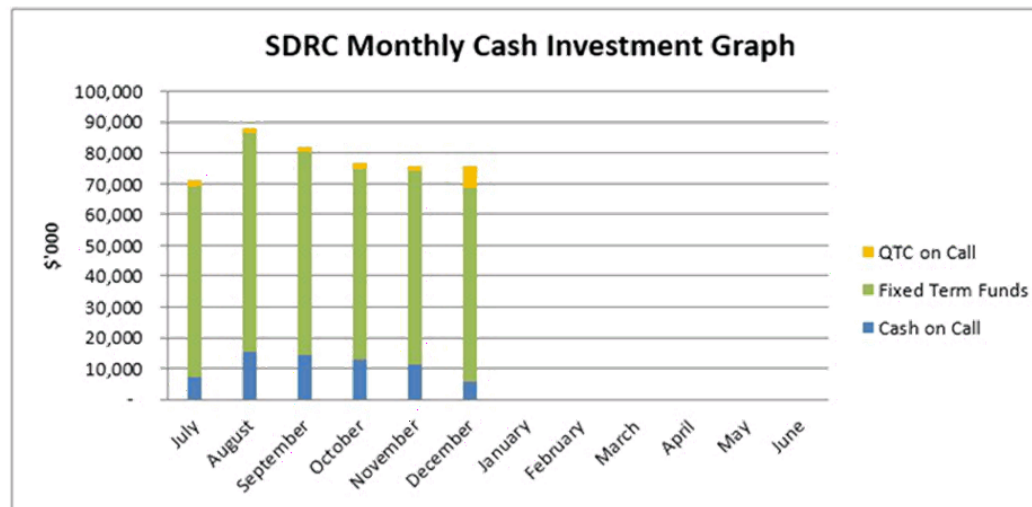
	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land & Land Improvements	67,198	43,138	64.2%	51,228	94,367	140.4%
Buildings	4,328,183	635,060	14.7%	1,102,364	1,737,424	40.1%
Plant & Equipment	5,448,558	1,559,759	28.6%	3,474,286	5,034,045	92.4%
Roads, Drains & Bridges	21,675,784	5,581,690	25.8%	5,699,805	11,281,494	52.0%
Water	7,959,662	2,573,153	32.3%	1,788,485	4,361,637	54.8%
Sewerage	7,823,725	2,087,194	26.7%	3,563,566	5,650,760	72.2%
Other Assets	5,653,090	265,344	4.7%	395,119	660,464	11.7%
Total	52,956,200	12,745,338	24.1%	16,074,853	28,820,191	54.4%

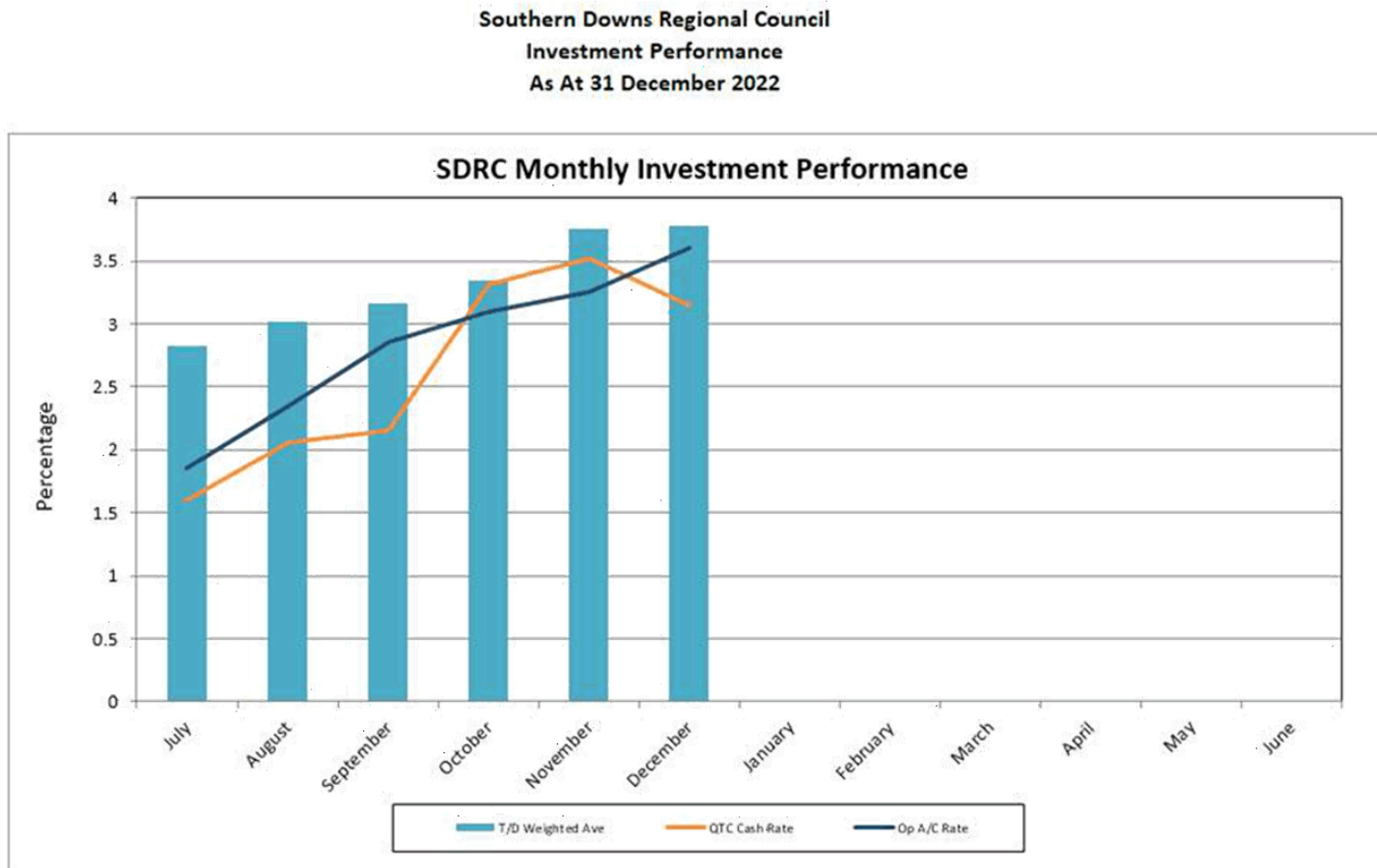


**Southern Downs Regional Council
Work in Progress (WIP) Status Report
As At 31 December 2022**



**Southern Downs Regional Council
Total Monthly Cash Investment Register
As At 31 December 2022**






**Southern Downs Regional Council
Borrowings Report
As At 31 December 2022**

QTC Loan Account Balances:

	\$
Fund Name: Southern Downs Regional Council	
CBD Redevelopment Stage 2	595,629
Market Square Pump Station	277,960
General	2,011,406
General 2009	952,443
General 2009/10	144,740
General 2010/11	2,186,910
General 2011/12	3,196,600
General 2012/13	1,825,487
Warwick Sewerage Treatment Plant	475,528
Allora Water Main	3,368,372
Stanthorpe Sewerage	86,711
Total Loan Balance	<u>15,121,786</u>

11.3 Mount Colliery Recreation Reserve - Lot 62 & 38 on M34548

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Land Management Consultant	ECM Function No/s: 3489544

Recommendation

THAT Council:

1. Approve a trustee lease to the Warwick Cricket Association Inc. over Lots 38 & 62 on M34548 in accordance with Council's Lease Policy and pursuant to section 236 of the Local Government Regulation 2012; and
2. Grant delegated authority to the Chief Executive Officer to negotiate and finalise the terms of the trustee lease with the Warwick Cricket Association Inc.

REPORT

Background

A grazing lease has been in place on the Mount Colliery Recreation Reserve Grounds for some time and expired on 28 February 2022. There were delays in the previous lessee vacating the site and they were directed to vacate the land by 30 November 2022. The lessee was advised that the gazetted purpose of the land was recreation and therefore Council was unable to renew the lease. The land became vacant by the required date, as requested by Council.

In February 2022, a local resident wrote to Council on behalf of the local community seeking to utilise the reserve for community purposes. Community members cleaned up the site and used the grounds for its former purpose, being cricket. The Mount Colliery Reserve was once the home of the Tannymorel Cricket Club when locals and surrounding cricketers competed in club cricket and Australia Day carnivals.

Report

Following discussions between members of the Mount Colliery community and the Warwick Cricket Association Inc. it was agreed that Council would consider a request for a lease of the grounds. In late November, Council officers met with the President of the Warwick Cricket Association Inc. to establish interest in leasing the site and to discuss the process to achieve this. The Warwick Cricket Association Inc. have a strong interest in the Reserve, for use as a cricket grounds and other appropriate purposes consistent with the land's gazetted purpose.

Summary of Lease:

RPD: Lots 38 & 62 on M34548
Street Address: 425 Tannymorel – Mount Colliery Road, Mount Colliery
Tenure: Trustee Lease
Rental: \$223.74 (Incl-GST)
Term of Lease: Ten (10) Years
Area: 2.833 Ha

Conclusion/Summary

Council is now requested to consider approving a lease of the Mount Colliery Reserve to the Warwick Cricket Association Inc. with such lease to also benefit cricket and recreational activities for the Mount Colliery community.

The lease will be negotiated and finalized in accordance with the Local Government Regulation 2012 whilst adhering to the relevant provisions of Council's Lease Policy, the Land Title Practice Manual and Council's standard terms and conditions for community tenure.

FINANCIAL IMPLICATIONS

Council will receive annual lease income of \$223.74 (Incl-GST) for a trustee lease over the land in accordance with Council's Lease Policy PL-RP001.

Pursuant to Council's Lease Policy, the Warwick Cricket Association Inc. will be responsible for any utility charges, if applicable.

RISK AND OPPORTUNITY

Risk

Minimal risks exist with this decision as it is based on legislation and supports community outcomes.

Opportunity

Council establishes a more appropriate use for the land, based on its gazette purpose.

COMMUNITY ENGAGEMENT

Internal Consultation

Extensive internal consultation has occurred with support being provided for the proposed lease as it removes the need for Council to maintain the land. This involves maintenance responsibilities on the lessee such as ground maintenance, mowing, pest and weed management, fencing and other improvements on the land.

External Consultation

Substantial support from the Mount Colliery community together with a letter of support from James Lister MP, Member for Southern Downs. Mr Lister supported the use of the land being made available to the community, rather than one individual who used the land for grazing purposes.

LEGAL / POLICY

Legislation / Local Law

Council has the power under section 236(1)(b)(ii) of the *Local Government Regulation 2012* to dispose of a valuable non-current asset other than by tender or auction if the valuable non-current asset is disposed of to a community organisation. The Warwick Cricket Association Inc. is incorporated under the provisions of the *Associations Incorporation Act 1981*.

Under section 57 of the *Land Act 1994*, Council is a **statutory body** and may grant a trustee lease over all or part of trust land, subject to certain requirements being met. For example, Council is trustee of the trust land and grants the lease for a purpose that is consistent with the purpose for which the trust land was reserved or granted in trust.

Corporate Plan

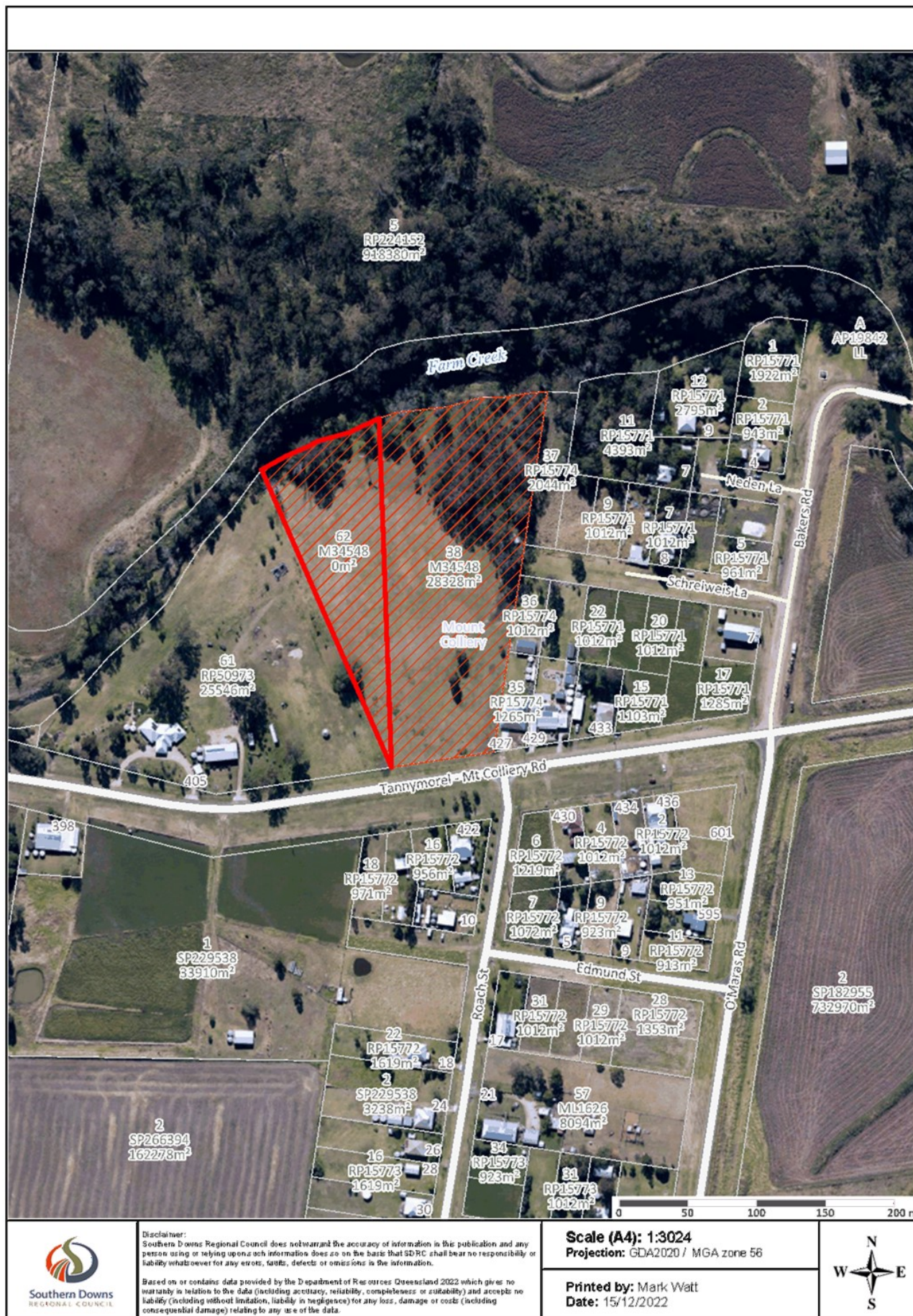
Theme: People
Focus Area: Learning and Development
Deliverable: 6 – Engage with community groups to assist them to increase their connection to Council and their effectiveness and sustainability.

Policy / Strategy

Council Lease Policy PL-RP001. Compliance with the requirements of the lease policy have been achieved. This will also assist in future management of the use of the land, including possible upgrades or improvements intended to be carried out by the Warwick Cricket Association Inc.


ATTACHMENTS

1. Site Map [↓](#)



11.4 Application for Permanent Road Closure - Leyburn Road, Cunningham

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Land Management Consultant	ECM Function No/s: 3612992

Recommendation

THAT Council advise the Department of Resources that Council has no objection to the permanent closure of road reserve through land described as Lots 1 SP260992, 1 SP106507 and 150 ML515 and located at 3733 Leyburn Road, Cunningham.

REPORT

Report

Council has received an application for a permanent road closure of road reserve through land described as Lot 1 SP260992, Lot 1 SP106507 and Lot 150 ML515 and located at 3733 Leyburn Road, Cunningham.

This application does not relate to a development application and simply involves a landowner seeking to remove a gazetted road reserve from within their land.

Conclusion/Summary

Council is now requested to offer no objection to the application to permanently close road reserve through land described as Lots 1 SP260992, 1 SP106507 and 150 ML515 and located at 3733 Leyburn Road, Cunningham.

FINANCIAL IMPLICATIONS

There are no financial implications for this application.

RISK AND OPPORTUNITY

Risk

Minimal risks to Council, particularly given the application is decided by the Minister under the *Land Act 1994*.

Opportunity

The landowner, in making the application, seeks to permanently close the road to unencumber the land and remove the gazetted road reserve, which if approved, may ask for the road to be amalgamated with the adjoining owner's land.

COMMUNITY ENGAGEMENT

Internal Consultation

Internal consultation was conducted which offers no objection to the application.

Planning Services state that the existing Lot 150 ML515 will result in having a frontage of approximately 20 metres to an unconstructed road reserve (Belgarth Road) which will allow for lawful access in the future. Therefore, as there will be no land-locked blocks, there is no objections to the proposed road closure.

Infrastructure Services offer no objection to the application.

External Consultation

Gary Hayes and Partners Pty Ltd are acting on behalf of the applicant. The Department of Resources requests Council's views on the application as road manager and local government. Council's views will be provided to the Department, who is the decision maker for the application.

LEGAL / POLICY

Legislation / Local Law

A permanent road closure application is made under section 99(1) of the *Land Act 1994*.

Council is the road manager for a road that is under the control of a local government and section 68 of the *Local Government 2009* confers on Council a statutory right to be advised of any proposal under the *Land Act 1994* to open or close a road.

Corporate Plan

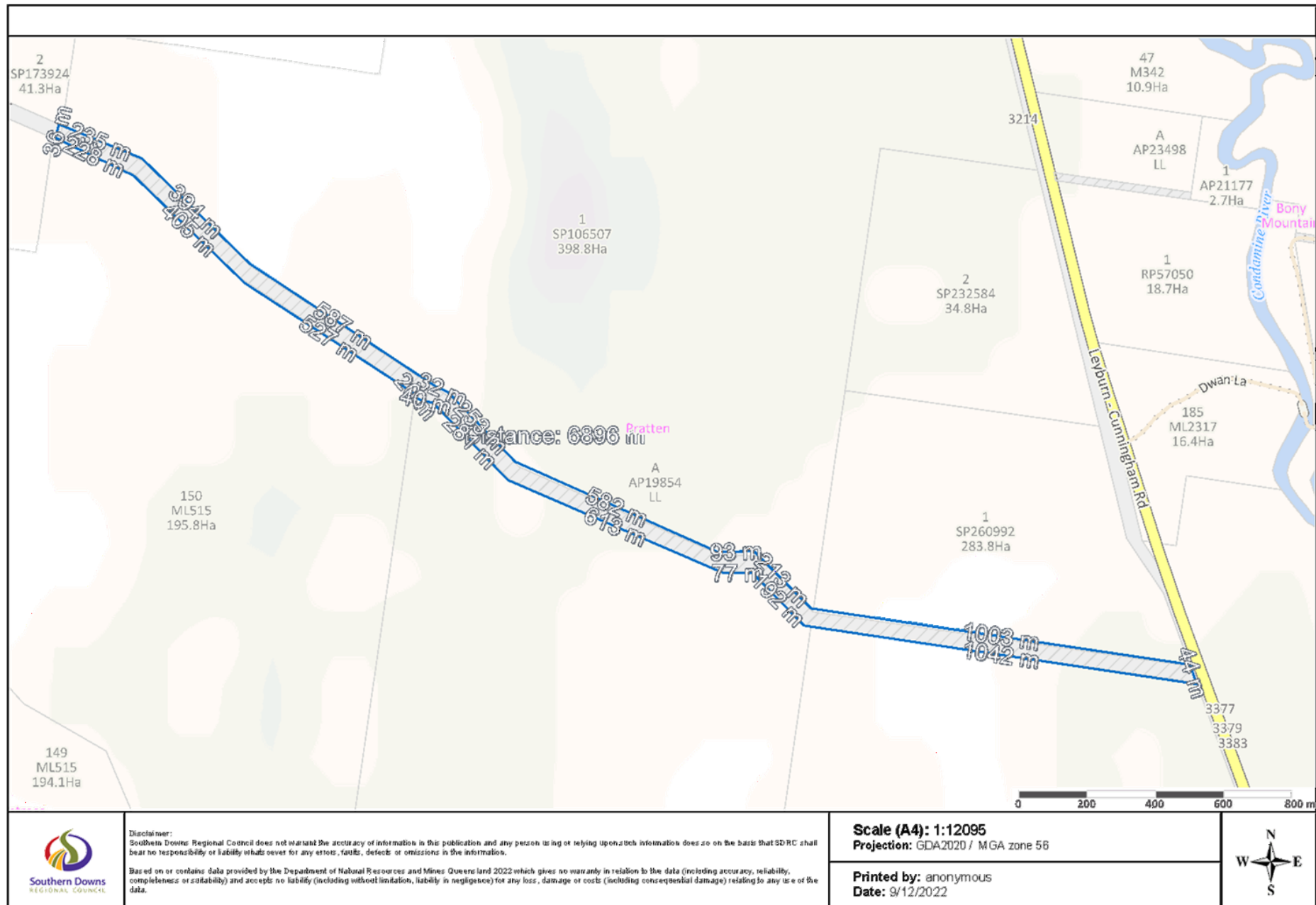
Theme: Prosperity
Focus Area: Communications and Development Infrastructure
Deliverable: 29 – Continue to provide quality core services/functions to the community in [roads and drainage], whilst ensuring that Council's legislative obligations are met.

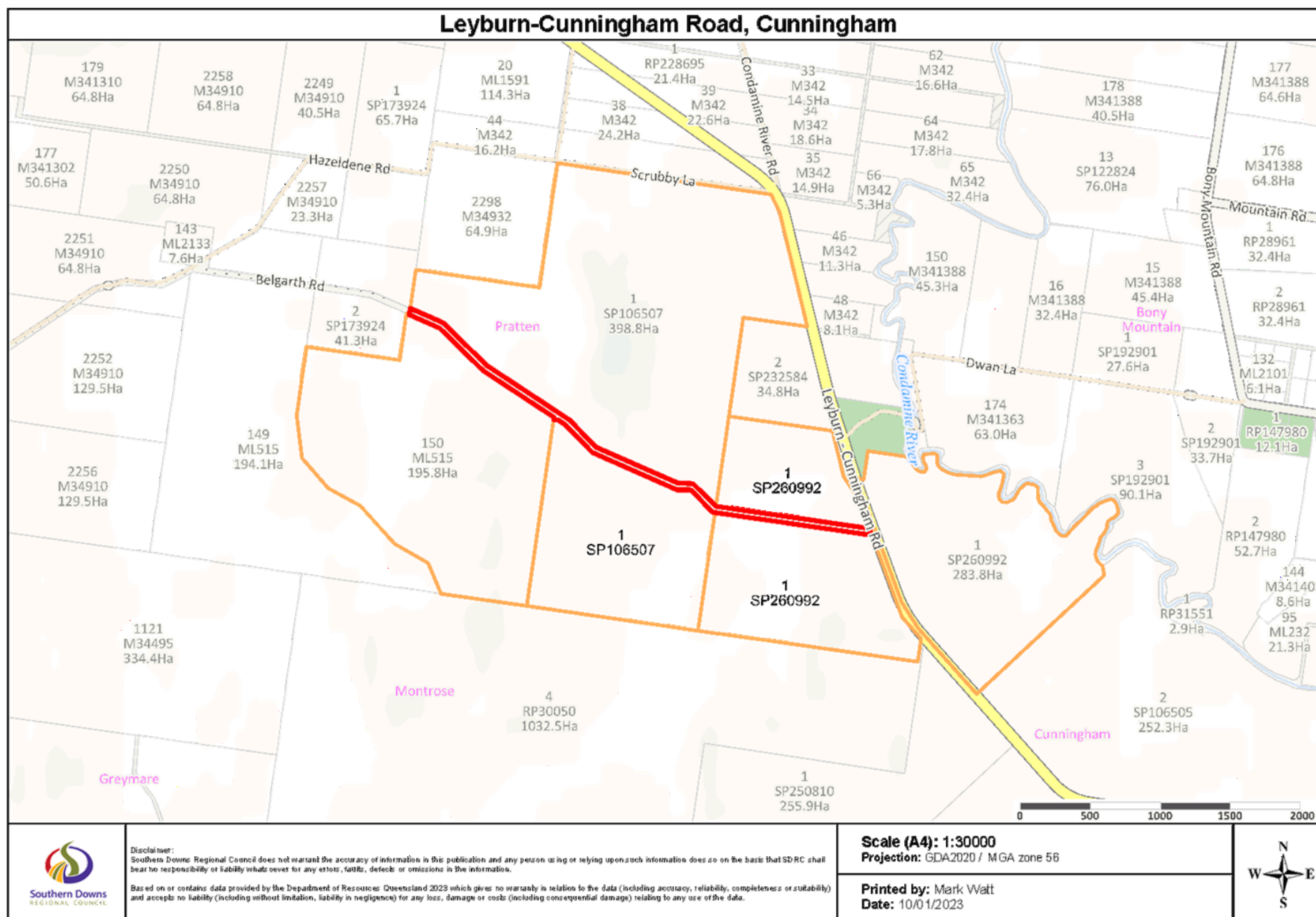
Policy / Strategy

Council's Use of Roads Policy PL-IS110. There are no policy requirements for this matter.

ATTACHMENTS


1. Proposed Road Closure [↓](#)
2. Aerial Property Plan [↓](#)





11.5 Regional Arts Development Fund 2022/23 - Applications for Recommendation

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Acting Grants Officer	ECM Function No/s: 15.36.01

Recommendation

THAT Council approve the following applications for funding under the 2022/23 Regional Arts Development Fund (RADF) as they meet the assessment criteria:

- Leah Kelly (Mine Yours Ours) \$1,250.00; and
- Warwick Potters Association Inc. (Workshop Series – Sculpting and Surfaces) \$3,400.00.

REPORT

Background

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Southern Downs Regional Council to support local arts and culture in regional Queensland.

The purpose of the RADF program is to support local artists and creative community organisations and to provide opportunities for local residents to participate in arts and cultural activities.

The priorities for the 2022/23 Program are:

- Arts and cultural tourism (e.g. festivals and events)
- Heritage and collections of the region (e.g. museums, galleries, libraries, heritage trails)
- Applications where funding is aimed at participants from demographics and segments of the community who have not historically participated in RADF funded programs or projects
- Arts and creative activities which support the wellbeing of participants, strengthen social connections and build community resilience
- Provide employment opportunities for local artists and arts workers.

Applicants can apply for up to \$10,000 in funding.

Report

The 2022/23 RADF program opened on Monday 14 November 2022 and remains open until 31 July 2023 or until the budget is fully expended (whichever is sooner).

Two (2) applications were received in December 2022 and were assessed online via SmartyGrants and undertaken in accordance with Council's RADF Guidelines. A summary of the two application are attached.

An overview of the process is provided below:

- Stage One (1) is the pre-eligibility criteria assessment which ascertains if applications are eligible to apply for the funding. If applications are deemed ineligible, they do not progress to stage two (2).
- Stage Two (2) is the application assessment criteria, which is undertaken by two (2) assessors.
- Each application assessment criteria carries a percentage weighting, as follows:

Weighting	Application Assessment Criteria (total score of 100%)
15%	Description of the project and how the funding will be used
20%	How the project contributes to the Assessment Criteria (Quality, Reach, Impact and Viability) as outlined in the RADF Guidelines
15%	Outline the outcomes expected to be achieved from the project and how it will benefit the Southern Downs community
15%	Budget – description of expenses, income and co-funding, authentic quotations attached
10%	How the need for the project was identified
10%	How does the project align with the Southern Downs priorities
5%	List each stage of the project and the expected completion date
5%	What steps have been taken to address Workplace Health & Safety, Public Liability Insurance, Blue Card (if working with children), copyright and relevant licences
5%	Support materials (letter of support, concept plans etc)

- Each application is individually assessed and scored by each assessor.
- SmartyGrants automatically calculates the moderated score for each application for each assessor.
- The Total Moderated Score is calculated and as per the Guidelines, applications must meet the minimum Total Moderated Score of 3 (out of 5) to be recommended for funding.
- If the application meets all pre-eligibility criteria and the minimum Total Moderated Score, the Grants Officer will write an Email of Recommendation to the Manager of Community Services for their consideration.
- The Manager Community Services advises whether they do or do not recommend to Council to award funding.

Of the two (2) assessed applications, both met the minimum Total Moderated Score of 3 and above and are therefore eligible for funding.

The total funding requested is \$4,650.00 and the available budget for the 2022/23 RADF program is \$109,832.

Conclusion/Summary

The Manager Community Services recommends that the two (2) applications received in December 2022, which meet the Assessment Criteria of the RADF Guidelines, be funded for a total of \$4,650.00.

The balance of the budget for the 2022/23 RADF Program, \$105,182.00 remains available for applicants until 31 July 2023.

FINANCIAL IMPLICATIONS

The 2022/2023 budget includes \$109,832 for the RADF Program as per below:

RADF 2022/2023	Arts Queensland Funds	Council Contribution	Total
	\$39,500	\$39,500	\$79,000
	<i>2021/22 Unspent funds carried over to 2022/23 RADF Program</i>		\$30,832
	Total available for 2022/23 RADF Program		\$109,832

If the recommended funding of \$4,650.00 is awarded to the two (2) applicants, \$105,182.00 will remain available in the budget to be awarded to eligible applicants until 31 July 2023.

The funding provided by Arts Queensland must be fully expended by September 2023.

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

- Funding to be granted to various projects throughout the region, providing many ongoing benefits to the community.

COMMUNITY ENGAGEMENT

Internal Consultation

Council staff

External Consultation

Applicant feedback: Council's online SmartyGrants application forms include a feedback section to be completed by the applicant. The feedback data is collated and reviewed by the Grants Officer in an endeavor to ensure the continuous improvement in Council's delivery of funding to the community. The feedback summary is attached to this report (Attachment Two (2)).

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Local Government Regulation 2021

Corporate Plan

Theme: People

Focus Area: Learning and Developing

Deliverable: 6. Engage with community groups to assist them to increase their connection to Council and their effectiveness and sustainability.

Focus Area: Wellbeing and Diversity

Deliverable/s: 9. Develop and promote our unique artistic and cultural diversity whilst acknowledging and maintaining local heritage.

10. Actively support community initiatives to enhance general community wellbeing.

Theme: Performance

Focus Area: Customer Focus

Deliverable: 34. Monitor and evaluate Council operations and conduct surveys of customer satisfaction levels.

Policy / Strategy

Arts & Culture Policy PL-CS053 27 January 2021

Public Art Policy PL-CS107 10 August 2022

ATTACHMENTS

1. RADF Applicant Feedback Summary [↓](#)
2. List of Applicants & Scores [↓](#)

Regional Arts Development Program Applicant Feedback Summary

Application Form Feedback

The RADF application form requires applicants to respond to the following questions -

1. How they heard about the RADF Program? *Mandatory multiple choice question.*

Option	Responses
Community Grants Officer	0
Customer Service Officers	0
Direct email to your group	0
Council Facebook page	0
Council website	2
Word of mouth	0
Other	0

2. How they rated using the online *SmartyGrants* application form? *Mandatory single choice question.*

Option	Responses
Very easy	1
Easy	1
Neutral	0
Difficult	0
Very difficult	0

3. How long it took to complete the application form? *Not a mandatory question.*

Time in Minutes	Responses
60	1
120	1

4. Applicants were offered an opportunity to add any additional feedback. *Not a mandatory question.*

Feedback Comment	Action (if required)

2022/23 Regional Arts Development Fund (RADF)

Recommended Applications (sorted by Total Moderated Score)


Application ID	Applicant	Project Title	Brief Project Description	Project Start Date	Project End Date	Total Project Cost	Total Amount Requested	Total Moderated Score (must be above 3)	Amount Recommended
RADF-2223002	Leah Kelly	Mine Yours Ours	A Creative workshop for those who have survived domestic violence and are able to reflect back on their survival journey, and the hope they found and express that in the form of painting on a ceramic egg form. This artwork will then be used as part of an exhibition "Repair is not always neat and tidy," and returned to the participant after the exhibition.	6/01/2023	6/01/2023	\$3,410.00	\$1,250.00	3.80	\$1,250.00
RADF-2223005	Warwick Potters Association Inc.	Workshop Series- Sculpting and Surfaces	This project is a group workshop open to all members of the club, expanding their knowledge while also supporting Queensland artists, Lindsay Makr, and Nicola Perry-Jones. This workshop series will also strengthen social connections between members. Our membership reflects a diverse inclusive community, we have professionals such as artists, teachers, nurses, we have Seniors, juniors, members with varying handicaps but they all have a love of creating with clay and workshops like these are vital to keep them engaged socially, and creatively. Our workshop series contributes in many ways, The impact will assist a small number of local artists at various stages of their careers participating in local, national and international art events, members who are local hobbyists entering local exhibitions and events such as the Annual Show, and members who like to create to help with their personal mental health.	20/01/2023	2/04/2023	\$4,670.00	\$3,400.00	3.40	\$3,400.00

Total Amount Recommended: \$4,650.00

Total Budget Remaining for 2022/23: \$109,892.00
Remaining for 2022/23 Program: \$105,182.00

11.6 Stanthorpe Regional Art Gallery - Reporting (Period: October 2022 - November 2022)

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Community Services Coordinator	ECM Function No/s:

Recommendation

THAT Council note the outcome and financial reporting provided by the Stanthorpe Regional Art Gallery.

REPORT

Background

The Southern Downs Regional Council (SDRC) art collection is managed and administered by the Stanthorpe Art Gallery Society Incorporated (SAGS). The Stanthorpe Regional Art Gallery and the art collection housed therein is owned by Southern Downs Regional Council.

A memorandum of understanding between SDRC and SAGS was undersigned on the 4th of March 2021 for a term of three years.

On a bi-monthly basis the following statistics and data is to be presented to Council for noting:

- Budget performance
- Visitor numbers by area
- Exhibitions including those touring, local and other exhibitions and public promotions offered by SAGS.

And the following on an annual basis:

- Audited financial statements
- Customer satisfaction data.

Report

The Stanthorpe Regional Art Gallery provides a range of services to the community, which includes:

- A program of temporary exhibitions;
- Public programs including visual art workshops, education and outreach projects;
- Arts-related advice to the community, including support of local arts groups, by offering assistance with the management of exhibits;
- Professional development advice and assistance with applications for government grants; and
- Management of arts and cultural festivals and events which are held in the region annually.

FINANCIAL IMPLICATIONS

Nil.

RISK AND OPPORTUNITY

Risk

Nil.

Opportunity

Nil.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil.

External Consultation

Stanthorpe Art Gallery Society Incorporated

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

Theme:	People
Focus Area	Wellbeing and Diversity
Deliverable:	9. Develop and promote our unique artistic and cultural diversity whilst acknowledging and maintaining local heritage.
Deliverable:	10. Actively support community initiatives to enhance general community wellbeing.
Theme:	Performance
Focus Area:	Customer Focus
Deliverable:	35. Be a 'Customer Led' organisation and embody excellence in customer service, interaction and positive outcomes for our customers.

Policy / Strategy

PL- CS053 Art and Culture Policy

ATTACHMENTS

1. SRAG - Directors Report[1](#)
2. SRAG - Income Statement (Confidential - Provided to Councillors only)



Gallery Directors Report: Director Findlay

Committee Meeting October November 2022

Vision Statement

To be a vibrant Arts community hub that supports and promotes diverse creative practices that engage, activates, enrich and educate those who live in and visit our region.

I pay my respects to the Traditional Custodians of the land. We acknowledge their continuing connection to land, their stories, artistic practices and knowledge systems that are shared here as they have been for over 60,000 years now- and whose Sovereignty has not been ceded.

Objectives	Outcomes	Date	Who
Support and promote diverse creative practices	Exhibitions 2-22 Dec Christmas Art Fair Civic Centre	TBA	
	12 Jan- 26 Feb 2023 Art from the Heart - in exhibition space Cheryl Moggs & Jen Martin 2024 Art Prize meeting to discuss admin and budget	8 Nov	Chris Sayer, Adrian Ashman, Rob Allen, DMc,

Be a vibrant Community hub	Extension to Building SRAG and Library Refurb PMO briefing	19 Oct	DMc, MF, Chris Sayer, Christine Taylor
	Collection: Relocation details: <ul style="list-style-type: none"> Mary picked up Italian Photographs to give to the Dante Alighieri Stanthorpe And delivered them the International Club- Franco and Morwenna Arcidiacono are documenting and checking the works that they received. 	28 Oct	MF- Director
	<ul style="list-style-type: none"> Two of Collection and Conservation Team have chosen their favorites from the Collection and they have been circulated via the SRAG Newsletter and are also on the Web Page Online Exhibition being created – this will be part of the first exhibition in refurbished gallery Meeting re the Exhibition of the Collection which will be the first exhibition in the refurbished gallery-outcomes: <ul style="list-style-type: none"> - Decision on theme of seasons - Selection from the online collection - Draft labels being collated - discussion re commemorative brochure 	Oct	MF, Joe Wilkinson, Rob Allen, Robyn Coates, Esme Hobba, Gaye- Deanne Fraser


Engage and enrich the local and regional communities largely through visual/creative arts	Publicity and Marketing: <ul style="list-style-type: none"> • Gallery Newsletter • Local FM10 radio re events and relocation • Facebook • Granite Belt Magazine double page • Stanthorpe Today- feature articles • Weekly update of Facebook, Twitter and Instagram • Weekly meetings with Michelle Conkas • Stanthorpe Today for a once-a-month Arts Page • Good media coverage for above exhibitions 	Ongoing	Director / Michelle Conkas
Extend the gallery's involvement in Visual Arts activities within and beyond Queensland	Attended the Arts Griffith University Graduate Opening Attended the William Robinson's Love in Life and Art Exhibition at Old Parliament House Attended the 150 SDRC meeting Supported The Outback Way Public Gallery in their Strategic plan	27 Oct 28 Oct 1 Nov 18 Oct	MF MF MF MF
Increase the Gallery's professional standing with the Queensland Arts and Museum network and beyond	Meeting with Andrew Kendall St Joseph's re CRISPS Art Prize and Education Resource 2023 Meeting with Broadwater SS staff re CRISPS 2023 Participated in the Webinar Creating Out Loud (uq.edu.au) re building capacity and strength in the regions Liaised with William Robinson Art Gallery re volunteer visit and special tour Met with Carleen from Southwest Arts re building partnerships between regional Arts bodies Meeting with Stanthorpe SS re CRISPS 2023	13 Oct 25 Oct 14 Oct 28 Oct 29 Sept 16 Nov	MF MF MF MF MF MF
Boutique	Boutique Report <ul style="list-style-type: none"> • Not open as yet – will open with Christmas Art Fair 	TBA	Business Manager

Be economically sustainable	Other Income <ul style="list-style-type: none"> Received \$2000 from RSL re education Resource for CRISPS 2023 Applied for Bendigo Bank grant Organisation of sponsorship meeting Donations Membership Fees Fund Raising- through events etc. Grants 	10 Oct Oct 16 Jan	MF MF Chris Sayer
Engage and enrich the local and regional communities largely through visual/creative arts	Support Volunteers: <ul style="list-style-type: none"> Volunteer Christmas Party -barefoot bowls at Stanthorpe Golf Club Volunteer Hours <ul style="list-style-type: none"> Volunteer hours from June 30 2021- \$152,075 <p>These hours do not take in to consideration the volunteers who bring professional services such as accountancy skills, graphic design and exhibition design skill, senior management skills and many other very important voluntary contributions.</p>	29 Nov	Dan McArthur
Support and promote diverse creative practices	Public Programs in the gallery: <ul style="list-style-type: none"> Yarnies meet every second week Book Launch – Return of the Wonga Vine: Journeys to find Country- Dave Parsons 40 people attended and 14 books sold Book Launch - Yes, They All Rhyme -Allan Sutton 10 am- 11 am Ren Adsett Rupert's Blues - Never Trust a Sunday Dec/Jan School Holiday Program 10-11.30 am 13-15 Dec Workshops Jan 12-17 	4 Nov Dec/Jan	

	QAGOMA		
AOB Extension of Gallery and Library	Review of the Strategic Plan	2 Nov	MF, DMc, Chris Sayer, Adrian Ashman, Mike Roselt, Rob Allen, Robyn Coates

11.7 Warwick Art Gallery - Reporting (Period: September 2022 - November 2022)

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Community Services Coordinator	ECM Function No/s:

Recommendation

THAT Council note the outcome and financial reporting provided by the Warwick Art Gallery.

REPORT

Background

The Southern Downs Regional Council (SDRC) art collection is managed and administered by the Warwick Art Gallery Inc (WAG). The Warwick Art Gallery and the art collection is owned by Southern Downs Regional Council.

A memorandum of understanding between SDRC and WAG was undersigned on the 10th of March 2021 for a term of three (3) years.

On a quarterly basis the following statistics and data is to be presented to Council for noting:

- Budget performance
- Visitor numbers by area
- Exhibitions including those touring, local and other exhibitions and public promotions offered by SAGS.

And the following on an annual basis:

- Audited financial statements
- Customer satisfaction data.

Warwick Art Gallery

The Warwick Art Gallery provides a range of services to the community which includes:

- A program of temporary exhibitions;
- Public programs including visual art workshops, education and outreach projects;
- Arts - related advice to the community, including support of local arts groups, by offering assistance with the management of exhibitions; and
- Professional development advice and assistance with applications for government grants.

The Quarterly Reports are provided to Council for its reference and information.

FINANCIAL IMPLICATIONS

Nil.

RISK AND OPPORTUNITY

Risk

Nil.

Opportunity

Nil.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil.

External Consultation

Warwick Art Gallery Inc.

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

Theme:	People
Focus Area:	Wellbeing and Diversity
Deliverable:	9. Develop and promote our unique artistic and cultural diversity whilst acknowledging and maintaining local heritage.
Deliverable:	10. Actively support community initiatives to enhance general community wellbeing.
Theme:	Performance
Focus Area:	Customer Focus
Deliverable:	35. Be a 'Customer Led' organisation and embody excellence in customer service, interaction and positive outcomes for our customers.

Policy / Strategy

PL- CS053 Art and Culture Policy

ATTACHMENTS

1. Warwick Art Gallery - September 2022 - November 2022[↓](#)
2. Warwick Art Gallery - November Reporting (Excluded from agenda - Provided under separate cover)



Warwick Art Gallery Report – Sep Oct Nov 2022

A. Exhibitions

<i>60 Years in the Making</i> Warwick Artist Group	1 Sep – 8 Oct <ul style="list-style-type: none"> Opening held on Saturday 3 September Six artworks sold
<i>In pursuit of Knowledge, Excellence and Service</i> Judy Currie	6 Oct – 12 Nov <ul style="list-style-type: none"> Emerging local artist's first solo exhibition Approximately 40% of the exhibition sold
<i>Walk With Us</i> Corina Graham and Demented Artists Group	13 Oct – 19 Nov <ul style="list-style-type: none"> An impressive exhibition by artists at all levels of ability. The DAGs should be very proud of this achievement Six artworks were sold at the exhibition
<i>Once Upon a Table</i> Lauren M	17 Nov – 14 Jan <ul style="list-style-type: none"> Lauren M received a development grant for this exhibition which is her first
<i>Do You See What I See</i> Fiona Hayes	25 Nov – 7 Jan <ul style="list-style-type: none"> Officially opened on Friday 26th November by the artists daughter who travelled from Sydney for the event

B. Attendance

Month	Exhibition	Adults	Children	Total	Previous year
December 2021	Baltic mini textile Gdynia/pARTicipate	269	19	288	284
January 2022	Svenja/Terese Eglington/Baltic Mini Textiles	366	67	433	421
February 2022	Terese Eglington/Pub Rock	388	62	450	485
March 2022	Edge of the Present/Cruithaich	366	61	427	511
April 2022	Edge of the Present/Bespoke	571	132	703	616
May 2022	Lightning Without Flash/Warwick Potters	428	56	484	712
June 2022	Lightning Without Flash/Warwick Potters	407	90	497	392
July 2022	Australia Wide Eight/Paper Quilt Project	5241	238	5479	6457
August 2022	Australia Wide Eight/Paper Quilt Project	514	129	643	487
September 2022	In Sight 5/60 Years in the Making	498	131	629	567
October 2022	Judy Currie/Walk with Us	595	77	672	604
November 2022	Lauren M/Fiona Hayes	584	71	655	817
TOTAL				11360	12353

C. Public Programs and Community Engagement

Public program and Community Engagement Calendar:

Public Programming and Community Engagement Calendar						
	TUE	WED	THU	FRI	SAT	SUN
SEP		Carbal AG Kids Art	1 Demented AG	2	3 Warwick Artists Group exhibition opening	
	6 USA	7 Carbal AG Kids Art	8 Demented AG	9	10 Soul Food Group	

	13 USA	14 Kids Art Carbal AG	15 Demented AG	16	17	
	20 USA	21 Carbal AG Kids Art	22	23	24	
OCT	27 USA	28 Carbal AG	29 Demented AG Management Committee Meeting	30	1	
	4 USA	5 Carbal AG Seniors Month Art- Tea-Party	6 Demented AG	7	8 Judy Currie Exhibition Opening	
	11 USA	12 Carbal AG Seniors Month Art- Tea-Party	13 Demented AG	14	15 Demented Artists Group Exhibition Opening	
	18	19 Carbal AG Kids Art Seniors Month Art- Tea-Party	20 Demented AG	21	22	
	25 USA	26 Carbal AG Kids Art Seniors Month Art- Tea-Party	27 Demented AG Management Committee Meeting	28	29	
NOV	1 USA	2 Carbal AG Kids Art	3 Demented AG	4	5 Soul Food Group Condamine Country Art and Open Studio Trail + Art Dinner	6 Condamine Country Art and Open Studio Trail
	8 USA	9 Carbal AG Kids Art	10 Demented AG	11	12	
	15 USA	16 Carbal AG Kids Art	17 Demented AG Management Committee Meeting	18	19	
	22 USA	23 Carbal AG Kids Art	24 Demented AG	25 Fiona Hayes Exhibition Opening	26 Demented A. G. Workshop	
	29 USA	30 Carbal AG Kids Art				

Public Programs and Community Engagement continued



- The Condamine Country Art and Open Studio Trail was our main public program focus for the quarter.
 - Saturday attendance at studios & small halls ranged from 2 to 71
 - Sunday Attendance at studios & small halls ranged from 15 to 80
 - WAG Attendance Saturday 76
 - WAG Attendance Sunday 90
 - Visitors were mainly local – less travelers than 2021
 - 22 workshop participants at studios and the WAG project with Annette Raff at Glengallan Homestead
 - Third annual Art Dinner had 36 guests and a delicious meal served by local caterers Mild Chilli with a talk “the art of teaching” with our Director, Annette Raff and Judy Currie
 - Pop UP Studio event at Warwick Art Gallery on Sunday 6th featured five artists/art groups
 - CCART was supported by a Regional Arts Development Grant

- CCART images were commissioned with the RADF funding. Captured by local photographer Samantha Bennett



- Official openings of Warwick Artists Group, Judy Currie, Demented Artists Group and Fiona Hayes attended by 273 guests

D. Marketing and Promotion

- Facebook – we have 2892 followers +355 from last report. Our Facebook reach for the period was 13315 plus a paid campaign reach of 19539. Our top performing post was “New Fiona Hayes exhibition” with a reach of 5540 people.
- Instagram – we have 1507 followers +27 from last report
- Print media – Print media
 - Warwick Today Lifestyle Liftout
 - Warwick Today Lifestyle Liftout
 - The Daily Journal 27th September – “Six decades of WAG”
 - The Daily Journal 20th September – “Showcasing our artists”
 - Warwick Today September – “Warwick Art Gallery SWOT”
 - Warwick Today October – “Art Trail leading the way”
 - The Daily Journal 21 October – “Demented Artists Group photo spread”
 - Warwick Today September “Announcement imminent for CCART”
 - People and Places – October “Volunteering at Warwick Art Gallery”
- Broadcast media
 - Director and Community Engagement Officer interviews on Rose city FM

E. Human Resources

- Director attended the official opening of *Three Echoes* at the Caboolture Regional Art Gallery on Saturday 17 September. This is a touring exhibition of Western Desert Art from a private collection. It will be at Toowoomba Regional Art Gallery in March 2023 and is a must see.
- Director visited Gatton Regional Art Gallery on Friday 14th October for one of two site visits as part of the Museums and Galleries QLD and NSW Standards Review program. Contributing as a peer assessor along with Deannah Vieth
- Director chaired the Museums and Galleries QLD Board meeting on Monday 17th October



- The Director travelled to Gladstone Regional Art Gallery and Museum between the 19th and 23rd of October to Judge the *Forty Seventh Rio Tinto & QAL Martin Hanson Memorial Art Awards*. It was an honour and hard work but very rewarding. In addition to selecting 17 winners from 264 artworks a floor talk for sponsors and VIPs, a floor talk for the general public/artists and an illustrated lecture were presented. Presentation of the official awards was on Saturday 22nd October, this event attracted 220 guests. The topic for the lecture was an overview of Warwick Art Gallery's 32 years and Karina's 16 years as Director plus sharing two of our most popular projects, the Tree Jumpers for Jumpers and Jazz in July and the Baltic Mini Textile Gdynia tour.

- Director was invited to judge the nominees for the 2022 QLD Galleries and Museum Achievement Awards, meeting via ZOOM with other judges on Wednesday 23rd November
- Director visited Gatton Regional Art Gallery on the 24th of November for the second on site visit for the Standards program
- Director attended the QLD Public Gallery Directors Forum hosted by Somerset Regional Council on Friday 25th of November. Excellent topics of discussion including recovery from disasters and presenting controversial exhibition content.

F. Finance

- The most recent financial report including year to date figures against our budget is attached separately (November 2022)

G. Other News


- IT and phone migration away from SDRC commenced on Monday 5 September. New phone system was added to the changeover at an additional cost as SDRC underwent their own phone upgrade and it was decided that we be separated at the same time as IT. We were not able to retain our phone number. The new number is 07 4589 5207. Email addresses no longer have @sdrclqld.gov.au – they are now @warwickartgallery.com.au. The staff received training on Microsoft Teams as part of the arrangement with the new IT provider. There are significant benefits to the new system which includes improved flexibility and support. Grateful thanks to SDRC for assisting with the transition via a one off grant and SDRC staff support/assistance.

**Warwick Art Gallery Inc Management Committee
10 January 2023**

12. INFRASTRUCTURE SERVICES REPORTS

12.1 Infrastructure Services Monthly Status Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Director Infrastructure Services	ECM Function No/s:

Recommendation

THAT Council notes the operational details as outlined in the Infrastructure Services Monthly Status Report.

REPORT

Report

The Infrastructure Services Directorate has responsibility for the operational aspects of a range of functions, with highlights below for the month of December 2022.

Director Infrastructure Services

Highlights

- Progression of the T2W pipeline project.
- Stanthorpe SMART meter rollout at 95% progress including initial leak detection occurring.
- Start of good weather assisting progress and completion of various Infrastructure capital and maintenance works and activities.
- Leslie Dam pump station commissioning works complete with Ergon transformer upgrade scheduled for late January 2023.
- Warwick CBD roundabout crossing blackspot projects variation \$1,334,000 approved.
- Excellent effort and success from Parks and Operations team in EOY festive events across the region's green space management and maintenance.

Emerging Risks

- An Environmental Protection Order has been received for Stanthorpe WWTP requiring progression of an ultimate solution for hydraulic loading issues and additional testing and analysis of water quality.
- Potential Extension of Time (EOT) submissions from works outsourced to contractors.

- Risk of regional road network continual damage whilst undertaking flood recovery, capital and maintenance works.
- Continual challenges in staff movement and recruitment of technical staff; also availability of labour, plant and materials with strong competition in the marketplace for contractors.
- Outcomes to variation submission for scope, time and costs (e.g. HVSP, BRP).

WORKS

Capital

- Black Spot
 - Churchill Drive/Marshall Street – completed.
 - Glengallan Road/Coe Street/Murphy Street – design at final review stage. Programmed to commence in early February 2023.
 - Palmerin and Guy Streets Pedestrian Crossings – request for variation approved.
 - Black Spot 2022/23 – designs all finalised except for Willi Street/Glen Road. Additional concept required due to presence of very large water mains making original concept unviable. Delivery of other designed projects will recommence in late January 2023.
- Bridge Renewal Program (BRP)
 - Connolly Dam Road Culvert Replacement – construction works completed.
 - Homestead Road Bridge – detailed design completed, prefabricated superstructure bridge components due late February 2023, request for tender out to market, closing 16 January 2023.
- Cycleways and Walkways (CNLGG, WLGG)
 - Dragon/Pratten/Easey Streets Cycleway – community consultation collated by TMR and being reviewed.
 - Mount Stirling Road, Glen Aplin – design at 100% with final review to be undertaken.
 - Rosehill Road, Warwick (Stage 1 Wood Street to Victoria Street) – Design at 100% with final review to be undertaken.
 - Quart Pot Creek Lighting – concept design received and awaiting review.
 - Warwick and Stanthorpe Walking Network Plans – contract awarded, inception meeting held.
- Heavy Vehicle Safety and Productivity Program (HVSP)
 - Curtin Road – final seal completed. Culvert contractor establishing early in New Year to deliver construction of major culvert. Project 90% complete, severely impacted by wet conditions; submitted a variation with the Department for time and cost and awaiting a response.
- Local Roads and Community Infrastructure (LRCI)
 - Brook and Boronia Streets Resurfacing – Brook Street works finalised. Boronia Street delayed due to concerns with sub-surface pavement deficiencies. Further investigation being undertaken.
 - Tooth Street Drainage – hydraulic investigation completed, concept plan received.
 - Homestead Road Drainage Improvement – design in progress.
 - Alice Street and Amosfield Road Footpath – contract awarded, early works commenced, i.e. street trees removed. Contractor scheduled to commence in late January/early February 2023.
 - Footpath Replacement – King Street section (adjacent RSL) and Albion Street section (adjacent Shell Service Station) planned to be undertaken in house commencing late January 2023. RFQ being drafted for Sawmill Street section.
 - Resheeting – in progress. Completion anticipated by mid-March 2023.
- Queensland Resilience and Risk Reduction Fund
 - CCTV Condamine River Road – equipment installed and operational, training being arranged. The system will provide early flood warning data from a water level sensor, enable Council to view two of the crossings through the Closed Circuit Television cameras and remotely operate the variable message signs to close the road.
- Roads to Recovery (RTR)

- Barlows Gate Road – project complete; project severely impacted by wet weather.
- East Street Rehabilitation – planning and investigation in progress.
- Whites Road Floodway – RFQ for design being drafted.
- Southern Downs Regional Council (SDRC)
 - Reseal program 2022/23 – project completed 13th Jan 2023.
 - Resheeting – in progress as complementary works along with flood recovery works.
- Transport Infrastructure Development Scheme (TIDS)
 - Goomburra Road – contract awarded.
 - Old Stanthorpe Road – design in progress.
 - Condamine River Road Crossings – contract awarded.
 - Inverramsay Road – design investigations progressing.

Maintenance

Operational

- Operational works 2022/23 commenced and in progress, however flood recovery restoration works and assessment taking more time and effort. Experiencing a lot of follow up road damage and defects not associated with declared flood damage events however good weather conditions expediting drainage, formation grading and pavement repair works.
- RMPC works in progress to fulfil annual contract.
- Patching/Slashing/Sign Repairs/Inspections/Sweeping – carried out as a part of maintenance program around the region. Large amounts of pot hole repairs ongoing with teams performing overtime to keep up with demand. Roadside slashing progress hampered by wet boggy conditions.

Flood Recovery Program

- There are now five events in progress ranging from February 2020 to May 2022 with ground conditions improving across the region with good weather. Crews undertaking restorations are carefully navigating Council roads with instances of residual damages occurring.
 - 2020 Submissions
 - All works associated with these submissions have been completed.
 - Finalisation and acquittals are underway.
 - March 2021 Submissions
 - All submissions for this event have been approved and delivery is required by June 2023.
 - The value of the 2021 REPA program is estimated to be \$6.4M including \$2M betterment. This is subject to change following the March and May 2022 event assessments. Works associated with this event are approximately 60% complete.
 - November 2021 Submissions - Works to be completed by **March 2024**.
 - Emergency Works and Immediate Reconstruction claims have been approved, along with have all REPA submissions.
 - Other road damage has been superseded by new events in March and May.
 - The current value of the REPA program estimated \$3.3M.
 - Works associated with this event are approximately 20% complete.
 - Procurement documentation has been completed and is under review by Council for floodways on Talgai West, Goldfields and Glen Niven Roads.
 - Betterment applications have been submitted to QRA for these and we are awaiting approval.
 - February and May 2022 submissions - Works to be completed by **March 2024**.
 - Both February and May Emergency Works claims have been approved, as with Immediate Reconstruction for February. We await the result of the May Immediate Reconstruction claim.
 - 6 Unsealed and 6 sealed roads submission is approved.

- Harris & Johnson St (Stanthorpe) and Spring Creek Rd Landslip approved.
- Kital Road Bridge has been lodged with Betterment but remains under QRA assessment.
- 28 other submissions are under review by QRA.
- Unsealed road submission development is complete.
- Sealed road submission development nears completion, forecast as end of January 2023. A significant amount of damage has needed to be cross checked against pre-event conditions evidence to support the claim that damage is event related. Estimating \$12.3M in pavement damage including in the order of \$2M pre-event damage. We still await the outcome of the majority of lodged seal submission with QRA.
- Structures damage assessments are ongoing, including identifying potential Betterment sites to be presented for Council prioritisation and submission as soon as possible.
- Delivery
 - Remaining approved unsealed REPA work under the 2020 program was completed.
 - Braithwaites Crossing - contractor has achieved practical completion this month.
 - A tender for the Condamine River Road floodways has been let.
 - Monthly progress reporting and planning for delivery of approved works continues.
- QRA
 - Monthly progress reporting continues to QRA. There are >50 active submissions requiring reporting and forecasts each month.
 - 28 submissions, including 19 for sealed roads are under review with QRA.

Condamine River Road Progress Report

No.	Recommendation	Progress Report end-November 2022
1	No longer pursues a permit system as there is no legal mechanism to do so	No further action available.
2	Implements the interim (revised) Condamine River Road Temporary Closure Procedure (CRRTCP) until the installation of 2 x CCTV cameras and electronic road closure signs is complete	Equipment installed and operational, awaiting training. Condamine River Road Temporary Closure Procedure to be updated.
3	Maintain the road and river crossings as per the items b), c) and d) within section 3 of the report	ongoing.
4	Continue to deliver the project to install two CCTV cameras and water level monitoring equipment	Equipment installed and operational, awaiting training.
5	Undertake a road safety review of the Condamine River Road	RFQ drafted, awaiting finalisation and release to market after the road has been re-opened.
6	Continue to promote behaviours such as: take your rubbish home with you, where possible bring appliances that allow you to capture and remove any toileting impacts, avoid stirring up sediment in wet crossings and reduce speed to minimise dust so as to keep the amenity of the Cambanoora Gorge pleasant for all.	Ongoing. Regular engagement with Media team

No.	Recommendation	Progress Report end-November 2022
7	Continue to work with community groups on suitable wording for any materials that promote use of the Cambanoora Gorge and environs	No updates.
8	Continue to exercise its legislative responsibilities while working with the Condamine River working group relating to environmental issues	Ongoing and no issues to report on.
9	Proceed with the design of a bed level crossing for Long, Mill and 2nd Crossings in a bid to obtain external funding such as Betterment funding under QRA arrangements.	Betterment funding received for 4 crossings, Long, Black Fellows Gully, Mill and Second crossings. Designs have been completed. Construction contract awarded. Two crossings approved by Fisheries with discussions continuing on the remaining two. Environmental assessments are being undertaken and site inspections will be carried out as part of these assessments.
10	Maintain the other crossings "as is" until they can be reviewed by the working group twelve months after the last crossing listed in 9 above has been constructed.	Ongoing and dependent on weather conditions – road currently open.
11	Proceed with a design for a bed level crossing at the upstream side of Black Fellow's Gully and apply for external funding such as Betterment under QRA.	Funding obtained. See item 9 above. The crossing will be constructed at the lower crossing to meet road design guidelines and provide suitable property access.
12	Continue to meet with local groups as appropriate to obtain community feedback.	Working with Scenic Rim to ensure the Condamine River Road works and the planned works on the Spring Creek Road are programmed to minimise disruption.
13	Seek external funding to fence off the road corridor at MaWhirts, Mill's, Reis', Heywood's, Billy John Dagg's, Andrew Evan's, Long and Watson's Crossings.	No applications have been made recently and focus is concentrated to expedite the funding received to upgrade the first four crossings.
14	Continue to provide road closure information to the existing mailing list and provide a copy of the SDRC road closure policy.	Road data current.
15	Reinforce the legislative requirement to obtain approval (such as minor works or operational works permits) from Council for any activities within the road corridor and remove items such as trees, rocks, signs or barriers that have been placed without a permit, if deemed to be a safety issue.	No further updates – recent site visit still warranting a road closure.
16	Be provided with updates on a regular basis.	Ongoing as per this report.

PARKS AND OPERATIONS

Statistics relating to team activities

Maintenance Activity Parks:

Parks South

- 20 Parks including Wallangarra and Dalveen town entrances, Stanthorpe Sporting Association sporting fields, Storm King Dam foreshore and Quart Pot Creek circuit.
- 17 toilets maintained including Donnelly's Castle and Dalveen including over the Christmas period.

Parks North

- **Warwick/Outer Crew**
 - 42 Parks including 10 parks maintained twice, 25 walkways, 3 river walkways and 2 reserves.
 - All toilets were also maintained over the month including the Christmas period.
- **Killarney/Tannymore/Emu Vale**
 - 15 x Parks/Open Spaces - areas maintained 2 to 4 times throughout December.
 - All toilets were also maintained over the month including the Christmas period.
- **Allora**
 - 9 x Parks/Open Spaces - areas maintained 3-4 times throughout December.
 - All toilets were also maintained over the month including the Christmas period.

Workshops:

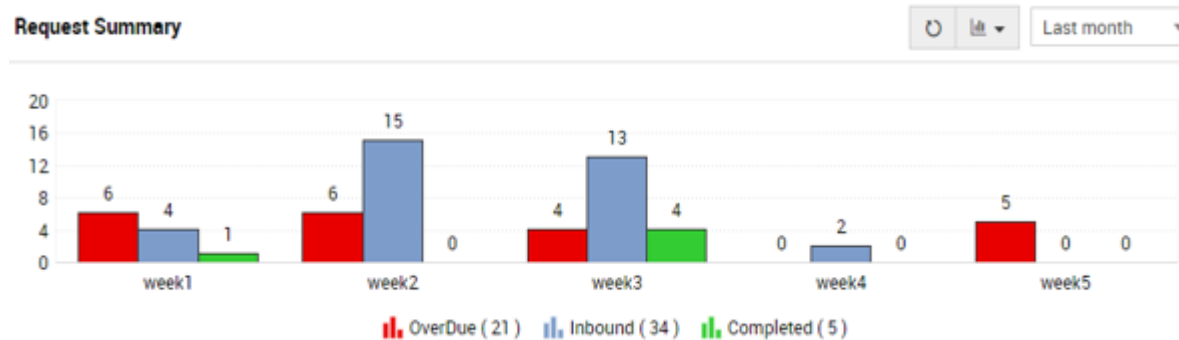
- The Warwick Workshop had a couple of callouts over the Christmas period to Water and Waste Water pumps.

Cemeteries:

<u>Cemetery</u>	<u>Burial Locations</u>	<u>December</u>
Warwick	Lawn	
	The Grove	
	Monumental	1
Stanthorpe	Lawn	3
	Monumental	2
Eden Gardens	Lawn	7
Allora	Lawn	1
Killarney	Lawn	2
Wallangarra	Lawn	1
<u>Cemetery</u>	<u>Ashes Interment Location</u>	
Warwick	Lauren Grove	2
Stanthorpe	Memorial garden	1
Eden Gardens	Memorial Gardens	
	Columbarium	
Allora	Grave	
	Columbarium	
Total		20

Facilities:

Facilities Maintenance HelpDesk Portal Request Data:



Significant achievements/outputs from the team since last report

Parks:

- The majority of the team concentrated on green space maintenance in preparation of the Festive Season and summer break. Putting up Christmas trees and decorations was also high on the agenda as was installing many Christmas lights around the region. Planting of annuals also took place.
- Many regional and local events took place dominated by Council sponsored Carols in The Park at both Leslie Park and Weeroona Park. Other events involving heavy Parks involvement included Christmas markets including the Allora Bush Markets. Both Parks teams received many accolades and much gratitude for the splash of colour provided by the annuals and the heavy involvement and preparatory works for the Christmas events that drive community pride.
- New mowing circuits trialled with success evident.
- Lastly, much of the team enjoyed the staff Christmas Party held at a local bowl club enabling interaction not only with fellow team members, but also the company of other departments.

Workshops:

- Evaluations have been completed for the slashers and continue for the utilities and truck.
- One WAM mower, two forklifts, one fuel trailer and seven utilities were delivered during December.
- HR – Brodie Ellery has been appointed to the Warwick Workshop Supervisor position and Workshop Apprentice position is under offer.

Cemetery:

- Interments for 2022 were the highest over the years that statistics have been maintained.

Facilities:

- Several capital projects in various stages reached significant milestones this month. The execution phase of the Killarney and Allora Pool Change Room Refurbishment project saw continued timeline issues. LRCI's phase 3 Park Redevelopment and Ablution Upgrade projects (Brock Park, McGregor Park and Jim Mitchell Park) have now passed concept designs, and following additional feedback, all have progressed to detailed design stage. Works for Queensland's Stanthorpe Netball Clubhouse project remains in the final stages of the design with further progress achieved via a finishes schedule. Consultation with Planning and Environmental Services continues.
- Pre-event infrastructure inspections completed for the community Christmas Carols events in Stanthorpe and Warwick.

- Significant maintenance items over the month included the pensioner units, electrical test and tag and RCD test.

Significant planned events and/or activities for the next reporting period

Parks:

- Material preparation commenced for SDIEA traineeships and assistance.
- New mowing circuits continue to be trialled in an attempt to identify and promote service and efficiency gains.
- Significant tree works area also planned to address maintenance issues and merit requests.
- Some playground maintenance items also hope to be addressed.

Workshops:

- The Diesel Fitter position to replace Brodie Ellery has been advertised and will be filled before the Workshop 2IC position is advertised.

Cemetery:

- Nil

Facilities:

- Continued review of redesigns for LRCL's phase 3 Park Redevelopment and Ablution Upgrade projects. Works for Queensland's Stanthorpe Netball Clubhouse project final design to be completed and returned for review along with heavy planning consultation.
- Application and interview selection for vacant Facilities Supervisor position.

Current and emerging risks and issues which may impact work outputs

Parks:

- The continued dry spell has enabled the team to focus efforts on meeting service levels and community expectations. Late summer wet weather remains a major risk both in terms of safety but opportunity for park maintenance.
- While park public toilet vandalism continues to present challenges continued consultation with QPS has mitigated occurrences. Notwithstanding, vandalism remains a risk and prevents crews from undertaking core duties leading to demoralisation.
- Known staff resignations will impact on work outputs.

Workshops:

- Everyone will have returned from holidays by 16 January 2023.

Cemetery:

- Subterranean water has decreased and the ground has significantly tightened up which has made for a much safer environment for both staff and the public. Surfaces have dried and we are back to normal conditions.

Facilities:

- Significant capital project workload without a permanent supervisor. This poses an additional risk to the remaining facilities maintenance officers having to perform beyond role requirements and expectations, leading to health and well-being challenges and service level diminishment.

WATER

- Delivery works for smart meters installation in Stanthorpe is close to completion (95%) with approximately 100 meters to still be installed. There have been a number of success stories already and this project has already contributed to water saving targets in Stanthorpe. The project management plan for the next stage of the smart meters has been sent to the state for approval. This is to provide smart meters to the remainder of the water supplies.
- The Pumps and Pipework at Leslie Dam pump station has been completed. The new pipe works and pumps have been commissioned successfully using the diesel power generator while waiting for Ergon to complete the transformer upgrade works. Ergon connection is expected to be completed before end of January 2023.
- Upgrading of the pumps for Connolly Dam delivery main is complete, just waiting on the electrical connection by Ergon.
- Upgrade of Tertiary treatment plant – Warwick STP; The contractor responsible for civil works have completed 80% of the civil works. They are unable complete the erection of the industrial shed for UV units due to delays associated with supply issue.
- The contractor responsible for the mechanical works at the Warwick STP has completed the design works and 70% of the fabrication works. The contractor will mobilise to site once the industrial shed has been completed by the civil contractor.
- Tenders for emergency storage tanks for three sewer pump stations located in Stanthorpe has been released to the market.
- The construction works of the new water main at Club Road Stanthorpe is currently being undertaken by Council day labour. A contractor has been engaged to carry out the tunnel boring underneath the assets belong to Department Main Roads and Queensland Rail.

Update on Drought Resilience Project

	Project Objective	Status Update
Activity 1	Developing water supply from bores in the Cunningham Alluvium to Warwick	<p>Tender has been delayed due to Council legal team requiring new contract conditions. Consultants are currently updating the documents and advertising will commence shortly. In Principle approval has been applied for with QR and TMR. Construction is anticipated to commence by April and be complete by August 2022.</p> <p>DMDRW has been consulted regarding extension of time for delivery (all Activities) and this is in line with those timeframes.</p>
Activity 2	Development of the Allora bore field (Dalrymple Creek Alluvium)	Discussions with DMDRW and Seqwater have been resolved and our design ties in with design being undertaken by others. Site safety issues were identified by GHD and these have been resolved just before the Christmas break. Detailed design is continuing and then proceed to tender phase.
Activity 3	Water supply from Connolly Dam to the Warwick WTP	DMDRW have expressed some concern over the deliverables being prepared by GHD. Policies and procedures are being put into place to provide more milestones and iterative reviews prior to provision of final deliverables. This applies to Activities 3 and 4.

Activity 4	Blending and Pre-treatment Facility - Warwick Water Treatment Plant Upgrade	Preliminary design is ongoing and is a large task and is ongoing as reported last month. Consultants are reviewing design requirements based on blending options from various sources. More milestones and iterative reviews are being put into place to ensure quality of deliverables.
Activity 5	Extraction of water from below the minimum operating level (MOL) at Leslie Dam by SDRC (about 74% of dead storage)	Sunwater have now finalised Basis of Design for works they are undertaking to connect in to these works. We are still waiting for Ergon to complete the transformer upgrade works before final commissioning the new pumps.
Activity 6	Investigation of market availability of groundwater entitlements, test bore locations and system integration	Consultants are soon to commence a multi criteria analysis and include Stanthorpe in the assessment and anticipate this to be complete by March.

Water Graphs

AVERAGE CONSUMPTION PER CONNECTION

Month **December**

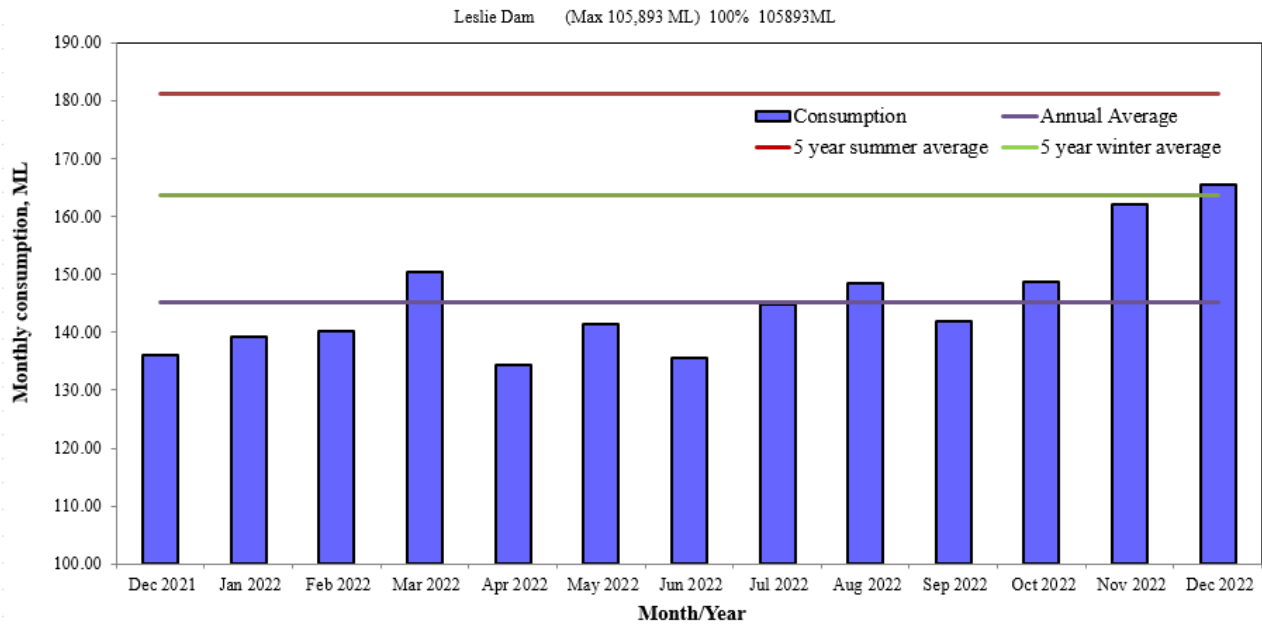
Consumption per person

Days /Month

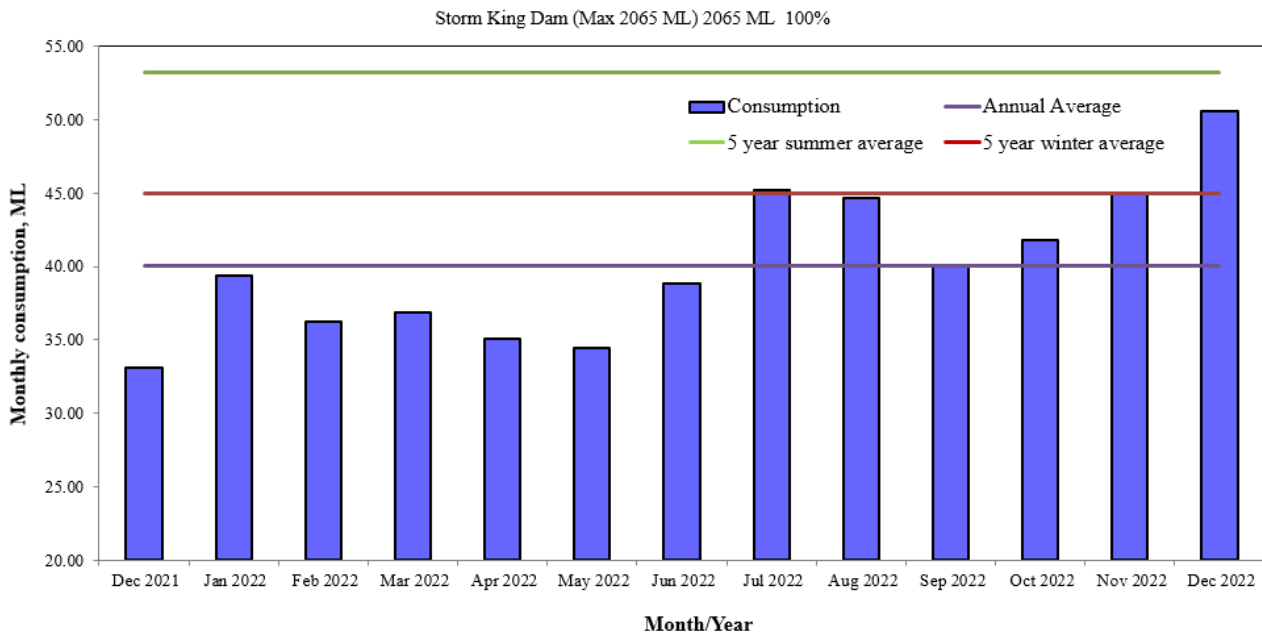
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Water Scheme	Monthly Supply (kL)	Number of Connections		Proportion of Use		Average Daily Consumption Litres / connection / day		Residential Consumption based on 2021 census persons per household	Consumption Target 200
		Non-residential	Residential	Non-residential	Residential	Non-residential	Residential		
Stanthorpe Total less 3 standpipes	48,704	407	2326	29%	71%	1,134	477	164.52	200
Warwick Total less Yangan, Allora, truckwash and standpipe	153,117	942	6715	46%	54%	2,399	399	173.46	200
Killamey	11,029	108	392	41%	59%	1,342	538	256.08	200
Wallangarra (less Tenterfield SC)	2,850	48	248	38%	62%	725	230	115.18	200
Allora	6,473	123	425	34%	66%	574	325	141.44	200
Dalveen	677	15	57	24%	76%	347	292	126.85	200
Leyburn	1,100	28	98	42%	58%	529	211	95.84	200
Pratten (less 30 kL backwash filter)	963	11	71	11%	89%	306	390	177.31	200
Yangan	2,680	18	90	80%	20%	3,856	189	72.82	200

Warwick WTP Monthly Water Production 13 months to December 2022

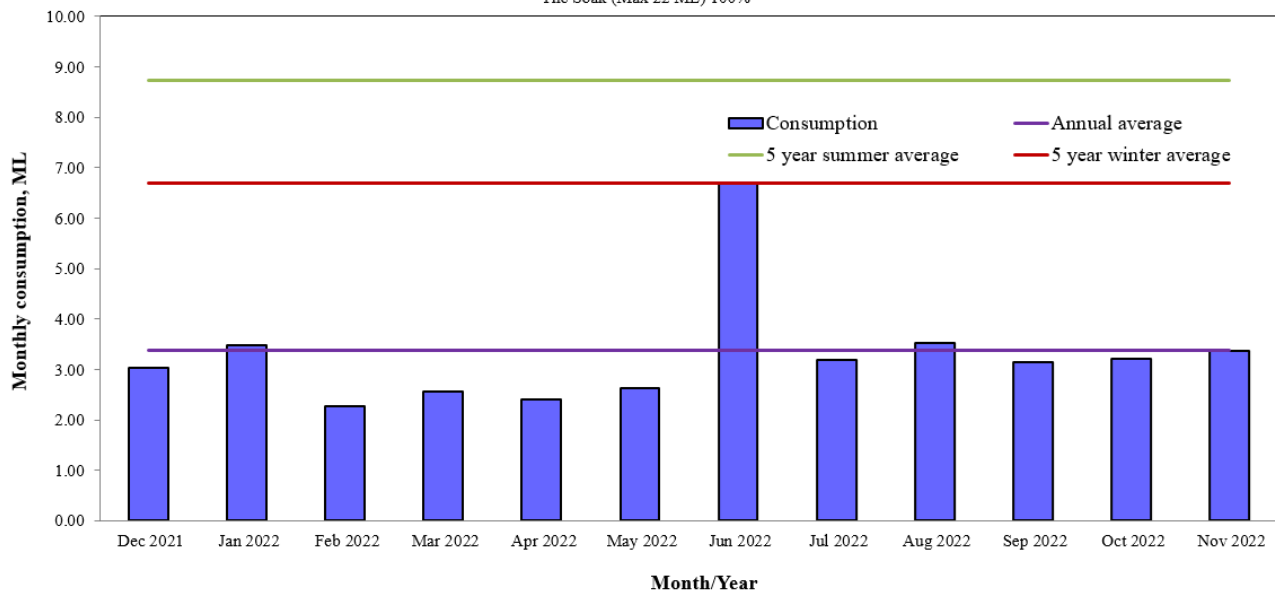


Stanthorpe WTP Monthly Water Production 13 months to December 2022

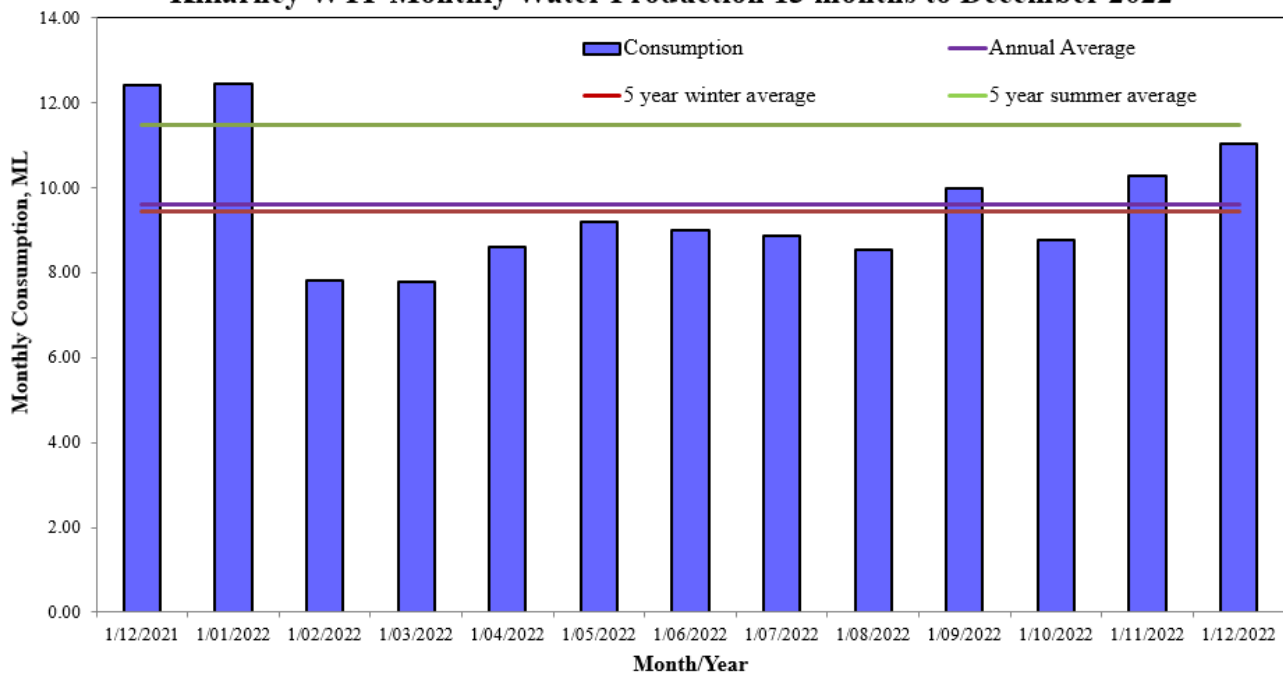


Wallangarra WTP Monthly Water Production 13 months to December 2022

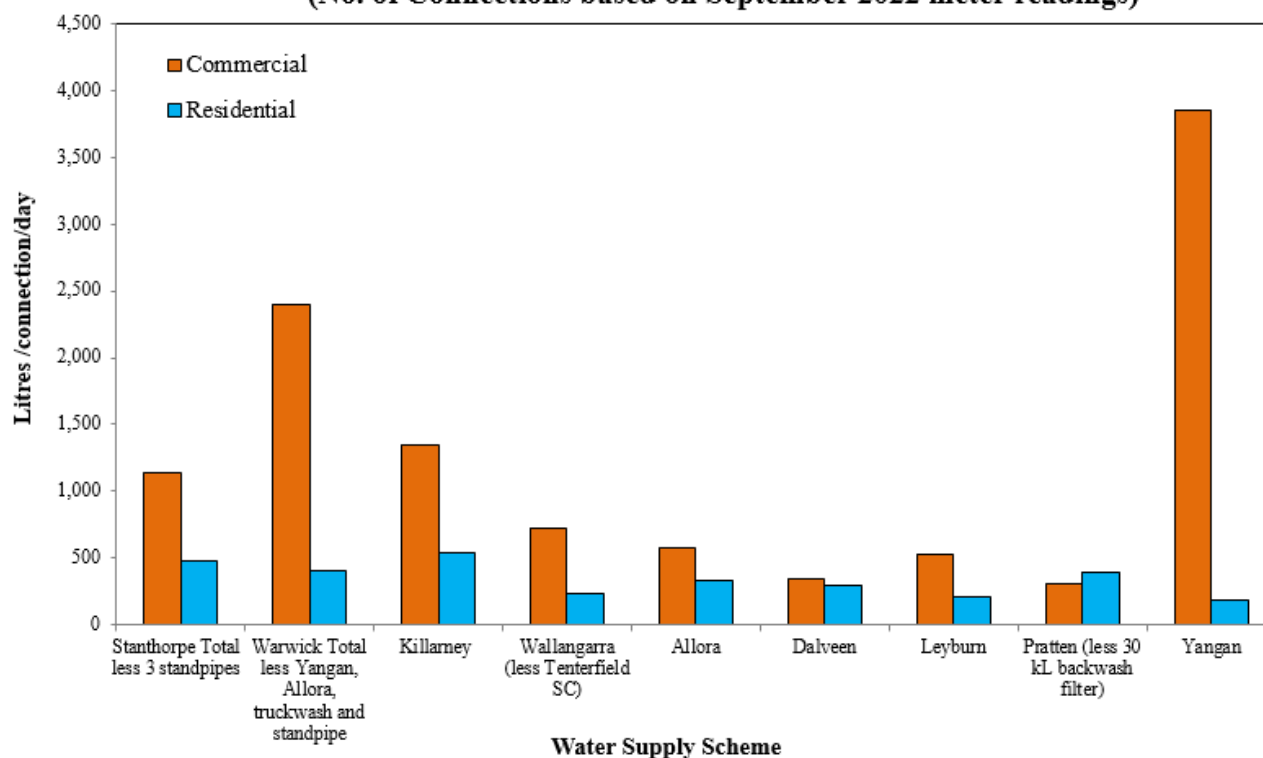
BeeHive (Max 97 ML) 100%
The Soak (Max 22 ML) 100%



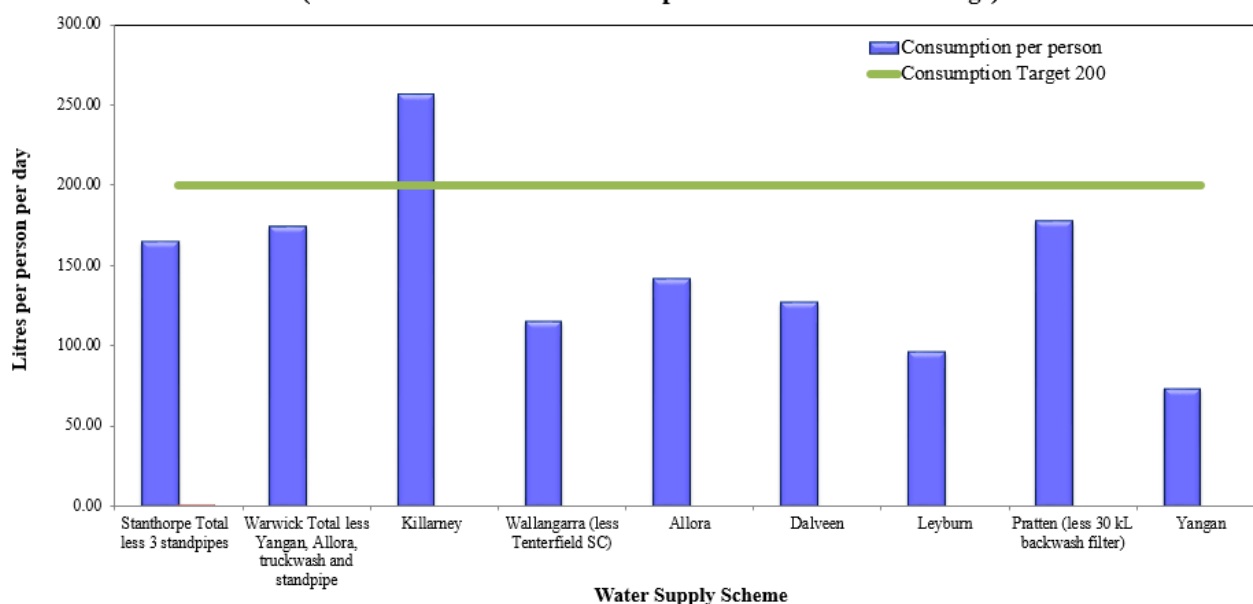
Killarney WTP Monthly Water Production 13 months to December 2022



Avg. Daily Consumption per Connection
(No. of Connections based on September 2022 meter readings)



Residential Water Consumption Comparison
(No. of Connections based on September 2022 meter readings)



ATTACHMENTS

1. Capital Works Report and Cashflow 2022-12-31 [↓](#)

Item 12.1 Infrastructure Services Monthly Status Report
Attachment 1: Capital Works Report and Cashflow 2022-12-31



INFRASTRUCTURE SERVICES
Works Department Capex Program 22/23

Capital Works Report and Cashflow 2022-12-31

STIP - Safe Transport Infrastructure Program	NOT STARTED
HVSP - Heavy Vehicle Safety And Productivity Program (50/50)	Construction
BRP - Bridge Renewal Programme (50/50)	Planning and Design
BS - Blackspot (100)	Complete
CNLOGP - Cycle Network/Local Government Grants Program (50/50)	Warning
RTR - Roads to Recovery (100)	Outsourced - External Contractor
TIDS - Transport Infrastructure Scheme (50/50)	
WQ - Works for Queensland (100)	
LRCI - Local Roads and Communities Infrastructure Grant (100)	
QRA - Queensland Reconstruction Authority (100)	

Project Name	Original Total Budget	Revised Total Budget	Current Annual Budget	Act/Expend	Commit	Life to Date	Original Tasks Estimate	Revised Tasks Estimate	Funding	Progress	Project Officer	Est Start	Act Start	Est Finish	Act Finish	Status/Comment
CAPITAL WORKS - DAY LABOUR	8,637,341	8,298,711	6,238,606	3,148,973	1,112,944											
<i>Previous Year</i>	<i>4,882,841</i>	<i>4,455,267</i>	<i>3,906,605</i>	<i>2,633,929</i>	<i>927,318</i>	<i>3,233,182</i>	<i>1,874,690</i>	<i>1,817,622</i>								
CP000475 Depot Rd Yangon Rd Intersection	790,000	93,113	0	510	0	33,623	0	0	SDRC	100%	Mark Cochrane	29/07/2019	30/08/2019	31/03/2021		Conditional approval received from TMR - land acquisition process commenced through Operational Budget
CP000672 Cutin Rd Widening Reconstruction (HVSPP)	1,220,000	1,599,961	1,100,000	1,089,702	287,989	1,580,563	1,974,890	1,837,022	HVSPP	85%	Heath Tomkins	1/07/2020	1/11/2020	30/06/2022		Land acquisition almost completed. Construction of roadworks component completed, culvert construction contract awarded, request for extension of time & budget submitted to the Department for approval
CP000694 Freebrow School Road Bus Turning	150,000	19,983	15,000	0	0	4,983	0	0	SDRC	0%	Leigh Murphy	7/12/2020		30/06/2023		Design and planning commenced
CP000713 Black Spot Program 21-22	1,400,500	958,905	858,905	0	0	0	0	0	BS21022	0%	James Vanuguese	1/07/2021	1/07/2021	30/06/2022		See specific projects below
CP000759 Palmerin St / Alice St (BS21-22)	0	41,417	0	11,605	4,250	53,953	0	0	BS21022	0%	Andrew Mapes	1/07/2021	1/07/2021	30/06/2022		Project variation request approved to upgrade Palmerin/Fitzroy, Palmerin/Percy roundabouts to raised priority wombat crossings and at grade mid-block crossings on Palmerin St (42), King St and Grafton St, line marking at Palmerin/Grafton intersection. Budget amendment required Qtr 2 Review
CP000759 Guy St / Lake St (BS21-22)	0	31,874	0	10,779	3,500	42,653	0	0	BS21022	0%	Andrew Mapes	1/07/2021	1/07/2021	30/06/2022		Project variation Request approved to upgrade Guy/Fitzroy, Guy/Grafton, Guy/Percy roundabouts to raised priority wombat crossings. Budget amendment required Qtr 2 Review
CP000765 Bosley St / Baguley St (BS21-22)	0	8,583	0	46,422	0	55,065	0	0	BS21022	100%	Nithin Raja	1/07/2021	1/07/2021	30/06/2022	1/08/2022	Project completed
CP000766 Freestone Rd / Lowe Rd (BS21-22)	0	3,804	0	303	0	4,737	0	0	BS21022	0%	Nithin Raja	1/07/2021	1/07/2021	30/06/2022	1/11/2022	Project withdrawn
CP000767 Gaudin Dr / Marshall St (BS21-22 RTR)	0	19,367	0	126,136	14,225	147,593	0	0	BS21022	35%	Andrew Mapes	1/07/2021	1/07/2021	30/06/2022		Project completed
CP000768 Gungahlin/Goodwin Rd (BS21-22 RTR)	0	19,749	0	544	0	20,293	0	0	BS21022	15%	Mark Cochrane	1/07/2021	1/07/2021	30/06/2022		Design and planning in progress
CP000769 Bracken / Tooth / Mardon (BS21-22)	0	14,395	0	9,705	2,408	24,190	0	0	BS21022	0%	Nithin Raja	1/07/2021		30/06/2022		Design and planning in progress
CP000772 Washpool Rd (BS21-22)	0	125,402	0	21,742	2	147,145	0	0	BS21022	35%	Nithin Raja	1/07/2021	14/10/2021	30/06/2022		Project completed, awaiting installation of regulatory speed signage
CP000772 O'Dean Rd / Widdah Rd (TIDS) FY21-22	750,000	114,664	0	150	0	114,813	0	0	TIDS 21022	100%	Mark Cochrane	3/07/2021	11/10/2021	30/06/2022	27/06/2022	Project completed
CP000772 Barlow Gate Road Upgrade (RTR)	500,000	963,154	800,000	989,441	831,496	1,862,594	0	0	RTR 21022	35%	Mark Cochrane	2/07/2021		30/06/2022		Project completed
CP000779 Pratten Village Sealing RTR 21-22	177,341	265,726	220,000	215,516	74	261,243	0	0	RTR 21022	100%	Heath Tomkins	1/10/2022	4/01/2022	31/03/2022	24/10/2022	Project completed
CP000779 Whales Road Paving RTR	50,000	48,831	60,000	0	0	3,831	0	0	RTR 21022	0%	Leigh Murphy	5/07/2021	18/10/2021	30/06/2022		RFQ for design being drafted
CP000858 East St / Warwick Rehabilitation RTR	35,000	509,855	50,000	46,046	4,004	55,961	0	0	RTR 21022	1%	James Vanuguese	1/10/2021	12/04/2022	30/06/2024		Design progressing - almost completed
CP000856 Brook Streets Resurfacing LRCI	195,000	191,071	150,000	10,838	228,562	11,909	0	0	LRCI Phase 3	5%	James Vanuguese	2/01/2022	23/03/2022	30/06/2022		Project completed
CP000857 Boronia Streets Resurfacing LRCI	155,000	150,909	150,000	1,455	231,425	1,455	0	0	LRCI Phase 3	5%	James Vanuguese	2/01/2022	23/03/2022	30/06/2022		In progress
CP000869 Tooth St Drainage LRCI	300,000	100,000	300,000	4,052	0	4,052	0	0	LRCI Phase 3	0%	James Vanuguese	2/01/2022	23/03/2022	30/06/2022		Design and planning commenced
CP000864 Glenn Heights SS Disabled Park LRCI	30,000	30,147	28,000	25,826	683	27,373	0	0	LRCI Phase 3	100%	Leigh Murphy	2/01/2022	23/03/2022	30/06/2022	7/10/2022	Conclusions completed, awaiting final invoices
CP000862 Homestead Road Drainage LRCI	150,000	150,000	150,000	9,219	11,400	3,210	0	0	LRCI Phase 3	0%	James Vanuguese	2/01/2022	23/03/2022	30/06/2022		Design progressing
CP000865 Footpath Replacement LRCI	150,000	185,000	185,000	3,703	9,111	7,903	0	0	LRCI Phase 3	0%	James Vanuguese	1/07/2021	23/03/2022	30/06/2022		Design and planning commenced including RFQ in process
CP000875 Resheet Barlow Gate Rd, Elbow Valley	0	2,168	0	3,575	0	5,740	0	0	SDRC	100%	Malcolm Beattie	4/04/2022	4/04/2022	30/06/2022		Gravel supply and cartage to stockpile only
<i>Current Year</i>	<i>2,754,500</i>	<i>2,842,444</i>	<i>2,328,500</i>	<i>612,053</i>	<i>284,748</i>											
CP000877 Black Spot Program 22-23	964,500	964,500	964,500	0	0	0	0	0	BS22023	0%	James Vanuguese	1/07/2022	1/07/2022	30/06/2023		See below for specific projects
CP000896 Denham Freestone/Railway Sts BS22-23	0	2,443	0	13,340	0	16,398	0	0	BS22023	5%	Heath Tomkins	1/07/2022		30/06/2023		Design completed, work being scheduled
CP000907 Glen Rd/Wa St BS22-23	0	7,555	0	11,330	1,420	18,885	0	0	BS22023	0%	Nithin Raja	1/07/2022		30/06/2023		Design investigations commenced
CP000908 Paynes Rd BS22-23	0	6,873	0	9,124	7,910	15,797	0	0	BS22023	0%	Nithin Raja	1/07/2022		30/06/2023		Design progressing
CP000909 Cowardin St BS22-23	0	2,928	0	9,281	9,425	11,497	0	0	BS22023	0%	Heath Tomkins	1/07/2022		30/06/2023		Contract awarded for design
CP000910 Albert St/Dragan St BS22-23	0	1,585	0	11,149	0	12,734	0	0	BS22023	5%	Nithin Raja	1/07/2022	1/07/2022	30/06/2023		Design completed
CP000911 Whiskey Gully Rd/Yellowbox Rd BS22-23	0	1,561	0	18,066	18,986	19,617	0	0	BS22023	30%	Heath Tomkins	1/07/2022	23/11/2022	30/06/2023	31/01/2023	Project completed
CP000912 Hendon Deuchar Rd/Cullers Rd BS22-23	0	379	0	14,830	1,702	15,510	0	0	BS22023	5%	Nithin Raja	1/07/2022		30/06/2023		Design investigations commenced
CP000913 Ann St/Glen Rd BS22-23	0	228	0	5,278	18	5,694	0	0	BS22023	30%	Heath Tomkins	1/07/2022	1/09/2022	30/06/2023	30/11/2022	Project completed
CP000979 Boat Ramp Road (Calish Way) Leslie Dam	100,000	109,900	100,000	0	0	0	0	0	QFIS	0%	James Vanuguese	4/07/2022		30/06/2023		Low level boat ramp road extension (asable to be delivered as it is underwater, considering options to vary this project)
CP000899 Resheet Grave Roads 22-23 (LRCI)	1,200,000	1,200,000	1,200,000	0	0	0	0	0	LRCI/SDRC	30%	Malcolm Beattie	1/07/2022	1/07/2022	30/06/2023		See below for specific projects (\$800,000 LRCI funded, \$400,000 SDRC funded)
CP000914 Resheet Boyce Rd, Broadwater LRCI	0	0	0	1,893	32,850	1,900	0	0	LRCI/SDRC	0%	Malcolm Beattie	1/07/2022		30/06/2023		Works being scheduled
CP000915 Resheet Back Creek Rd, Mt Tully LRCI	0	0	0	62,360	37,512	32,360	0	0	LRCI/SDRC	0%	Malcolm Beattie	1/07/2022		30/06/2023		Works being scheduled
CP000916 Resheet Manns Rd, Mt Tully LRCI	0	0	0	4,069	47,150	4,069	0	0	LRCI/SDRC	0%	Malcolm Beattie	1/07/2022		30/06/2023		Works being scheduled
CP000917 Resheet Barmah Rd, Mt Tully LRCI	0	0	0	3,117	26,343	3,117	0	0	LRCI/SDRC	0%	Malcolm Beattie	1/07/2022		30/06/2023		Works being scheduled
CP000918 Resheet Osbaldeston Rd, Sugarloaf LRCI	0	0	0	8,093	64,798	3,093	0	0	LRCI/SDRC	0%	Malcolm Beattie	1/07/2022		30/06/2023		Works being scheduled
CP000919 Resheet Thanes Cr Rd, Thanes Creek LRCI	0	0	0	83,302	0	33,302	0	0	LRCI/SDRC	100%	Malcolm Beattie	1/07/2022	11/10/2022	30/06/2023	13/10/2022	Project completed, awaiting invoices
CP000920 Resheet Tralier Rd, Pratten LRCI	0	0	0	140,390	1,078	140,390	77,021	83,624	LRCI/SDRC	100%	Malcolm Beattie	1/07/2022	2/09/2022	30/06/2023	16/09/2022	Project completed, awaiting invoices
CP000920 Resheet Barlow Gate Rd, Elbow Valley SDRC	0	83,196	0	24,182	17,256	37,378	0	0	LRCI/SDRC	0%	Malcolm Beattie	1/07/2022	26/06/2022	30/06/2023		In progress, impacted by wet weather
CP000931 Resheet Big Hill Rd, Pratten - SDRC	0	0	0	83,788	0	33,788	0	0	LRCI/SDRC	100%	Malcolm Beattie	2/08/2022	27/09/2022	31/12/2022	7/10/2022	Completed
CP000943 Resheet Dairy St - SDRC haul	0	0	0	0	10,150	0	0	0	LRCI/SDRC	0%	Malcolm Beattie	15/11/2022		15/01/2023		Works being scheduled
CP000955 Resheet Old Stanhope Rd, Cherry/GuSDRC	0	0	0	5,073	7,824	5,073	0	0	LRCI/SDRC	0%	Malcolm Beattie	2/01/2022	2/01/2022	28/02/2023		Works being scheduled
CP000947 Bracket Rd Rehab RTR 22-23, 23-24	500,000	500,000	75,000	1,315	1,235	1,315	0	0	QRA	0%	James Vanuguese	1/10/2022	1/10/2022	30/06/2024		Design investigations commenced

Item 12.1 Infrastructure Services Monthly Status Report
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INFRASTRUCTURE SERVICES
Works Department Capex Program 22/23

Capital Works Report and Cashflow 2022-12-31

STIP - Safe Transport Infrastructure Program	NOT STARTED
HVSP - Heavy Vehicle Safety And Productivity Program (50/50)	Construction
BRP - Bridge Renewal Programme (50/50)	Planning and Design
BS - Backstop (100)	Completed
CNLOGP - Cycle Network/Local Government Grants Program (50/50)	Warning
RTR - Roads to Recovery (100)	Outsourced - External Contractor
TIDS - Transport Infrastructure Scheme (50/50)	
WQ - Works for Queensland (100)	
LRGI - Local Roads and Communities Infrastructure Grant (100)	
QRA - Queensland Reconstruction Authority (100)	

Project Name	Original Total Budget	Revised Total Budget	Current Annual Budget	Act/Expend	Commit	Life to Date	Original Tasks Estimate	Revised Tasks Estimate	Funding	Progress	Project Officer	Est Start	Act Start	Est Finish	Act Finish	Status/Comment
CAPITAL MAINTENANCE/FLOOD DAMAGE	18,850,000	24,692,750	9,386,141	1,939,647	928,923											
<i>Previous Year</i>	<i>18,650,000</i>	<i>7,273,731</i>	<i>4,649,391</i>	<i>1,030,218</i>	<i>889,450</i>											
CP000583 Flood Recovery 19_20 Feb20 Event (QRA)	15,000,000	1,389,895	659,559	0	0	1,330,336	3	0	QRA	33%	Malcolm Beattie	10/7/2020	14/02/2020	30/06/2022		See below for specific projects
CP000583 Bratwades xng Flood Recovery Feb 20	0	107,299	0	396,957	0	394,255	3	0	QRA	17%	Malcolm Beattie	16/10/2020	16/10/2020	20/12/2022		Contractor commenced onsite 29/06/2022, wet weather impacted, contract extended to end Dec 2022
CP000584 Unsealed Rds 9 Flood Recovery Feb 20	0	182,526	0	46	0	182,572	0	0	QRA	100%	Malcolm Beattie	21/10/2020	21/10/2020	5/03/2022	30/06/2022	Completed
CP000585 Structures 1 Flood Recovery Feb 20	0	104,767	0	412	0	105,179	0	0	QRA	100%	Malcolm Beattie	28/08/2020	28/08/2020	6/09/2022	31/07/2022	Completed
CP000574 Unsealed Roads 4 Flood Recovery Feb 20	0	337,884	0	166,627	0	504,511	0	0	QRA	100%	Malcolm Beattie	14/12/2020	14/12/2020	4/12/2022	30/09/2022	Completed
CP000575 Unsealed Roads 5 Flood Recovery Feb 20	0	65,631	0	320	0	35,951	3	0	QRA	39%	Malcolm Beattie					Completed
CP000576 Unsealed Roads 6 Flood Recovery Feb 20	0	14,939	0	444	0	14,474	0	0	QRA	100%	Malcolm Beattie	14/09/2021	14/09/2021	26/09/2022	20/07/2022	Completed
CP000577 Unsealed Roads 7 Flood Recovery Feb 20	0	8,889	0	90,813	0	39,702	0	0	QRA	98%	Malcolm Beattie	9/08/2021	10/7/2021	30/10/2022		Nearing completion
CP000578 Unsealed Roads 8 Flood Recovery Feb 20	0	1,459	0	45,114	478	46,574	0	0	QRA	98%	Malcolm Beattie	12/05/2021	12/05/2021	17/11/2022		Nearing completion
CP000735 Major Pavement Repairs Various 21-22	100,000	229,067	200,000	0	0	29,067	79,000	79,000	SDRC	20%	Jed Harrison	10/7/2021		30/06/2022		In progress
CP000737 Emergent repairs to Stormwater 21-22	50,000	73,622	0	4,029	3,840	77,042	3	0	SDRC	30%	Malcolm Beattie	10/7/2021		30/06/2022		Works scoped and identified
CP000750 Special Maintenance 22-23 RTR	300,000	800,000	600,000	24,564	140	24,551	3	0	RTR 22/23	0%	Malcolm Beattie	10/7/2022		30/06/2022		In progress
CP000774 March 2021 Rain Event - Capital (QRA)	3,000,000	2,531,336	1,531,235	0	0	0	3	0	QRA	41%	Malcolm Beattie	10/7/2021	31/03/2021	30/06/2022		See below for specific projects
CP000774 Allora 1 Flood Recovery Mar21	0	0	0	1,503	0	1,503	3	0	QRA	41%	Malcolm Beattie	10/7/2022	10/7/2022	14/12/2022		In progress
CP000776 Pikeade 1 Flood Recovery Mar21	0	0	0	29,652	3,000	29,652	0	0	QRA	67%	Malcolm Beattie	5/08/2021	22/07/2021	13/12/2022		In progress
CP000777 Glenallan Flood recovery Mar21	0	0	0	118,200	7,544	110,268	3	0	QRA	22%	Malcolm Beattie	09/12/2021	16/12/2021	28/11/2022		Works programmed
CP000785 Warwick 1 Flood Recovery Mar21	0	23,732	0	1,509	0	25,232	0	0	QRA	100%	Malcolm Beattie	5/08/2021	27/07/2021	30/06/2022	13/08/2021	Completed
CP000799 Maryvale 2 Flood Recovery Mar21	0	211,263	0	54,078	0	167,185	0	0	QRA	97%	Malcolm Beattie	7/10/2021	7/10/2021	30/10/2022		In progress
CP000806 North Strath 1 Flood Recovery Mar21	0	41,108	0	71,482	0	112,591	0	0	QRA	95%	Malcolm Beattie	0/11/2021	0/11/2021	16/11/2022		In progress
CP000807 Thanes Ck 2 Flood Recovery Mar21	0	0	0	101,370	150	101,870	2	0	QRA	52%	Malcolm Beattie	0/06/2022	0/06/2022	21/02/2023		In progress
CP000808 Goldfields Flood Recovery Mar21	0	31,689	0	1,869	75	33,528	3	0	QRA	11%	Malcolm Beattie	0/10/2022	0/10/2022	30/02/2023		Programmed
CP000809 Warwick 2 Flood Recovery Mar21	0	0	0	942	2,400	342	3	0	QRA	1%	Malcolm Beattie	0/10/2022	0/10/2022	30/12/2022		Programmed
CP000810 Ema Vale 2 Flood Recovery Mar21	0	41,761	0	102,391	4,283	144,152	0	0	QRA	92%	Malcolm Beattie	22/02/2022	22/02/2022	30/06/2023		In progress
CP000812 Killarney 2 Flood Recovery Mar21	0	0	0	48,139	28,377	48,139	0	0	QRA	0%	Malcolm Beattie	0/10/2022	0/10/2022	14/09/2023		Programmed
CP000814 Maryvale 3 Flood Recovery Mar21	0	20,489	0	44,305	22,972	65,495	0	0	QRA	17%	Malcolm Beattie	18/01/2022	18/01/2022	30/12/2022		In progress
CP000815 Ema Vale 3 Flood Recovery Mar21	0	0	0	75,029	10,404	75,029	0	0	QRA	38%	Malcolm Beattie	0/01/2022	0/01/2022	14/09/2023		Programmed
CP000816 Killarney 3 Flood Recovery Mar21	0	0	0	75,443	27,014	75,443	0	0	QRA	0%	Malcolm Beattie	0/01/2022	0/01/2022	30/06/2023		Programmed
CP000825 GrtEmaSwamp 1 Flood Recovery Mar21	0	0	0	75,243	6,180	75,243	3	0	QRA	37%	Malcolm Beattie	0/01/2022	0/01/2022	30/02/2023		In progress
CP000826 Connolly Dam Flood Recovery Mar21	0	0	0	132,067	22,591	132,067	0	0	QRA	12%	Malcolm Beattie	11/10/2022	29/09/2022	30/12/2022		In progress
CP000828 Floodway/Strud 1 Flood Recovery Mar21	0	427	0	34,363	0	34,789	0	0	QRA	14%	Malcolm Beattie	0/01/2022	0/01/2022	29/06/2023		In progress
CP000829 Condanne River Rd Flood Recovery Mar21	0	0	0	167	385	167	3	0	QRA	0%	Malcolm Beattie	0/01/2022	0/01/2022	20/05/2023		Procurement
CP000830 Charleys Gully Fwy Flood Recovery Mar21	0	0	0	112,825	24,753	112,825	3	0	QRA	22%	Malcolm Beattie	25/06/2022	7/02/2022	30/12/2022		In progress
CP000870 Condanne River Rd Flood Recov BETTMar21	0	0	0	0	662,408	0	0	0	QRA	0%	Malcolm Beattie					Construction contract awarded, environmental assessments being undertaken
CP000874 November 2021 Rain Event - Capital (QRA)	0	757,486	757,486	0	0	0	3	0	QRA	33%	Jed Harrison	10/7/2022	31/12/2021	30/06/2023		See below for specific projects
CP000821 EmaSwamp Flood Recovery Mar21	0	0	0	18,193	5,000	18,193	0	0	QRA	0%	Jed Harrison	25/01/2023		28/02/2023		Planning/Design
CP000823 Goldfields Flood Recovery Mar21	0	0	0	3,111	413	3,111	0	0	QRA	33%	Jed Harrison	0/10/2022	29/09/2022	13/04/2023		In progress
CP000824 Girraheens Flood Recovery Mar21	0	0	0	28,134	9	28,134	0	0	QRA	34%	Jed Harrison	10/10/2022	20/09/2022	16/05/2023		In progress
CP000825 Goldfields Floodway Flood Recovery Mar21	0	0	0	24,815	52,746	24,815	3	0	QRA	0%	Jed Harrison	27/06/2022	20/05/2022	17/06/2023		Planning/Design
CP000826 Talpa Rd Floodway Flood Recovery Mar21	0	0	0	23,472	0	23,472	3	0	QRA	0%	Jed Harrison	30/7/2022	20/05/2022	17/06/2023		Planning/Design
CP000827 Glenliven Culvert Flood Recovery Mar21	0	0	0	37,854	0	37,854	3	0	QRA	0%	Jed Harrison	30/7/2022	20/05/2022	17/06/2023		Planning/Design
<i>Current Year</i>	<i>200,000</i>	<i>17,328,919</i>	<i>4,737,780</i>	<i>109,449</i>	<i>39,773</i>											
CP000884 Emergent repairs to Stormwater 22-23	50,000	50,000	50,000	0	0	0	3	0	SDRC	0%	James Vanaghiere	10/7/2022		30/06/2023		Not started
CP000885 Major Pavement Repairs Various 22-23	100,000	100,000	100,000	0	0	0	3	0	SDRC	0%	James Vanaghiere	10/7/2022		30/06/2023		Not started
CP000736 Replacement Damaged Kebb Channel 22-23	50,000	191,259	100,000	45,984	14,323	137,243	3	0	SDRC	0%	Malcolm Beattie	0/07/2021	17/05/2022	30/06/2022		In progress
CP000833 Flood Recovery Feb 2022 Event (QRA)	0	4,258,589	1,758,590	0	0	0	3	0	QRA	12%	Jed Harrison	0/08/2022	5/04/2022	30/06/2024		See below for specific projects
CP000835 Greta Unsealed Flood Recovery Feb22	0	0	0	110	6,285	110	3	0	QRA	0%	Jed Harrison	21/02/2023		19/04/2023		Planning/Design
CP000834 Flood Recovery May 2022 Event (QRA)	0	12,729,209	2,729,209	0	0	0	3	0	QRA	0%	Jed Harrison	0/10/2022	30/06/2022	30/06/2024		See below for specific projects
CP000844 Minor Structures North Flood Recov May22	0	0	0	3,223	0	3,223	3	0	QRA	0%	Jed Harrison	30/03/2023		31/06/2023		Planning/Design
CP000852 Warwick B Sealed Roads Flood Recov May22	0	0	0	9,001	1,502	3,061	3	0	QRA	0%	Jed Harrison	23/11/2022		30/06/2023		Planning/Design
CP000853 Girraheens B Sealed Rds Flood Recov May22	0	0	0	5,713	4,284	5,713	3	0	QRA	0%	Jed Harrison	25/11/2022		30/06/2023		Planning/Design
CP000857 Connolly Dam A Sealed Rds Flood Rec May22	0	0	0	45,319	13,399	45,319	0	0	QRA	0%	Jed Harrison	7/12/2022		30/06/2023		Planning/Design



INFRASTRUCTURE SERVICES
Works Department Capex Program 22/23

Capital Works Report and Cashflow 2022-12-31

STIP - Safe Transport Infrastructure Program	NOT STARTED
HVSP - Heavy Vehicle Safety And Productivity Program (50/50)	Construction
BRP - Bridge Renewal Programme (50/50)	Planning and Design
BS - Blackspot (100)	Completed
CNLGGP - Cycle Network/Local Government Grants Program (50/50)	Warning
RTR - Roads To Recovery (100)	Completed
TIDS - Transport Infrastructure Scheme (50/50)	Warning
WQ - Works for Queensland (100)	Completed
LRCI - Local Roads and Communities Infrastructure Grant (100)	Outsourced - External Contractor
QRA - Queensland Reconstruction Authority (100)	

Project Name	Original Total Budget	Revised Total Budget	Current Annual Budget	Act Expend	Commit	Life to Date	Original Tasks Estimate	Revised Tasks Estimate	Funding	Progress	Project Officer	Est Start	Act Start	Est Finish	Act Finish	Status/Comment
CAPITAL WORKS - EXTERNAL	10,399,245	10,634,814	6,670,963	994,765	3,631,626											
<i>Previous Year</i>	<i>5,655,965</i>	<i>5,956,534</i>	<i>2,792,293</i>	<i>859,322</i>	<i>2,933,247</i>											
CP000415 Dragoon Patten Easy St Cycle Design	227,969	209,569	50,000	1,625	99,073	161,185	3	3	CNLGGP	30%	James Vanuguese	5/12/2018	4/02/2019	30/06/2022		Working with TMR on draft design, feedback collated by TMR and being considered
CP000669 Connolly Dam Rd Culvert Repl Widens (BRP)	963,650	579,684	463,650	138,076	353,333	245,110	3	3	BRP	25%	Mark Cochrane	10/7/2020	9/11/2020	30/06/2022		Nearing completion, minor tidy up and line marking outstanding, awaiting invoices
CP000668 Homestead Road Bridge Construction (BRP)	1,065,000	1,156,664	1,065,000	249,963	186,395	341,628	0	0	BRP	10%	Mark Cochrane	10/7/2020	9/11/2020	30/06/2022		Detailed Design completed, RFT for construction out to market, bridge structural components ordered - delivery late Feb, variation for EOT submitted
EP000773 Nondubbennew Rd Footway (BS21-22)	0	43,943	0	227,548	0	270,591	3	3	BS21/22	100%	Heath Tomkins	10/7/2021	10/7/2021	30/06/2022	13/09/2022	Project Completed
CP000725 Goomburns Road Upgrade (TIDS) FY21-22	429,846	791,853	752,000	9,221	1,350,171	38,073	0	0	TIDS 21/22	0%	James Vanuguese	10/7/2021	10/7/2021	30/06/2022		Contract awarded and project commenced, budget to be increased in Qtr 2 Review in line with TIDS program adjustment
EP000734 Renard Program 21-22	1,000,000	969,719	133	0	0	969,596	3	3	SDRC	100%	James Vanuguese	10/7/2021	10/7/2021	30/06/2022	30/06/2022	Completed
CP000663 Alice St Amosfield Rd Footpath LRCI	75,000	75,000	75,000	7,917	32,752	7,917	3	3	LRCI phase 3	5%	James Vanuguese	30/1/2022	29/03/2022	30/06/2023		Early work commenced, labour contract awarded, materials to be ordered
CP000740 Condamine Rr Rd CCTV - Cambansara Gorge	150,000	155,324	125,000	90,948	0	121,171	3	3	QRRRF	30%	Heath Tomkins	10/7/2021	27/08/2021	30/06/2023		Equipment installed, tested and commissioned. Awaiting final report and invoice. Training being arranged.
CP000489 Quat Pot CA Cycle way (CNLGGP)	333,000	641,315	0	334	0	341,649	3	3	CNLGGP	100%	Heath Tomkins	10/01/2020	5/08/2019	31/12/2021	30/06/2022	Completed - PY expenditure
CP000653 Pavement Asphalt Rehab Resurfacing 21-22	450,000	535,769	0	12,829	1	548,399	3	3	TIDS 21/22	100%	Mark Cochrane	10/7/2021	31/01/2022	30/06/2022	30/06/2022	Completed - PY expenditure
CP000654 King St Warwick Resurfacing	305,000	139,913	0	8,146	0	139,959	3	3	TIDS 21/22	100%	Mark Cochrane	10/7/2022	14/04/2022	30/06/2023	30/06/2022	Completed - PY expenditure
CP000655 Grafton St Warwick Resurfacing	350,000	353,498	0	22,178	0	375,676	3	3	RTR 21/22	100%	Mark Cochrane	10/7/2022	28/04/2022	30/06/2023	10/06/2022	Completed - PY expenditure
EP000729 Hydraulic Stormwater Studies	170,000	204,553	75,000	38,921	55,673	168,375	0	0	SDRC	60%	James Vanuguese	1/12/2020	1/12/2020	30/11/2021		In progress Boley St - 90% completed Overham St - Concept design completed, minor variation to scope to complete study Tooth St - Report completed, assessment being completed - LRCI project approved Fairwell Cr - Report Completed, assessment being completed - LRCI project approved
CP000729 Quat Pot Creek Lighting (CNLGGP)	40,000	43,693	40,000	9,891	15,109	13,584	3	3	CNLGGP	10%	Heath Tomkins	30/07/2021	10/2/2022	30/06/2022		Design contract awarded, work commenced
CP000731 Rosehill Road Cycleway (CNLGGP)	350,000	151,969	102,500	18,364	25,490	47,544	3	3	CNLGGP	30%	Heath Tomkins	10/7/2021	10/2/2022	30/06/2023		Preliminary designs considered by CNLGG. Developing response to design enquiries
CP000666 Mt Siding Rd Flyash Glenipin (CNLGGP)	32,500	62,885	44,000	24,190	15,000	43,025	3	3	CNLGGP	50%	Heath Tomkins	10/7/2021	10/2/2022	30/06/2023		Preliminary designs considered by CNLGG. Developing response to design enquiries
<i>Current Year</i>	<i>4,703,280</i>	<i>4,678,280</i>	<i>3,879,280</i>	<i>114,443</i>	<i>2,698,279</i>											
EP000689 Condamine River Rd Construct 4 Crossings	1,921,925	1,921,925	1,921,925	12,479	917,163	12,479	0	0	GRA/TIDS/SDRC	1%	Malcolm Beattie	5/07/2022	21/10/2022	30/06/2023		Construction contract awarded, environmental assessments being undertaken
CP000685 Invermay Rd Widens (TIDS) 22-23, 23-24	350,000	850,000	50,000	6,897	11,374	3,897	3	3	TIDS 22/23	0%	James Vanuguese	10/7/2022		30/06/2023		Also see CP000676 in Flood Damage section due to split funding sources. Design investigations commenced, land acquisitions to be completed, drainage works to be completed
CP000686 Mt Matthews St Stormwater Retention Basins	75,000	75,000	75,000	4,465	4,440	4,465	3	3	SDRC	0%	Heath Tomkins	10/7/2022		30/06/2023		Leyburn Stormwater investigations - Not started
CP000689 Old Standorpe Rd Widening TIDS FY22-23	756,465	756,465	756,465	20,000	4,083	20,000	3	3	TIDS 22/23	0%	James Vanuguese	10/7/2022	10/7/2022	30/06/2023		Design in progress, budget to be reduced in Qtr 2 Review in line with TIDS program adjustment
CP000693 Pavement Asphalt Rehab Resurfacing 22-23	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	RTR 22/23	Nil	Nil	Nil	Nil	Nil	Nil	Design transferred to cover overspend at Curlew Rd and Ballowes Gate Rd should request for variation with Department be received
EP000698 Renard Program 22-23	1,000,000	1,000,000	1,000,000	91,437	460,629	31,437	3	3	SDRC	5%	James Vanuguese	10/7/2022	10/7/2022	30/06/2023		Project Completed, line marking and signage in progress
CP000690 Rural Drainage Investigation	300,000	75,000	75,000	135	0	135	3	3	SDRC	0%	James Vanuguese	10/7/2022	10/7/2022	30/06/2023		Not started
CAPITAL WORKS - COMBINED TOTAL			\$ 22,292,209	\$ 4,080,405	\$ 5,673,015											
				27%	25%											
				92.72%												



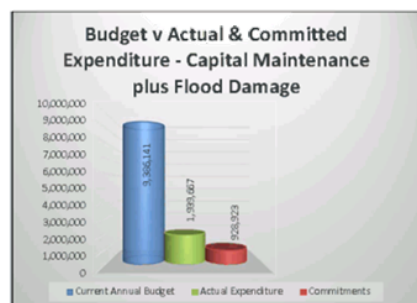
INFRASTRUCTURE SERVICES Works Department Capex Program 22/23

Capital Works Report and Cashflow 2022-12-31

STIP - Safe Transport Infrastructure Program
HVSP - Heavy Vehicle Safety And Productivity Program (50/50)
BRP - Bridge Renewal Programme (50/50)
BS - Blackspot (100)
CNLGGP - Cycle Network/Local Government Grants Program (50/50)
RTR - Roads to Recovery (100)
TIDS - Transport Infrastructure Scheme (50/50)
WQ - Works for Queensland (100)
LRCI - Local Roads and Communities Infrastructure Grant (100)
QRA - Queensland Reconstruction Authority (100)

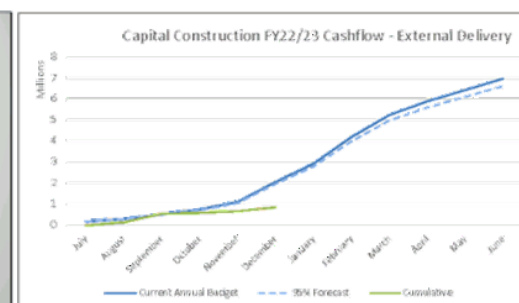
NOT STARTED
Construction
Planning and Design
Completed
Waiting
Spend
Outsourced - External Contractor

Project Name	Original Total Budget	Revised Total Budget	Current Annual Budget	Act Expend	Commit	Life to Date	Original Tasks Estimate	Revised Tasks Estimate	Funding	Progress	Project Officer	Est Start	Act Start	Est Finish	Act Finish	Status/Comment
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FUNDING PROGRAM PROGRESS

Budget	Actual (A)	Comm (C)	% Budget (Actual)	% Budget (Comm)	Program
1,528,650	388,039	539,728	25.38%	60.99%	BRP
868,905	457,445	24,385	63.31%	66.16%	BS 21/22
864,500	95,192	37,973	9.76%	13.74%	BS 22/23
236,500	54,974	154,722	23.24%	88.67%	CNLGGP
1,100,000	1,003,702	287,889	99.43%	125.58%	HVSP
878,000	63,002	412,933	7.18%	54.21%	LRCI phase 3
1,200,000	417,546	245,540	34.80%	55.26%	LRCISDRG
1,130,000	1,273,191	135,664	112.67%	134.67%	RTR 21/22
500,000	24,551	140	4.91%	4.94%	RTR 22/23
752,000	29,146	1,150,172	3.88%	156.82%	TIDS 21/22
806,455	26,307	16,057	3.34%	5.33%	TIDS 22/23
100,000	0	0	0.00%	0.00%	WQ
8,511,143	1,888,438	911,856	21.95%	32.64%	QRA
1,821,825	12,479	817,163	0.68%	43.17%	QRA/TIDS/DRG
125,000	90,948	0	72.68%	0.00%	QRA/R
1,690,433	188,947	899,104	11.18%	66.74%	SDRC



INFRASTRUCTURE SERVICES
Works Department Capex Program 22/23

Capital Works Report and Cashflow 2022-12-31

STIP - Safe Transport Infrastructure Program
 HVSP - Heavy Vehicle Safety And Productivity Program (50/50)
 BRP - Bridge Renewal Programme (50/50)
 BS - Blackspot (100)
 CNLGGP - Cycle Network/Local Government Grants Program (50/50)
 RTR - Roads to Recovery (100)
 TIDS - Transport Infrastructure Scheme (50/50)
 W4Q - Works for Queensland (100)
 LRCI - Local Roads and Communities Infrastructure Grant (100)
 ORA - Queensland Reconstruction Authority (100)

NOT STARTED

Construction

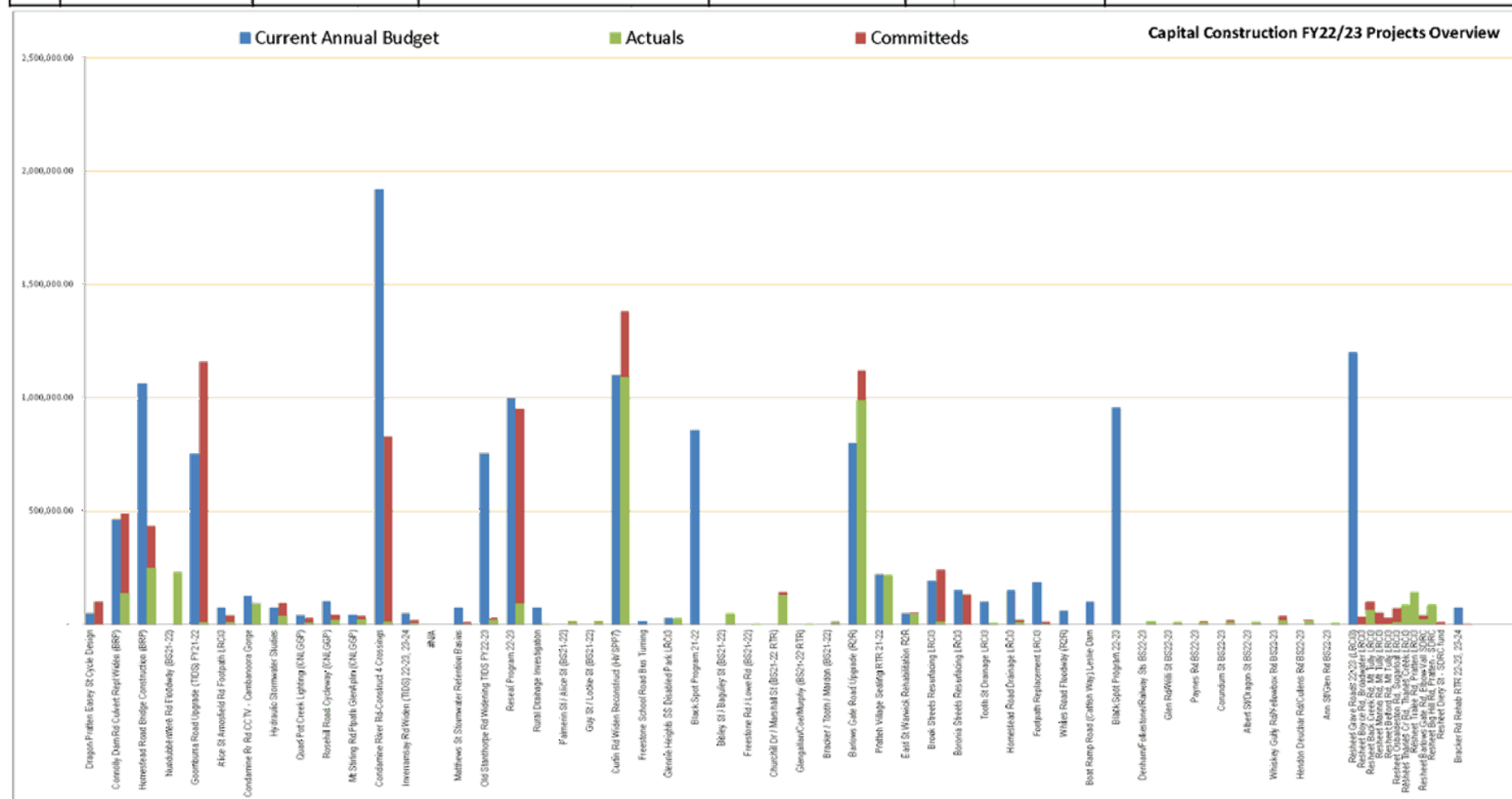
0/50) Planning and Design

Completed

Warning

On HOLD


Outsourced - External Contractors

[illegible]

13. PLANNING AND ENVIRONMENTAL SERVICES REPORTS

13.1 Planning & Environmental Services Monthly Status Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Manager Planning and Development	ECM Function No/s:

Recommendation

THAT Council notes the operational details as outlined in the Planning & Environmental Services Monthly Status Report.

REPORT

Planning and Development

Planning Services

- On 16 December 2022, the State government announced amendments to the *Planning Regulation 2017* to give effect to the *Queensland Rural Workers' Accommodation Initiative*; facilitates the establishment of battery storage devices and improves the timely delivery of relocatable classrooms in state schools to meet enrolment needs. The amendment has resulted in Rural workers' accommodation not being assessable development under the planning scheme, where located in the Rural zone, the site has an area of at least 25 hectares, the property is not impacted by the Flood hazard overlay or the Bushfire hazard overlay, and results in a total capacity to accommodate no more than 20 employees.
- On 17 January 2023 five Council officers attended a familiarisation tour with the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) to the University of Queensland's Centre for Solar Biotechnology, including site visit to the algae farm.
- The team have been reviewing internal processes to find efficiencies and business improvements, with implementation of a number of initiatives undertaken and more under development. Such initiatives include additional factsheets and templates, review of internal referrals.

Built Environment

- The backflow prevention register program is continuing with 265 devices now tagged and a further 346 devices which have been previously identified, but yet to be tagged. There is also a further estimate of 200-300 devices that are unidentified and yet to be tagged.
- David Forbes, Council's Built Environment Technical Officer, finished with Council on 14 December 2022.

- Jill Yeaman, formerly Council's Building Certifier has commenced as Water & Wastewater Treatment Coordinator from 3 January 2023.

Environmental Services

Local Laws

The following are some of the pest management activities undertaken in December 2022:

- The following are some of the pest management activities undertaken in December 2022.
- Officers continued work in areas where and when conditions permit. These were either in response to resident's reports to Council, or Local Laws Officers identifying the invasive plants as part of their routine work. When work is undertaken on the roadside, letterbox drops/education is undertaken to nearby landholders where appropriate.
- 1080 material supplies ordered and received, disposed of BQ supplied 1080 by burial as required.
- Local Laws Officers conducted some Flying fox nudging using low impact methods for three Stanthorpe residences over three mornings. This included several meetings with affected residences and installation of some water and lighting on private properties. Education being the key here with very early mornings and early intervention, and with some coordination, great results can be achieved with not a lot of effort required from landowners.
- A Pest Management Advisory Committee meeting was held in Stanthorpe.
- Four (4) Ad -hoc Wild dog baiting's were conducted at the Warwick pound.
- Wild Dog monitoring camera inspection at Stanthorpe Spur Fence.
- Planning and procurement for maintenance and replacement sections in Killarney and Stanthorpe Spur Fences
- In December twenty-four (24) cats and thirty (30) dogs were impounded with fifteen (15) cats and thirteen (13) dogs being rehomed and fourteen (14) dogs being returned to their owners.
- Three (3) animal control compliances were issued, three (3) abandoned vehicles, nine (9) illegal dumpings, and four (4) illegal camping issues.
- There were six (6) QLD dog breeder concerns regarding incorrect breeder identification number (BIN).
- There were seven (7) overgrown allotments. Officers continue to make contact with customers where possible to try to prevent all possibility of going to compliance. This is working well with only one requiring to be sent to contractor.

Regulatory Services

- There were twenty (20) Regulatory Services applications received in December 2022 with five (5) being Temporary Entertainment Events.
- Twenty (20) applications were approved with a further ten (10) applications under assessment.
- There were eight (8) routine inspections conducted of licenced businesses, one (1) follow-up inspection, nine (9) pre-opening inspections. Twenty-one other inspections were performed (inspections prompted by a complaint).
- Eighty-five (85) search applications were assessed, one (1) legal notice issued and two (2) planning application response referrals.
- A total of fifty-one (51) Merit (Complaints/Enquiries) were received.
- Continuing work on revising and finalising applications etc on the website.

Sustainability & Environmental Officer

- Repair café discussions with SDIEA and Economic Development officers (circular economy).
- Investigations in potential weed wash-down facilities in the Southern Downs.
- Environmental Policy Statement development for Council.
- Public reporting of Environmental Sustainability Strategy Action Plan - Draft.

- Social media releases on:
 1. Grants for Wood processors and
 2. Grants for Drought Resilience extension services to agriculture
- Environmental Compliance & Obligations Register for all of Council's activities – First stage.

Waste

- In December 2022, there were 11,581 transactions across the weighbridge at the Warwick Waste Facility and 3,370 transactions across the weighbridge at the Stanthorpe Waste Facility. For 2022, the Warwick Waste Facility had over 11,000 additional transactions than in 2021.
- The Department of Environment and Science have undertaken a waste levy compliance audit of Council's three landfill sites (this was the second audit for 2022).
- Southern Downs Regional Council are contributing to the development of the Darling Downs South West Regional Waste Plan. An information request has been completed, and an inception meeting is being held in Roma on the 20 January 2023.
- Three hundred and forty (340) tonnes of scrap metal was removed from the Warwick and Stanthorpe Waste Management Facilities in December 2022.

Economic Development

Publication of PALM Reform Consultation Submission

Key points of Southern Downs Regional Council's submission to the Pacific Labour Mobility Discussion paper – Expanding and Improving the PALM Scheme.

The PALM scheme is Australia's key program to address unskilled, low-skilled and semi-skilled labour shortages across rural and regional Australia. Under the scheme Australian businesses can hire workers from Pacific island countries and Timor-Leste when there are not enough local workers available. Once approved to participate in the PALM scheme, employers can recruit workers to fill positions for seasonal (short-term) of up to nine months or longer-term placements of between one and four years. Seasonal and longer-term workers can be employed in any sector and in all regional and rural postcodes, while all Australian businesses in the agriculture sector can participate in the scheme.

Key themes arising from consultation with **state and territory governments** included the employment of spouses and infrastructure required for family accompaniment, worker portability, expanding the definition of agriculture and the training and development for workers. **Local government** focused on accommodation and family accompaniment, cultural education and ongoing support for workers.

Southern Downs Regional Councils response included welcoming the opportunity to be a pilot for the implementation of a new program linking back to horticulture and agriculture industries alongside agricultural product processing and manufacturing. Bolstering the employment work force across these sectors, including meat processing at John Dee, will have a significant impact on providing a resilient and sustainable food production industry for the state and nation.

Benefits for the region include stabilised industry support and function of the region's economy, improved stability of economic production, community resilience into the future, improved cultural integration of the workforce and opportunity for work force inclusion and participation.

Challenges evident are establishing community integration without local community mentors or champions, the management of different cultural groups and the factional conflicts that often exist between groups and processing skill and competency validation to test and verify existing skills or qualifications.

The following items are a significant impact on all concerned in the administration of the PALM Scheme

- a) Failure of the labour hire companies or intermediate management groups to be accountable for a number of short comings including;
- b) Poor communication with farmers and accommodation providers.
- c) Poor management of cultural differences amongst different worker groups from different countries of origin.
- d) Lack of appreciation of the cultural differences of different work groups on large sites and the impacts this has on the cohesion of larger work groups and the damage to productivity.
- e) Payment for services rendered on time (there should be a payment guarantee type system similar to the Building industry for sub-contractors).
- f) Payment for any damages beyond fair wear and tear on plant and equipment and or accommodations facilities.
- g) Accountability for the theft of accommodation goods and chattels provided by accommodation providers. There should be accommodation Bonds payable which should be forth coming from the labour hire companies.
- h) Payment of excessive utility expenses due to different cultural expectations and or cultural behaviours of workers across different climatic regions. A process of capping use is critical to sustain affordability of services in a high inflationary environment.
- i) Lack of accountability to upskill workers on the expected cultural norms and behaviours of the workplace and community during the work placement. e.g. expectations of workplace health and safety and community social behaviours and adherence to road rules during placements.


The support of family accompaniment is critical to long term stability of families and work force sustainability and promoting the opportunity to grow regional and local community populations. Generally from the Southern downs perspective support would be offered. Some reasons support would not be offered or supported is where individuals are have insufficient evidence of integration into the local community or there have been evidence of conflicts with community behaviours and cultural norms or evidence of criminal behaviours.

ATTACHMENTS

Nil

13.2 Quarterly Report on Development Approvals for the October to December 2022 Quarter

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Senior Planning Officer	ECM Function No/s:

Recommendation

THAT Council receive the report and notes its contents.

REPORT

Background

Nil.

Report

This report provides Council with a summary of the number of development related approvals, development related enquiries, and identifies the approvals which are progressing toward construction.

This report deals with all development approvals in the development cycle on a quarterly basis. This report 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 and
- Plumbing and drainage applications.

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

Fourth quarter of 2022 (October to December 2022):

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

Applications	Fourth quarter 2022	Fourth quarter 2021	Fourth quarter 2020	Fourth quarter 2019
Material Change of Use	32	36	25	17
- Negotiated decisions	2	5	4	2
- Change to an existing approval	5	0	2	7
Reconfiguring a lot	12	11	10	6
- Negotiated decisions	3	4	1	2
- Change to an existing approval	1	1	1	2
Survey Plans	22	8	8	17
Operational works	5	5	7	1
Building	79	104	97	24
Plumbing & drainage	91	100	88	63
TOTALS	252	274	243	141

The high application numbers for Material Change of Use, Reconfiguring a lot, Building, and Plumbing & Drainage applications has continued within the last quarter.

2.0 Applications lodged

2.1 Land-use, operational works and building applications

The Development Assessment Rules in the *Planning Act 2016* stipulate 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 number of applications lodged with and issued by Council's Planning and Development department.

Applications	Fourth Quarter 2022		Fourth Quarter 2021	
	Lodged	Issued	Lodged	Issued
Material Change of Use	24	39	41	41
Reconfiguring a lot	13	16	26	16
Operational works	3	5	8	5
Building	70	79	89	104
Plumbing and Drainage	102	91	103	100

* An application is applicant driven, and Council cannot proceed with assessment unless the required actions, such as referral to the Department of State Development, Infrastructure, Local Government and Planning, and public notification, are completed by the applicant.

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:

- MCU\01896.02 – Material Change of Use (Food and drink outlet, Garden centre, Health care services, Low impact industry, Market, Office, Service industry, Shop and Showroom) – 74-80 Albion Street and 23 Oak Avenue, Warwick – approved 21 December 2022.
- OPW\000238 – Operational Works (Works in/on/over/under premises – Drainage works, Stormwater, Earthworks and Carparking associated with MCU\01896 – Food and drink outlet, Garden centre, Health care services, Low impact industry, Market, Office, Service

industry, Shop and Showroom – 74-80 Albion Street and 23 Oak Avenue, Warwick – approved 14 November 2022.

- MCU\02310 & RC\01874 – Material Change of Use (Extension to existing Transport depot (over two stages); and Realignment of boundaries (2 lots into 2 lots)) – 480-516 East Street, Warwick – approved 13 December 2022.
OPW\000233 – Operational Works (Works in/on/over/under premises – Stormwater Drainage, Earthworks and Carparking associated with MCU\02310 (Internal works only) – Extension to existing Transport depot (over two stages); and Realignment of boundaries (2 lots into 2 lots) – 480-516 East Street, Warwick – approved 23 November 2022.
- RC\01862 – Reconfiguring a Lot (Subdivision of 6 into 43 lots) – Sugarloaf Road, Stanthorpe – approved 15 December 2021.
OPW\000226 – Operational Works (Works in/on/over/under premises – Roadworks, Stormwater Drainage, Earthworks and Water infrastructure associated with RC\01862 – Stage 1a (14 lots) of Subdivision of 6 into 43 lots) – Sugarloaf Road, Stanthorpe – approved 26 August 2022.

4.0 Infrastructure Charges

In accordance with s 133 of the *Planning Act 2016*, a charges resolution must be adopted by Council to enable the levying of infrastructure charges on development. To assist with the provision of trunk infrastructure in the region and to reduce the burden on the existing community to meet the obligation to fund this infrastructure, charges are levied on new development. The below table displays the charges levied on developments for the last quarter. The charges are not paid until the development is ready to commence. *Charges Resolution (No. 3.1) 2022* was effective as at 28 February 2022.

Applications	Fourth Quarter 2022
Material Change of Use:	\$1,030,109.00
Reconfiguring a lot:	\$940,650.00
Total:	\$1,970,759.00

Schedule 22 of the *Planning Regulation 2017* outlines that a local government must publish and update at least monthly a register of all infrastructure charges levied. This register is available on the Southern Downs Regional Council's website and provides specific information pertaining to the charges levied.

5.0 Initiatives and Improvements

5.1 This quarter:

The 17th Darling Downs/South West Planners forum was held in Toowoomba on 15 & 16 November 2022 and focussed on Planning in the post COVID-19 world, including:

- Updates on the plan making guidance available;
- Rural type tourism activities;
- Housing availability;
- Natural hazards;
- Exemption certificates;
- State referral trigger refresh; and
- Vegetation and water legislation refresh.

Staff from the Planning team attended sessions over the two days and met with other Planning staff from across the Darling Downs and South West regions. Two officers also presented in relation to the process associated with developing the new Southern Downs Planning Scheme.

The department also received a thank you letter from the year 10 work experience student hosted in the last quarter. This student wrote to thank staff for the experience and has even indicated that a future in planning and development is now being considered.

The department continues to receive a high volume of applications and customer enquiries across all teams. The statistics for Planning customer requests that were received and finalised are shown in the below table, however these statistics are taken from Merit Requests, and do not include in person meetings with customers, direct emails or ECM tasks completed by the Planning Services team.

	October 2022	November 2022	December 2022	Total
Merit Request Numbers	57	88	29	174

5.2 Next quarter:

Recruitment of vacant roles remains a focus for the quarter. With application numbers remaining high, filling the vacant positions in Built Environment and Planning will serve as a high priority for the department.

The Planning Department will be working closely with the consultant in preparing a full draft version of the new planning scheme to be provided to the State for the first formal state interest review check.

The adopted Charges Resolution (No.4) 2023 will come into effect on 27 February 2023. This resolution will apply to any application that is decided on or after the 27 February 2023.

FINANCIAL IMPLICATIONS

Nil.

RISK AND OPPORTUNITY

Risk

Nil.

Opportunity

Nil.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil.

External Consultation

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

LEGAL / POLICY

Legislation / Local Law

Building Act 1975

Plumbing and Drainage Act 2018

Planning Act 2016

Southern Downs Planning Scheme

Corporate Plan

Nil.

Policy / Strategy


Nil.

ATTACHMENTS

Nil

13.3 Material Change of Use - RC Property 5 Pty Ltd - 75-77 and 79 Greenup Street, Stanthorpe

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Planning Officer	ECM Function No/s:

APPLICANT:	RC Property 5 Pty Ltd C/- Wolter Consulting Group Pty Ltd
OWNER:	RC Property 5 Pty Ltd
ADDRESS:	75-77 and 79 Greenup Street, Stanthorpe
RPD:	Lots 128 and 129 RP31667
LAND USE AREA:	Low density residential
PROPOSAL:	Short-term accommodation (Existing Dwelling house, more than six (6) guests)
LEVEL OF ASSESSMENT:	Impact
SUBMITTERS:	One
REFERRALS:	Not Applicable
FILE NUMBER:	MCU02427

RECOMMENDATION SUMMARY

THAT the application for Material Change of Use for the purpose of Short-term accommodation (Existing Dwelling house, more than six (6) guests), on land at 75-77 and 79 Greenup Street, Stanthorpe, described as Lots 128 and 129 RP31667, be approved subject to conditions.

REPORT



Figure 1: Subject land

The applicant seeks a Development Permit for the purpose of using an existing Dwelling house for Short-term accommodation, for up to 12 guests.

The subject land is located to the east of the Stanthorpe main business centre. The existing Dwelling house is located across two lots which have a combined area of 7,873 square metres. Ancillary structures include a tennis court, a water tank and a shed.

All urban services are available to the site and the property contains the following underground infrastructure as shown in Figure 2:

- A water main runs parallel to the western property boundary and is contained within an easement.
- A sewer main is located between the dwelling and the large shed as well as through the rear of the property to the north of the tennis court.
- A rising main joins the sewer mains and is located on the south-east corner of the property.
- Stormwater pipes are located in the north-east corner of the property



Figure 2: Underground infrastructure

The lots are rectangular in shape and have primary frontage to Greenup Street which is a sealed road with kerb and channel as shown in Figure 3. Tyrel Street is the secondary frontage which is located adjacent to the rear boundary. Tyrel Street is a sealed road without kerb and channel in proximity to the subject land. Access to the site is primarily via Greenup Street, however, rear gates are located along Tyrel Street to provide a secondary access if required as shown in Figure 4. The gates appear to be located in the vicinity of the water main.



Figure 3: Access from Greenup Street



Figure 4: Access from Tyrel Street

The applicant has confirmed that the Short-term accommodation will be let as a whole house, accommodating a maximum of 12 guests. It is intended to accommodate two (2) guests per ground level bedroom (total of four (4) bedrooms) and four (4) guests within the attic. Figure 5 illustrates the site. Areas of existing landscaping and proposed car parking have been included on the site plan, as well as the floor plan for the ground level rooms. Figure 6 outlines the floor plan for the first level.

Whilst the land is impacted by the Potential impact layer of the Bushfire hazard overlay, the Dwelling house located on the lot is not and therefore assessment against the Code is not required.

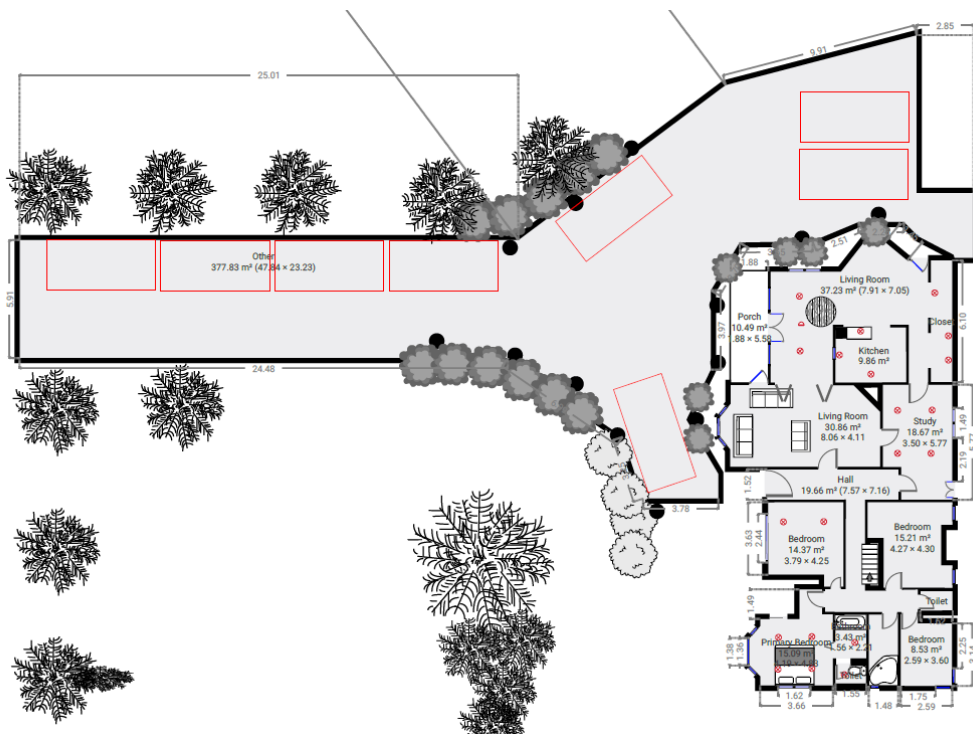


Figure 5: Floor plan - Ground floor

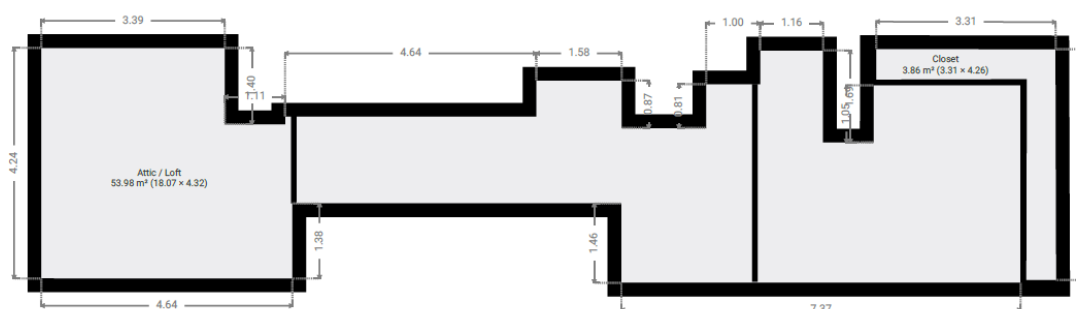


Figure 6: Floor plan - First floor

Submissions

Public notification was undertaken from 25 November to 16 December 2022. The notice was published in the Stanthorpe Today newspaper on 24 November 2022. Notices were placed on the premises on 24 November 2022 and adjoining land owners notified on the same date.

Compliance with the notification process has been achieved. There was one (1) properly made submission received during the public notification period and the submitter's concern and Council's response is outlined below:

Matters raised in submissions	Response
Adjoining land owner is supportive of the development.	The support of the adjoining land owner is noted.
Safety	
In the interest of safety, consideration could be given to possible removal of dead trees on the property.	Maintenance of the site is able to be controlled through Council's Local Laws, should the site become unsightly.
Site maintenance	
Possible removal of privet trees on the road reserve at the rear of the property in Tyrel Street.	Maintenance of the site is able to be controlled through Council's Local Laws, should the site become unsightly.
Regular lawn mowing and garden maintenance would be carried out on the entire property.	



Figure 7: Site visit showing dead trees in north-west corner of property – photo taken 4 October 2022



Figure 8: Dead trees along Tyrel Street boundary – photos taken 10 January 2023



Figure 9: Site visit showing pivot trees on front and rear boundaries

Assessment against the Planning Scheme

Benchmarks applying to the development
<p>The following codes of the Southern Downs Planning Scheme are benchmarks applying to the development:</p> <ul style="list-style-type: none"> – 6.2.6 Low density residential zone code – 9.4.2 Carparking and loading code – 9.4.4 Landscaping code – 9.4.5 Outdoor lighting code – 9.4.6 Physical infrastructure code

Low density residential zone code

The proposed use is consistent with the following overall outcome for the code:

(k) Some uses such as tourist accommodation in existing dwellings have a residential character and will generally be acceptable uses subject to scale and design

AO5 *In partial fulfilment of the PO - The use is for short- term accommodation or the use utilises an existing non-residential building or the use provides a sympathetic and complementary use of a Local heritage place.*

PO5 *Uses, other than residential uses are either associated with or provide a service to residents of the surrounding residential area or have locational characteristics that can best be met within a residential area.*

The proposed use is for Short-term accommodation where the entire dwelling will be let as a whole for up to 12 guests. No changes to the built form are proposed and all required parking can be accommodated on site.

All lots in the vicinity appear to be used for residential purposes. It is considered that the residential characteristics of the location are compatible to the proposed use which is an accommodation activity.

Compliance with the Performance outcome can be achieved.

AO8 In partial fulfilment of the PO –

(c) Car parks are set back at least 6 m from the primary street frontage, 3 m from any secondary street frontage and 1 m from side and rear boundaries.

(e) The setbacks are landscaped in accordance with the Landscaping code.

The existing driveway is approximately 24 metres in length and is located at least 10 metres from the closest side boundary. The applicant provided a car parking plan demonstrating the location of eight (8) car parking spaces which is the number required as per Table 9.4.2.4 of the Planning Scheme. The car parking space located closest to the frontage is within the six (6) metre setback stipulated and the Acceptable outcome cannot be achieved.

PO8 *The appearance and siting of buildings, other structures, car parking areas or signage is compatible with the local streetscape character, the style and design of nearby residential buildings and is respectful and sympathetic to any Local heritage place.*

The Dwelling house is setback substantially from the street. Four (4) car parking spaces will be located in close proximity to the Short-term accommodation and an additional four (4) car parking spaces will be located adjacent to the driveway. As the proposed use will be let as a whole it is considered likely that visitors will choose to park closest to the dwelling entrance. There is substantial, existing landscaping on site, with large mature trees framing the entrance and the driveway. Given the scale of the proposed development site, it is considered that the car parking spaces located adjacent to the driveway maintains the existing character of the locality and will not negatively impact the streetscape. Compliance with the Performance outcome can be achieved.

AO9 In partial fulfilment of the PO - *(a) The roof form is a gabled or hipped roof with secondary skillions. For larger buildings, roofs will incorporate multiple gables or hips to ensure that the roof remains in proportion to the wall heights. (b) Building facades incorporate verandahs. (c) Buildings incorporate a minimum overhang (eaves) of 400 mm. (d) Buildings address the street by having their main entrance on the street elevation.*

PO9 *Non-residential buildings and structures reflect and display elements of domestic architecture including pitched roofs, variations in setbacks, architectural detailing and materials.*

The existing Dwelling house is two storeys in height. The applicant has not indicated the width of the eaves, however the dwelling features a pitched roof, multiple gables and verandah areas. These design elements ensure that the roof remains proportional to the wall heights. The house is located central to the land, located within established trees and shrubs. The building addresses the street with the entry located immediately adjacent to the driveway. The design is consistent with dwellings in the immediate locality, and compliance with the Performance outcome can be achieved.

PO10 *Uses do not result in overdevelopment of a site due to excessive size, scale or height or excessive sealed areas for parking and manoeuvring.*

As the property will be let as a whole, the proposed use will not intensify the use of the existing site. Entry to the dwelling is not currently sealed, however, the driveway area immediately adjoining the house and associated shed is constructed in concrete. Four (4) of the car parking spaces will be located on this sealed area, which will accommodate the primary areas for parking and manoeuvring. As the property will be let as a whole, it is not considered appropriate to require additional sealing of the driveway and the remaining four (4) car parking areas. A condition will be imposed however, requiring an upgrade to the existing access as a concrete cross over will be consistent with the local streetscape.

AO12.2 *A minimum 1.8 m high solid fence is erected along the common boundary with any residential use, except within the front setback. Any fence erected along the front boundary or within the front building setback has a maximum height of 1.2 m unless it contains openings that make it at least 50% transparent.*

PO12 *Development for uses other than residential uses is located and designed to avoid significantly changing the conditions of privacy, safety, noise, odour and fumes, lighting and traffic generation experienced by occupants of nearby residential uses.*

The development involves the conversion of an existing Dwelling house to Short term accommodation. The lot is 7,873 square metres in size and the building is centrally located on the site. The closest adjoining dwelling is located in excess of 34 metres. The site contains a large number of mature trees and shrubs along each side boundary which provide a reasonable level of screening and visual amenity to support the proposed use.

The lot is of a significant size. Fencing of the site as per the Acceptable outcome would not be typical to the immediate locality. Furthermore, as the use will be rented out as a whole building and no additional bedrooms are proposed, the use will not unduly increase traffic volumes or intensify the use of the building to a scale that would warrant further screening. Compliance with the Performance outcome can be achieved.

PO13 Uses are compatible with and complementary to the dominant existing use and amenity of the area.

The proposed development is to provide Short-term accommodation within an existing Dwelling house, located within the Low density residential zone. The applicant has indicated that the entire Dwelling will be let as a whole which is a characteristic that is compatible with the zone. Compliance with the Performance outcome can be achieved.

Carparking and loading code

AO1.1 The number of parking and loading spaces is not less than the minimum number specified in Table 9.4.2.4. Where the calculation of applicable parking rates results in a fraction, the number required will be the next highest whole number. Council may accept an alternative to providing the required spaces on the development site in accordance with Planning Scheme Policy – Off Street Carparking.

AO1.2 Car parks are kept and used exclusively for parking and maintained in a suitable condition for parking.

The proposed development contains four (4) guest bedrooms and an attic containing bunk beds or similar, which will cater for up to 12 guests at any one time. In accordance with Table 9.4.2.4, eight (8) car parking spaces are required.

The Short term accommodation is positioned central to the lots. Access to the accommodation is via a long driveway and there is a sealed area in close proximity to the house. Four car parking spaces have been proposed on the sealed area and an additional four (4) car parking spaces are located adjacent to the unsealed driveway.

A condition will be imposed to ensure that car parking spaces are clearly marked and maintained to ensure compliance with the Acceptable outcome.

AO3 Except in the case of a dwelling house, parking areas including parking spaces, queuing areas, loading, set down and pickup areas and driveways are constructed in accordance with Planning Scheme Policy – Carpark Construction.

PO3 The carpark is constructed to an acceptable standard in keeping with the character and standards in the locality.

The requirements of the Planning Scheme Policy – Carpark Construction requires development not located in the Rural and Township zones to provide a pavement that is sealed, with a two (2) coat bitumen seal or 25mm of hotmix asphaltic concrete or an equivalent concrete pavement.

The proposed development is located in the Low density residential zone and will provide short-term accommodation. The development requires the provision of eight (8) car parking spaces. Four of the proposed car parking spaces are located on a concrete pavement in the close proximity to the dwelling entrance. The remaining four (4) car parking spaces will be located adjacent to the existing driveway which is not sealed. Within the immediate vicinity of the property, it is common for driveways to remain unsealed from the property boundary to the dwelling. As the property will be let as a whole, the parking spaces most likely to be used are located on a sealed pavement. It is

considered appropriate that those adjoining the driveway remain unsealed to keep with the character of the immediate surroundings. With conditions imposed, compliance with the Performance outcome can be achieved.

AO6

(d) Footpath and kerb crossovers are located clear of existing stormwater inlet structures, water and sewerage infrastructure fittings, any other existing utility infrastructure and street trees.

Tyrel Street adjoins the rear property boundary and is a bitumen sealed road. There is no kerb and channel along the Tyrel Street frontage of the site. There are existing gates providing an entrance to the property from Tyrel Street which is located in close proximity to a water main. A condition will be imposed to require the removal of these gates and compliance with the Acceptable outcome can be achieved.

Landscaping code

AO1 *In partial fulfilment of the PO – Landscaping is carried out in accordance with a planting plan prepared by a suitably qualified landscape designer that:*

(a) incorporates all proposed planting, paving, fences, recreational facilities and other landscape elements necessary to meet the performance outcomes; and

(b) incorporates the following information:

- (i) Location and species of existing trees, including street trees;*
- (ii) Location and species of proposed plants and a schedule of plants and plant size;*
- (iii) Soil type;*
- (iv) Location of drainage, sewerage and other underground services and overhead power lines;*
- (v) Irrigation details;*
- (vi) Proposed surfaces;*
- (vii) Fence height and material;*
- (viii) Location of doorways and windows of buildings on the site;*
- (ix) Location of any existing or proposed solar collectors on the site;*
- (x) Contours or spot levels as required;*
- (xi) Scale and north point.*

PO1 *Development is landscaped in a manner which:*

- *Makes a positive contribution to the streetscape and enhances the appearance of the facility;*
- *Integrates natural landscape features such as rock outcrops and existing large trees and existing native vegetation;*
- *Enhances buffer areas around property boundaries;*
- *Compliments the relative size and nature of the development;*
- *Screens the view of service, carparking and loading areas;*
- *Enhances the appearance of screens and acoustic fences; and*
- *Ensures the functionality of outdoor space.*

AO7

(a) Areas of pavement, turf and mulched garden are drained and irrigated.

(b) Landscaped areas are maintained by ensuring that they are weed free, plants are pruned when necessary, mulched areas are replenished and dead plants are replaced.

(c) Where maintenance is limited plant species are selected with long life expectancy and minimal litter drop, pruning, spraying, watering and fertilising requirements.

PO7 *Landscaping works are maintained.*

The existing landscaping is complementary to the size of the lot and the scale of the existing dwelling. The applicant has not proposed any additional landscaping to the site due to the extensive and established vegetation on site. The extent of the existing landscaping makes a positive contribution to the streetscape and whilst the site does contain a number of dead trees, these features offer habitat to wildlife and contribute to the character and amenity of the area.

Maintenance of the site is able to be controlled through Council's Local Laws, should the site become dangerous from falling limbs or unsightly. With conditions imposed, compliance with the Performance outcome can be achieved.

Outdoor lighting code

With conditions imposed, compliance with the Code can be achieved.

Physical infrastructure code

With conditions imposed, compliance with the Code can be achieved.

Infrastructure Charges

Charges Resolution (No. 3.1) 2022 commenced 28 February 2022

Development Type	Network	Charge Rate	Proposed	Credit	Charge
Short term accommodation	All	\$7,500/cabin or dwelling unit	1 Dwelling unit	1 Lot	-\$7,500
TOTAL:					\$0.00

Officer's Check List (Internal use only & not to be included in the Infrastructure Charges Notice)		
Officer	IC Calculations Checked	Date
Assessing Officer	✓	12 January 2023
Coordinator		
Manager	✓	16 January 2023

Recommendation

THAT the application for Material Change of Use, Short-term accommodation (Existing dwelling house, more than six (6) guests) on Lots 128 and 129 on RP31667, located at 75-77 and 79 Greenup Street, Stanthorpe, be approved subject to the following conditions:

Schedule 1 - Southern Downs Regional Council Conditions

Approved Plans

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

Plan Name	Plan No.	Date
Greenup: Ground Floor – prepared by magicplan	-	16 September 2021
Greenup: Attic 1 st Floor – prepared by magicplan	-	26 May 2022

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

Land Use and Planning Controls

3. This approval allows for the use of the building for the following uses only:
 - Short-term accommodation
4. The maximum number of guests accommodated at any one time must not exceed 12 persons.
5. No person is to reside in any building identified for short term accommodation for more than 45 days consecutively, or more than 90 days in any 12 month period. The approved accommodation must not be occupied by persons for the purpose of permanent accommodation, excluding those persons in a manager's residence for the premises.
6. The short term accommodation building is to be rented as a whole, not as individual rooms.

Building and Site Design

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

Amenity and Environmental Controls

9. All wastes are to be suitably collected and disposed of so as not to adversely impact on the environment.
10. One set of wheelie bins (one general waste and one recycling bin) must be provided for the Short-term accommodation. The wheelie bins are to be stored adjacent to the dwelling unit and screened from view from all roads and public places. A concrete pad is to be provided for the two bins in an appropriate location.
11. Advertising Devices relating to the Short-term accommodation may **only** be erected on the subject land, i.e. Lots 128 and Lot 129 RP31667. The location, size, type and content of any advertising sign or device located on the land is to be compatible with the character of the surrounding area. No advertising signs or devices are to be located on any other land, unless all applicable approvals are obtained under the Planning Scheme and the relevant local laws. No advertising signs or devices are to be located within the road reserve.
12. Any external lighting must be installed so that light shines down and away from adjacent

properties and roads, and does not exceed 8 lux at the property boundary.

Fencing, Landscaping and Buffers

13. The existing landscaping on the site is to be retained and appropriately maintained.

Car Parking and Vehicle Access

14. A concrete crossing is to be constructed at the Greenup Street entrance to the site in accordance with Council's standard. (Council's Development Engineer can provide details regarding Council's standard.)
15. All vehicular access to and from the Short-term accommodation must be via Greenup Street only. Entry gates located on Lot 128 RP31667 from Tyrel Street are to be removed.
16. At least eight (8) car parking spaces are to be provided on site. Provision is to be made for disabled parking.
17. Car parking spaces shall be provided on site in accordance with the approved Ground Floor plan dated 16 September 2021 prepared by magicplan. All car parking, driveway and loading areas shall be drained, laid out and regularly maintained. The four (4) car parking areas located closest to the dwelling entrance must be sealed.

The four (4) car parking spaces located adjacent to the driveway may remain grassed, provided it is appropriately maintained and does not cause a dust nuisance. If complaints are received (which in the opinion of an authorised person is not frivolous, vexatious nor based on mistaken belief) or the vehicle entrance and driveway become eroded with material becoming deposited outside of the site or potholes form that would increase noise associated with vehicle movements, these car parking spaces shall be sealed to Council's standards.

18. The unsealed car park area is to be defined by a low physical barrier along the edge of the car parking area.

Roadworks

19. Any footpaths, kerbing and channelling, roadworks and drainage works damaged during construction of the development are to be reinstated to the pre-existing condition, unless otherwise required by the Director Infrastructure Services.

Stormwater Drainage

20. Site stormwater runoff must be collected, detained and discharged where appropriate in a manner that does not increase the quantity or concentration of stormwater flow in comparison to the pre-development condition. Where necessary, suitable easements to lawful points of discharge, which may include surrounding properties, shall be provided to Council, at the developer's cost.

Water Supply and Waste water

21. A reticulated water supply system, up to and including water meters, is to be maintained to service the building. This system is to be connected to Council's water supply system.
22. A sewerage reticulation system is to be maintained to service the building. This system is to be connected to Council's wastewater sewerage system.

Electricity, Street Lighting and Telecommunications

23. Reticulated electricity connections must be provided to the proposed development to the standards of the relevant authorities.
24. In accordance with the Federal Government's National Broadband Network (NBN) initiatives, the Developer (at the Developer's expense) is to install telecommunications infrastructure, such as lead-in conduits (LIC) or a fibre ready pit and pipe network (including trenching and ducting, design and third party certification), to NBN Co's specifications, to allow for the installation of Fibre-to-the-Premises (FTTP) broadband services. Any fibre provider may be used, provided they meet NBN specifications and open access requirements. Ownership of the infrastructure is to be transferred to Telstra in exchange for the provision of fibre within

that infrastructure network. Prior to commencement of the use, written advice is to be provided from Telstra that the telecommunications infrastructure network has been installed in accordance with NBN Co's specifications.

Advisory Notes

- (i) Unless otherwise stated, all conditions of this approval are to be complied with to the satisfaction of the Director Planning and Environmental Services, prior to the use commencing, and then compliance maintained at all times while the use continues.
- (ii) Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the *Planning Act 2016* and would have to comply with the requirements of the Planning Scheme.
- (iii) It is encouraged that you arrange for a free compliance inspection to be carried out prior to the use commencing. This will involve a physical inspection of the premises along with an internal audit of Council's records. Written advice will be provided for your records advising if compliance with the conditions has been achieved.
- (iv) An application must be submitted and approved by Council for a permit under Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.19 (Rental Accommodation Other Than Excluded Accommodation) 2011.
- (v) **Plumbing and Drainage Approval is to be obtained** in accordance with the *Plumbing and Drainage Act 2018* for the proposed plumbing and drainage works. The application for Plumbing and Drainage approval must be submitted to Council with the appropriate **forms, plans and fees** associated with this application. A **Certificate of Compliance must be issued** for the works prior to the use commencing.
- (vi) **Building Approval is to be obtained** in accordance with the *Planning Act 2016* for a Change of Classification of Building from Class 1a to Class 1b, to allow the use of the existing building for accommodation purposes. The application must be submitted to a Building Certifier with the appropriate **forms, plans and fees** associated with this application. **Building works and modification of the existing building may be required to be undertaken** as part of the approval so as to accord with the requirements of the *Building Act 1975*.
- (vii) The applicant is to permit Council officers access to the site in accordance with the powers of entry provisions of the *Local Government Act 2009*, subject to 48 hours notice and reasonable security and health restrictions on access, so as to ensure the use is being conducted in accordance with the conditions of the approval.
- (viii) Prior to constructing an access, an application must be submitted and approved by Council for a permit under Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011.
- (ix) Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.
- (x) All Development Permits for Plumbing and Drainage Works should be obtained prior to the issue of a Development Permit for Building Works.
- (xi) This approval for Short-term Accommodation may potentially affect your rates and charges levied on your property. The potential impact may include, but is not limited to:
 - General Rates may change to a commercial category
 - State Emergency Management Levy may change classes
 - Sewerage Access Charges may change to a different category
 - Domestic Waste Collection may be removed and require a separate waste collection direct from a waste collection provider

For further information, please contact Council's Revenue section on 1300 697 372.

Aboriginal Cultural Heritage

- (xii) All reasonable and practicable measures must be taken to ensure that no harm is caused to Aboriginal cultural heritage (the "cultural heritage duty of care"). The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from www.datsip.qld.gov.au


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ATTACHMENTS

Nil

13.4 Quik Spray Units

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Director Planning and Environmental Services	ECM Function No/s:

Recommendation

THAT Council consider the future use of the Quik Spray units that are currently dry hired to community for pest management weed control, and resolve:

a) Disposal of the Quik Spray units is to be implemented in accordance with asset disposal procedures.

or

b) Quik Spray Units are to be retained and amended workplace arrangements are to be implemented.

REPORT

Background Information

The background to this report is the consideration of the future use and hire of the current Quik Spray units.

This report is a follow up to Council's original report tabled on 28th September 2022. A copy of the original report is attached as an appendix to this report as reference for Councillors.

Report

At the Council meeting held on the 28th of September 2022 Council sought additional information on the costs of the current service.

Total Cost Analysis:

The following is presented as a total cost analysis of the various equipment operational models.

The costing model has been prepared using the following input components.

- Model
- ANCAP Rating
- Purchase price (excl GST)
- Life of plant item in years
- Residual value
- Annual utilisation (Hrs) or (kms)
- Fuel consumption
- Price of fuel

- Interest rate
- Fuel
- Repairs and maintenance
- Risk Allowance (30% of R&M)
- Tyres
- Consumables
- Vehicle registration
- Insurance
- Administrative costs
- Annual depreciation
- Opportunity cost of capital

Type of equipment:

New Dual Reel Unit	Retained 2nd hand Unit	200L TTI Spot Pro Spray Unit	100L Smoothflo Spot Sprayer Silvan Selecta or similar	New Trailer	New Dual Reel Contractor comparison costs
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Hourly cost based on assessment:

\$ 5.27	\$ 4.15	\$ 2.89	\$ 2.29	\$ 3.13	\$ 5.82
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A full analysis and description is provided of the above calculations in the spread sheet attachment to this report. Councillors are encouraged to review and provide feedback.

Some minor changes to the initial calculations have been implemented to reflect inflation movements in operational costs experienced recently.

When understanding costs one has to acknowledge the principle of Competitive Neutrality. Competitive Neutrality is the principle that a public sector business or agency should not have a competitive advantage (or disadvantage) over the private sector solely due to their government ownership. Public sector businesses should compete with private sector businesses on an equal (competitively neutral) basis.

Public sector businesses may have competitive advantages over private sector businesses. For example, some public sector businesses may:

- Be exempt from taxes and charges.
- Have access to less expensive funds because of implicit or explicit government guarantees.
- Be exempt from complying with certain regulations and procedures.

In Queensland, the competitive neutrality principle is applied to relevant state and local government businesses (see 'State and local government businesses' below). Should council wish to continue to offer the service as it presently stands there are implications for competitive neutrality and this should be actioned via a declaration in the annual report declaring the level of community support offered in financial terms.

The calculation of costs presented are in consideration of competitive neutrality principles.

FINANCIAL IMPLICATIONS

Cost / Financial Implications

A revised cost benefit analysis that considers the various costs is presented in the attached spread sheet.

Human Resources

Depending upon the decision determined by Council suitable human resources will be available to implement the decision.

Procurement

The disposal or securing of the additional equipment will be managed in accordance with the current Council policies.

RISK AND OPPORTUNITY

Risk Implications

Risks were previously described in Councils earlier report.

COMMUNITY ENGAGEMENT

Consultation Program/ Stakeholder engagement

The additional update on stake holder engagement has included the following;

External consultation has involved the Three Landcare groups, Allora, Condamine Headwater and Granite Belt Landcare plus the Traprock Wool Group.

Only two of the groups have recently responded with the responses attached.

Communication

A detailed communication plan will be required for any change to be well implemented. This will be undertaken post Councils decision.

LEGAL / POLICY

Policy Considerations

No additional policy considerations are evident.

Legal Policy / Legislation / Local Law

Any further administration of the legal policy and any relevant legislation or local laws will be determined upon Council decision being made.

Corporate Plan

Theme: Performance

Focus Area: Organisational Excellence

Deliverable:

42. Allocate resources to core business over non-core business.

43. Provide and maintain a safe and healthy work environment for employees, contractors, volunteers and visitors to the workplace so far as it is reasonably practicable.


ATTACHMENTS

1. 28 September 2022 - Quik Spray Report to Council [↓](#)
2. Plant Cost Evaluation - Spray Equipment December 2022 [↓](#)
3. Email - Condamine Headwaters Landcare Group [↓](#)
4. Email - Traprock Group [↓](#)

13. PLANNING AND ENVIRONMENTAL SERVICES REPORTS

13.1 Quik Spray Units

Document Information

 Southern Downs <small>REGIONAL COUNCIL</small>	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 28 September 2022
	Director Planning and Environmental Services	ECM Function No/s:

Recommendation

THAT Council consider the future use of the Quik Spray units that are currently dry hired to community for pest management weed control and action Option 3c as below.

3. Adapt the current service delivery model and implement pricing and risk management strategies to sustain the service well into the future. (preferred strategy)
 - c. Adapt the current service by disposing of 3 Quik spray units and reinvesting the funds into a number of less bulky 12V spray units which can be directly managed by the local land care groups.
 - i. Retain 1 unit as back up to the current local laws team equipment and use as spare parts for emergencies.
 - ii. Have customers engage private or Council services as contractors in completing tasks that require the use of the larger spray unit beyond the new unit's capacity.

REPORT

Background

The background to this report is the consideration of the future use and hire of the current Quik Spray units which were originally grant funded but have lacked a strategic plan for replacement and ongoing safety management. This report seeks not to denigrate the past but find solutions to a customer focused outcome for smaller land holders who benefit greatly from the access to professional equipment to undertake the pest management task themselves.

Council has seven "Quik Spray" mounted weed spray units that are made available to the community under dry hire arrangements to assist with weed control. They are largely used on private property. After initial Workplace Health & Safety (WH&S) concerns were raised by staff and advised to Council at a Council Information Session in June 2021, staff were instructed to offer the Quik Spray units to various Landcare groups within the Southern Downs Region in order to retain the availability within community. Staff have been unable to find a not for profit group prepared to take ownership of the units in the current form.

Scope

In early 2021 Council staff raised safety concerns regarding the dry hiring of Council's Quik Spray units to the public. Below is a list of the main WH&S concerns:

- Council has been hiring out Quik spray units to community members for several years. There is currently no charge to hire the units other than a refundable deposit when leaving Council to cover the maintenance and replacement costs. The conditions of hire clearly state the operators must not attempt to repair the units however we constantly find evidence of where the units have been tampered with.
- Council has no control over what chemicals are used in the units. One of the terms of hire is the hirer must wash the unit out several times prior to returning however this rarely happens. This is a problem for the workshop staff when repairing the spray units as the chemical is unknown.
- The level of competency of the operator is unknown and minimal instruction is provided. Instruction booklets are available however the people who pick up the Quik spray unit are rarely the same people who use it. Council still has four spray units operated by our Local Laws officers who have been trained in the safe operation and maintenance of the units.
- Workshop staff are required to conduct an inspection and carry out any repairs on the units when they are returned. We have had multiple incidents where workshop staff have been injured or doused in unknown chemicals when undertaking this work.
- Depot staff are required to load the Quik spray units on the hirer's vehicle or trailer and make sure the spray units are correctly secured. This sometimes presents issues with logistics of having someone available to provide this service, and ensuring members of the public adhere to WH&S dress codes while in the Depot is another major issue. Often when the units are returned they are not appropriately secured when they arrive at the Depot.
- Staff also need to make sure that COR (Chain of Responsibility) laws are adhered to regarding the questionable road worthiness of some vehicles and trailers being loaded.
- Council has also had recorded cases of commercial operators, some from outside the region, using the units in their own business and profiting from this.

The disposal of the Quik spray units was first raised at a Council Information Session in June 2021 where staff were instructed to offer the spray units to local Landcare groups with the following provisions:

- The units have to be made available to the public within the region.
- The groups would be responsible for bookings, loading, maintenance and repairs.

Three Landcare groups, Allora, Condamine Headwater and Granite Belt Landcare plus the Traprock Wool Group were approached and while there was some initial interest, the cost of running, maintaining and replacing the spray units was a concern and no group has wished to accept responsibility for any units.

There are at least two spraying contractors within the region that could be used by land holders to service their spraying needs if the units can no longer be hired from Council. Local landowners may also purchase the items as part of the disposal process if this was the option adopted by Southern Downs Regional Council.

The raising of some work place health and safety concerns in relation to the manual handling safety and handling of the Quik spray units upon return from hire, and the presence of unrinsed chemicals is a concern and a significant risk to be managed moving forward. Presently this is not a core business activity for the depot staff engaged with community customers and is more closely related to the pest management officers.

Throughout the wider engagement conversation with key internal stake holders the following additional key points have also been raised;

Asset management - Unable to fund asset maintenance and replacement if the services is not financially viable and or self-sustaining.

Reputational - \$/Brand impact to Southern Downs regional Council with miss use – something goes wrong, e.g. use by underage persons or persons not inducted to the equipment.

Resource allocation - Inadequate staff to manage service in current arrangements unless change is implemented,

WH&S - Users not trained / or skilled with clear verification

Resource allocation - Insufficient capacity to maintain all small repairs through the workshop under current work pressures.

Liability - Injury to staff / equipment / customer

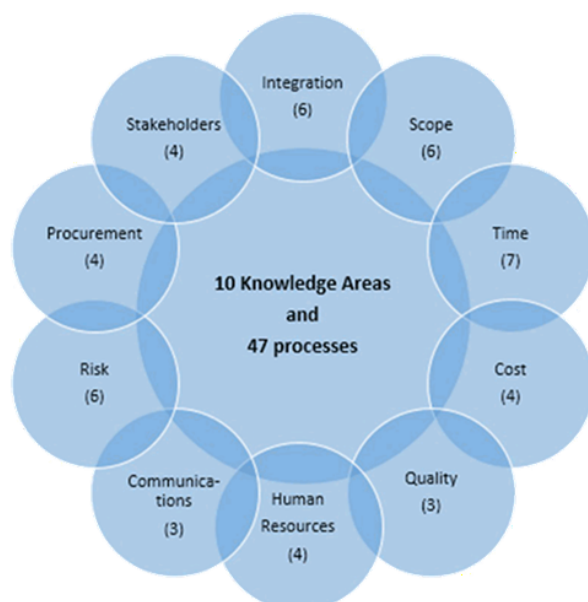
Risk - Failure to adequately deliver pest management outcomes

Legal – Council is at risk of financial loss from being sued for damages from miss use.

The early engagement with key external stake holders through the Pest & Weed Management Advisory Committee meeting discussions has revealed there was limited support for the Quik spray hire service being ceased as this would have a significant impact on the pest management program being delivered across the region.

Furthermore some elected members have expressed an interest in the services being reinvigorated to support the delivery of better pest management and biosecurity protections for the regions primary producers and smaller land holders.

If one considers the structure of a sound project management plan the following key knowledge areas are required to be addressed to create a sustainable decision opportunity for Southern Downs Regional Council.



These issues have been addressed in the body of the briefing paper to expand the subject understanding.

Quality

The consideration of the briefing paper seeks to undertake engagement with Southern Downs Regional Council on the aspect of the Quik spray service quality through improving customer access to the service by reduced risk and maintaining the affordable access to solutions to pest management across the region.

The ability to improve and enhance the access to highly efficient tools for the control of pest weeds is a key solution in supporting land owners to manage and engage with pest weed management. The ability of weed management officer to be able to offer a solution to land owners through the availability of a cost effective equipment service offering is considered invaluable in motivating land owner engagement. It is fair to say weed management inspections and regulatory functions conversations with land owners would be less constructive if the Southern Downs Regional Council was unable to use the availability of equipment as a positive contribution to engagement conversations and outcome action time lines.

The positioning of Southern Downs Regional Council as a positive influence on effective and collaborating pest management solutions, is seen as very positive to the Councils community brand image. Likewise, a removal of the service will make enforcement and positive outcomes harder to deliver across the region.

Integration

The integration of compliance and proactive land owner self-help is advanced by support of continuing and improving the Quik Spray unit hire facility. The management of identified concerns is possible with effective change processes and supporting customers to enact the minor changes.

If the service is discontinued the integration of effective pest management under the collaborative arrangement with land care and other community based groups will be seriously diminished in the region. This has the strong potential to damage the brand reputation of Southern Downs Regional Council who see agriculture as a main stay of the region's economy.

FINANCIAL IMPLICATIONS

Cost / Financial Implications

A revised cost benefit analysis that supports the purchase of four (4) trailers to house the Quik spray units would look like the following;

Proposal

- Council purchases four (4) medium - heavy duty trailers and have four (4) of the most recent Quik sprays installed on them
- The booking and hiring out of the trailers to be managed by the Local Laws team
- Trailers can be stored at the Warwick Animal Pound and Stanthorpe Depot
- Minor repairs can be performed by the Local Laws team as they are familiar with the Quik spray units, therefore increasing availability
- Local Law Officers will be able to promote the hire of them as they are constantly talking to landowners, therefore increasing usage
- Greater restrictions to be placed on when customers can collect and return the trailers

Assumptions:

- Trailers have a 15 year lifespan (galvanised to manage corrosion & longevity risks), implemented to avoid the lifting / tie down of units to reduce the hire risks and improve the chain of responsibility.

Expenditure

- Trailers cost \$8,650 (ex GST) each and we purchase four (4) of them = \$34,600.00 (ex GST) (Quote has been provided by Shelly's)
- Registration and insurance \$350.00 each = \$1,400.00 per year
- Repairs (i.e. materials) to each trailer and Quik spray is \$1,000 per year = \$4,000.00 per year
- Depreciation = \$34,600 purchase price minus 10% residue = \$31,140 divided by 15 years' service life = \$2,076 per year
- (This excluded Quick Spray unit depreciation and running costs which is estimated at \$5,500 per year)

Employee costs include:

- Local Law Officer – 30 minutes per hire (26 by 4 = 104 hires @ 30 minutes each = 52 hours / year by \$53.53 (Level 3.4) per hour = \$2,783.56 / year
- Admin Support – to take booking, receipt payment, release payment = 1 hour per hire = 104 hours by \$49.01 (Level 2.4) per hour = \$5,097.04 / year
- Workshop – assuming 6 hours a year per unit = 24 hours per year by \$43.59 (Senior C8) = \$1,046.16 / year

Income

- Rent them out for \$200.00 per week (currently the rent is not charged due to the drought) conditions have improved.
- Each trailer is hired out for 30 weeks a year = 30 weeks × \$200.00 per week (less than 3hrs hire work by contractor @ \$80.00 per hr.) × 4 trailers = \$24,000.00 income / year
- Rent to be CPI indexed annually.

Based on a lifespan of 15 years, a potential income of \$360,000.00 can be achieved, with an outlay of approximately \$246,041.40 for the same period (this excludes the upfront once off purchase price of units which occur periodically, which can be easily covered by the surplus generated of \$113,959.00 over the cycle from the reintroduction of hire fees.)

The operational surplus over the 15 years in the presented model will see some funds potentially available for all the trailer and Quik spray unit replacement at the end of life. This will effectively manage depreciation costs and risks if this is the preferred course of action chosen. The present units in service have a residual life of less than 15% as they are at the end of their service life, with some early evidence of accelerating wear / replacement costs.

There could be in the event of a major break down the need for a further injection of funding to stimulate a full unit replacement to assist with wear management of the units out on hire. Each unit estimated replacement cost is between 36 and 40K as an indication of a potentially unfunded liability. The reintroduction of hire fees will stabilise the liquidity challenge the service faces and provide some funds to manage this inherent risk.

These calculations have not factored in the community benefit in terms of \$ of offering these units for hire and the good news story whereby Council is offering a service so landowners can control their invasive pest plants on their property and protect the regions agricultural productivity. This is where the majority of the return on investment would be available to community and the Southern Downs Regional Council.

The consideration of community benefit is possibly the largest positive impact of this proposals consideration. The timely management of weeds can protect the regions biosecurity status for numerous products nationally and on the global markets around the world. The investment of time and energy to manage this cost effective program will see the return on investment of some 100's of thousands of improved pest management.

At present there is no change for the hire of the equipment on a weekly or daily basis as shown below;

Hire of Spray Equipment Unit or Hire of Boxthorn Puller

NOTE: No GST if levied under Local Law

To Farmer Groups and individuals – per week if landholder utilizing on own land	Y	\$0.00	\$0.00
To Farmer Groups and individuals – per day if landholder utilizing on own land	Y	\$0.00	\$0.00
To Farmer Groups and individuals – Security deposit Maximum hire period is 2 weeks	N	\$278.00	\$278.00

Tree Pear Injectors

Tree pear injectors (Contractors excluded) Security Deposit Maximum hire period is 2 weeks	N	\$110.00	\$110.00
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This inadvertently has not provided any replacement funds for the equipment and had the service subsidised to date.

The accelerating maintenance and no revenue for replacement and or unit servicing has triggered a considerable rethink of the service delivery at this time. In short the original equity of the grant set has up of the system has been exhausted or resides at minimal value.

With some care fill maintenance and the reintroduction of fees the system has the potential to recover over time.

Whilst this has been a positive benefit to date for the community, the ongoing sustainability without considerable reinjection of funds, is now the challenge.

Questions for reflection and consideration.

Few observations raised for reflection and consideration in the financial implications by stake holders.

- Do we have existing capacity to absorb this additional activity within our current staff levels?
- Have we compared our anticipated price with similar business in town (anti-competitive conduct)?
- The initial outlay of \$35k and operational costs of \$21k over 15 years would be funded by general funds through the plant fund. Is there any appetite to be cost neutral – perhaps a small increase in the price – depends where we land with dot point 2 above and the risks to sustainability?

Whatever the funding source it will need to be clearly identified as presently there is no direct funding or revenue and the plant fund wears the full burden and is financially unsustainable

Positively acknowledging and supporting producers and other comments around the good news story alongside community benefit which have come with approx. \$50k outlay from Southern Downs Regional Council initially also need to be understood, especially in the times of poor seasonal conditions of drought.

Response to questions raised;

- Yes, we will be able to absorb this into existing staff levels – the activity actually compliments what the weed sprayers are actually doing – they will know who is proactively spraying weeds, what they are spraying with, assist with education i.e. type of chemical being utilised and spray techniques.
- No-one locally provides just a trailer and Quik spray for hire – so it's hard to compare apples with apples. Under Council's Trade PSA a weed sprayer charges \$60-\$80 per hour. History indicates that owners of smaller allotments hire the Quik sprays currently.
- One would suggest that utilisation will only increase as our Pest Management team can promote the availability of the trailers as part of their day to day work – Council has obviously not charging a rental (only a bond) currently but Southern Downs Regional Council may need to re-introduce the hire charge when the new arrangements are finalised to build and sustain a cost neutral position long term.

Alternatively the sale and disposal of the current 4 units may realise for Council a sum of between 7k and 9k per unit with a total of some 28K to 36K on the asset liquidation.

It is important to note the ageing Quik spray units are not included in the depreciation schedule and hence have no funding for their replacement. The renewal of the 4 Quik spray units may see the expenditure of some 30k per unit or a total of 120K. This would require a significant budget amendment.

Human Resources

As described earlier there is sufficient human resources to redistribute the responsibility for managing and undertaking a number of the actions to sustain the Quik Spray hire service with in the region. It is not anticipated the expansion need for any more additional human resources, however the alignment of underutilised skills within the current team will advance the sustainability of the service and reduce impacts on other parts of Councils plant and fleet maintenance operations. This will improve equipment utilisation by reducing waiting times for minor repairs, improve collaboration efficiency and empower improved customer availability outcomes.

If the units are sold there would be no need for the reallocation of additional human resources to manage the service provision.

Alternatively if the units were managed by another entity the requirement would fall to the new custodian.

Procurement

The securing of the additional plant items being the trailer units is proposed to be undertaken through the Southern Downs Regional Council plant fund purchasing process, subject to a clear budget allocation being made to fund the action, enabling access to the formal structures of plant procurement and asset management funding. The additional funding required would be in the order of 36K per unit to be procured.

Procurement of the hire service should be adapted to allow for payment via EFTPOS at time of pickup or a credit card authorization, so that if the unit is not returned or brought back on time Council can recoup costs without having to chase the customer up. The elimination of debtors invoicing and it processing would be highly beneficial to all involved and stream line the process considerably.

RISK AND OPPORTUNITY

Risk Implications

Risk – The possibility of complaints from the public. Ongoing WH&S and COR issues for Council staff if the current dry hire arrangement continues.

Opportunity – To remove or mitigate a WH&S hazard from Council.

The following key risks have been identified:

- Unit lifting and tie down with current methods being used - WH&S + COR
- Units being returned not clean and triple rinsed – Chemical WH&S
- Repair time for small maintenance items impacting the workshop – Resource constraints

By having the Quik spray units being attached to trailers, this removes the risk and time of loading the units on and off of utes etc.

It will be just a matter of the vehicle having a tow bar and the vehicle being appropriately rated to tow the trailer.

The concerns about contents being left in the Quik sprays comes back to the unit not being properly inspected upon its return and this must be done with some diligence.

With the potential transfer of responsibility to the Local Laws team, they are very familiar with the operation of the Quik spray units as they utilise them in their day to day work.

Minor repairs to the units can be completed by the Local Laws Officers as they currently undertake repairs to the units that they currently have, therefore the units should not be sitting at the workshop awaiting repairs as often as what they are now.

COMMUNITY ENGAGEMENT

Consultation Program/ Stakeholder engagement

The development of this briefing paper was undertaken in consultation with the following team members who have a good understanding of the Quik spray Units deployment, servicing and management.

Chris Collingwood	- Manager Parks and Operations, Infrastructure Services
Daryl Books	- Manager Environmental Services, Planning and Environmental Services
Ray Lambert	- Local Laws Coordinator, Planning and Environmental Services
Patrick Doyle	- Work Health and Safety Coordinator, Infrastructure Services
Brett Donovan	- Fleet and Workshop Coordinator, Infrastructure Services
Leigh Shapland	- Senior Administration Officer, Infrastructure Services
Gurbinder Singh	- Manager Finance, Finance, Assets and Special Projects

External consultation has involved the three Landcare groups, Allora, Condamine Headwater and Granite Belt Landcare plus the Traprock Wool Group who were approached over a period of time. More specifically the Condamine Headwater Landcare group expressed the most interest initially however are unable to continue to participate in the management of the assets.

Staff have acted upon the suggested direction of endeavoring to have local Landcare groups take responsibility for the weed spray units without success. The WH&S issues remain and have continued whilst a solution has been pursued.

Communication

A detailed communication plan will be required for any change to be well implemented. This will involve all the key and lead stakeholders. The design of the communication plan will be undertaken upon the strategic direction being given by Southern Downs Regional Council to this briefing paper.

The communication plan will focus on the key changes and enabling the stakeholders the ability to understand the steps to be implemented and the times for the changes to be actioned and or responded to.

LEGAL / POLICY

Policy Considerations

At the time of paper preparation there is no formal specific policy administering or considering any risk management for this work task being performed. The management of safety and risk are being undertaken under broad generic policy arrangements.

More specific customer engagement and risk mitigation actions will be required in the policy area if Southern Downs Regional Council is to proceed and continue to offer this service to the community.

Legal Policy / Legislation / Local Law

The administration of the dry hire program for the Quik spray units has not been managed under any specific singular policy legislation or local law. The operation of the service has the responsibility to adhere to a number of legislative frame works to minimise risk to Southern Downs Regional Council and the community. The pieces of policy and legislation include;

- Workplace Health and Safety Act 2011;
- Manual handling requirements;
- Environmental and pollution control requirements relating to registered chemicals use and cleaning requirements;
- Safe operator use requirements of the equipment manufacturer;
- Chain of responsibility legislation;
- Council site safety and entry requirements.

The appropriate induction of equipment user and familiarity with chemical use and cleaning requirements will be addressed with a new and revised induction process.

The review of the current hire agreement is necessary to ensure all process are compliant with good risk management processes and clearly articulate the responsibility of the hirer to return the hired equipment in a clean condition.

If the hire service was to be transferred to a third party the transfer of the corporate knowledge of the hire agreement arrangement would need to be undertaken.

Corporate Plan

Theme: Performance
Focus Area: Organisational Excellence
Deliverable: 42. Allocate resources to core business over non-core business.

43. Provide and maintain a safe and healthy work environment for employees, contractors, volunteers and visitors to the workplace so far as it is reasonably practicable.

Policy Strategy

Since the implementation of this service many years ago there has not been a succinct policy statement of objective established. Whilst it is widely understood the service objective to be the support of smaller rural land holders in effective and efficient pest management this has not been enacted and or endorsed by Council resolution.

Timeline for Delivery

The briefing paper is the first step in confirming a specific direction for Southern Downs Regional Council for the project. The future implementation of the final recommendation chosen will depend upon the option chosen. It is anticipated Southern Downs Regional Council would be making a decision on this service prior to the peak weed season of summer 2022.

Efficiency / Lean Principles

In further considering the development of options for new solutions one should not lose sight of the elements of Lean processes and looking to improve outcomes using these techniques.

The consideration of lean principles being implemented in any solution offered will assist Southern Downs Regional Council in better meeting stakeholder and customer needs whilst improving the service integration.



Looking at the 8 wastes we can see that any solution offered must address the components as this is the key to improving efficiency and customer outcomes.

The report above has addressed the aspect of defects by looking to streamline the minor maintenance to a team who has the requisite skills and is highly familiar with the use of the equipment, which in effect reduces the waiting time for repairs to be undertaken. The risks

associated with transportation of the good have been improved by placing the units onto trailer reducing lifting risks but also improves the efficiency for the customer who collects the equipment. This has also significantly reduced the motion in the service delivery by keeping the units on a mobile platform which has reduced the rework of excess motion putting the item on and off transport and all the associated tie down.

The consolidation of the unit numbers will also provide for a reduction in the overproduction area by reducing the storage needs for the units and freeing up space in work areas. This will also have a positive effect on inventory held as well.

The empowerment of skilled staff to undertake the customer interactions and minor maintenance allows for the engagement of underutilised talent which will have a significant impact on outcome quality of the service.

There will be considerably less risk of the wrong chemicals being used to control the specific pests as the interacting officers are those with the expertise to assist the hiring user to achieve the best outcomes.

With the option recommended the additional processing by the customer has been reduced including the tie down of the units to meet chain of responsibility requirements. The ongoing review of operations using the LEAN model will assist the service with future adaption to continue to improve the customer outcomes and project delivery objectives.

Hire Program

The implementation of a number of minor improvements to stream line handling of the customer interactions to reduce rework may be to introduce a common day for hire out and or return. For example the weekend hire may commence on Friday and have a return day of the Tuesday the following week. This would avoid complications with staff RDO's and set some consistent parameters of day and time for the service. Also the weekly hire could be from Friday to Friday, to enable customer interactions to be maintained on two days per week, not unscheduled and random as at present.

The further development of the on line booking interface should also be considered and focused on using a clear automated customer activated process moving forward. This will enable key staff time to be liberated to support improved efficiency and enable customers to book all hours of the day and not be constrained by normal day time business hours. This type of system would also allow for units to be booked out for the required periodic maintenance.

Use analysis

The use of the units is highly seasonally dependent.

Advice from the Senior Administration officer at Works and services advises the following:-

There are so many variable in this, some only want them for a weekend and some want them for a week and some for two weeks.

In the busiest times (Sept through to April) in dry times you could have assume that that there would be at least 3 Twin reel units hired out 90 to 100% of the time and 1 Single reel unit 90 to 100% of the time.

The other Twin reel unit and the other Single reel about 50%. There are seasons that everyone wants a Twin reel so you could have the 4 Twin reels hired out full time with a few days in between for maintenance or repairs between hiring.

The two single reels are then only hired sporadically.

No seasons are the same as it depends, if people have help they will want the Twin reels. If they are on their own they want the single reels.

The single reels are of no interest to people if they have assistance but, if people are on their own they can still use the Twin reel units.

Often the units are out then it rains and they are brought back so that month there is nothing then there is double to get through for the next few months and you could easily hire out 8 units if we had them.

It is very hard to predict the usage. When stocking these units as they are now I would have One Single reel unit in Stanthorpe, One in Warwick and the other 4 twin reel units based in Warwick as well.


If there is a booking in Stanthorpe it is easy to have the unit taken back from Warwick as most of the usage for the twin reels is in the Warwick Area.

In effect the current availability of equipment in the right conditions would see high levels above 90% utilisation occurring.

Innovation

The ability to consider innovation could embrace a complete change in direction to support. The individual land care groups to have access to new spray equipment on a smaller scale to avoid the large plant impacts currently being considered & managed.

As an example the below equipment is less than 20kg dry and could be purchased with the sale of the heavier industrial scale equipment which is coming towards its end of life.



100L Smoothflo SpotPak Sprayer Silvan Selecta

~~\$779.00~~ **\$743.95**

Ideal for weed control, spot & fenceline spraying applications, the Smoothflo series deliver constant flow, no pulsation and the highest pressure for distance spraying. Suitable for use on quad bikes, side by sides, trays & trailers, with UV stabilised Polytuff tanks to ensure long life.

Key Features;

- Pump is recessed within tank for protection
- Spotjet spray gun with 600mm stainless steel lance & adjustable nozzle with tank clips for neat and easy spray gun storage
- 6 metres of 8mm delivery hose
- Drain plug 3/4" for easy clean and empty
- Non-spill lid, in-built carry handles
- 3 metre battery cable with alligator clips
- Ideal for use with up to 30m 10mm hose

Specifications;

- Pump Size (L/MIN): 7
- Max Pressure: 8 Bar/120psi max pressure
- Product Weight (KG): 10
- Height / Width / Length (MM): 395 / 475 / 800

This could see a larger number of pieces of equipment provide for smaller land holders, across all regional groups for smaller land holders to access. For example the sale of several Quik spray units could fund a number (8) of the above units making available several units to each of the 3 land care groups.

This innovation could see smaller land holders better engaged in pest management as there would be a higher number of resources available per day in peak control windows. This is expanding the

lean thinking into a new focus of specific outcomes desired. Rather than maintaining a traditional equipment focus.

With the unit costs lower the higher fees again can be much more moderate with the following economic analysis.

Purchase cost 800.00 per unit.

Hire cost 100.00 per week or \$14.28 per day or if divided by 8 Hrs. in a day \$1.79 per hour. This is exceptional value as less the \$2.00 per hour is gold coin territory.

This type of revenue stream could easily accommodate repairs and maintenance of units ensuring the sustainable delivery of the equipment hire over the long term. Further the costs could be halved to \$50.00 a week to extend the payback period on the investment. This equates to \$0.89, or 89 cents per hour.

If this cost scenario is undesirable little remains possible if the provision of the service is to remain viable over the longer term, without significant subsidised input.

Options

The consideration of options for this particular service delivery can be by one of the following or a mixed hybrid of components.

1. Cease providing the service due to the identified risks and exposure to Southern Downs Regional Council and sell the 4 Quik spray units; (not preferred)
2. Continue providing the service and accept the inherent risks involved and identified as a business as usual approach; (not preferred)
3. Adapt the current service delivery model and implement pricing and risk management strategies to sustain the service well into the future. (preferred strategy)
 - a. Adapt the service by retaining all of the Quik spray units and investing trailers to have them deployed for use;
 - b. Adapt the service by disposing of 3 Quik Spray units and reinvesting the funds into a number of less bulky 12V spray units which can be directly managed by the local land care groups.
 - i. Retain 1 unit as back up to the current Local Laws team equipment and use as spare parts for emergencies.
 - c. Adapt the current service by disposing of 3 Quik spray units and reinvesting the funds into a number of less bulky 12V spray units which can be directly managed by the local land care groups.
 - i. Retain 1 unit as back up to the current Local Laws team equipment and use as spare parts for emergencies.
 - ii. Have customers engage private or Council services as contractors in completing tasks that require the use of the larger spray unit beyond the new unit's capacity.

It is recommended that option 3c be the key focus moving forward as it more aligns with the corporate strategic goals and customer needs and empowers working partnerships with key stakeholders.

Conclusion/Summary

In conclusion the suitability of the current hire arrangements needs to be adapted on a number of concerns including safety, manual handling, chemical exposure, repairs and maintenance,

customer accessibility, hire costs for sustainability and the need for end of life consideration of the equipment.

A number of options have been considered to adapt the service and the chosen recommendation support improvements moving forward empowering our key stake holders to make positive change.

ATTACHMENTS

Nil

Item 13.4 Quik Spray Units
Attachment 2: Plant Cost Evaluation - Spray Equipment December 2022

Plant Cost Evaluation

Vehicle /Plant Description: QuikSpray Unit Replacement

NB: Add data to yellow cells; grey cells are formulas

	Equipment Options						Comments
	A	B	C	D	F	F	
Dealer	Quick Spray	Quick Spray	TTI	Silvan	Trailer	Quick Spray	
Model	New Dual Reel Unit	Retained 2nd hand Unit	200L TTI Spot Pro Spray Unit	100L Smoothflo Spot Pack Sprayer Silvan Selecta	New Trailer	New Dual Reel Contractor comparison costs	
ANCAP Rating	N/A	N/A	N/A	N/A	N/A	N/A	Safety Rating
CAPITAL COST							
Purchase price (excl GST)	\$25,000	\$9,000	\$3,400	\$800	\$8,650	\$25,000	Price of new vehicle less GST
Life of plant item in years	5	5	5	5	10	5	Expected service life before disposal
Residual value	\$9,000	\$4,000	\$2,000	\$100	\$1,000	\$9,000	Expected resale value upon disposal
Annual utilisation (Hrs) or (kms)	1,560	1,560	1,560	1,560	1,560	1,560	30hrs / week x 52
Fuel consumption	5.00	5.00	5.00			5.00	Lts/Hr or 100 km
Price of fuel	\$1.95	\$1.95	\$1.95	\$1.95		\$1.95	Unleaded per litre
Interest rate	3.60%	3.6%	3.6%	3.6%	3.6%	3.6%	
ANNUAL OPERATING COSTS							
	Honda Motor	Honda Motor	Honda Motor	12V Elect pump		Honda Motor	
Fuel	\$ 254	\$ 254	\$ 254	\$ -	\$ -	\$ 254	Calculated annual cost Kms/100 Hrs/60
Repairs and maintenance	\$ 700	\$ 1,500	\$ 700	\$ 350	\$ 500	\$ 900	Average annual cost
Risk Allowance (30% of R&M)	\$ 210	\$ 450	\$ 210	\$ 105	\$ 150	\$ 270	
Tyres	N/A	N/A	N/A	N/A	\$ 100	N/A	Average annual cost
Consumables	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	Average annual cost
Vehicle registration	N/A	N/A	N/A	N/A	\$ 100	N/A	Annual Cost
Insurance	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	Annual Cost Apportionment
Administrative costs	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 3,000	40 / 50 hrs per annum @ 1.00/min
Annual depreciation	\$ 3,200	\$ 1,000	\$ 280	\$ 140	\$ 765	\$ 3,200	Calculated
Opportunity cost of capital	\$ 900	\$ 324	\$ 122	\$ 29	\$ 311	\$ 900	Calculated
Total annual operating cost	\$ 8,214	\$ 6,478	\$ 4,516	\$ 3,574	\$ 4,876	\$ 9,074	
Charge Rate	\$ 5.27	\$ 4.15	\$ 2.89	\$ 2.29	\$ 3.13	\$ 5.82	per km/Hr
LESS TRADE IN	\$ 9,000.00	\$ 4,500.00	\$ 2,000.00	\$ 150.00	\$ 1,000.00	\$ 9,000.00	For plant hire rate purposes
CHANGE OVER	\$16,000	\$4,500	\$1,400	\$650	\$7,650	\$16,000	

C:\Users\jwatt\AppData\Local\Microsoft\Windows\NetCache\Content.Outlook\2JX01B9X\Copy of Plant Cost Evaluation - Spray Equipment December 2022.xlsx

From: officechlg@gmail.com
To: [Scott Riley](#)
Cc: [Andrew O'Dea](#)
Subject: RE: Quick spray units and customer expectations
Date: Monday, 5 December 2022 4:17:12 PM

Hello Scott,

Thanks for your email.

As we've discussed before, yes, CHLG does value the council taking on the role of dry hire for the quick spray units and other weed control equipment. No, we don't have the capacity to take on offering a similar service; we are a NFP community group with one part-time employee and several volunteers. We do not have any facilities to handle large equipment or public hire. We may be in a position to loan equipment amongst members only.

I've copied Andrew O'Dea in to this email and he may be offer further opinion as a local landholder and Landcare member.

Thank you for consulting with us.

Kind regards, Tanya

Tanya Jobling

Coordinator
Condamine Headwaters Landcare Group
200 Dragon St / PO Box 14 Warwick 4370
Ph 07 4661 9909 / 0457 647 378

From: Scott Riley <Scott.Riley@sdrc.qld.gov.au>
Sent: Monday, 28 November 2022 5:30 PM
To: Condamine Headwaters Landcare <officechlg@gmail.com>; admin@gbic.org.au; alloralandcare@gmail.com; traprockgroup@gmail.com
Cc: Jenny Watt <Jenny.Watt@sdrc.qld.gov.au>
Subject: Quick spray units and customer expectations
Importance: High

Dear valued Community Partners and Stakeholders

As some would be aware Southern Downs Regional Council is seeking to make some changes to the implementation and administration of the currently dry hired quick spray units to reduce some work place risks.

In order to finalise a report to Council I seek your input into the stake holders and customer perspective through providing some feedback to the following questions

- Does your group value the current service provision?
- What parts of the service do you feel add the most value?
- Is there any aspects of the current service you feel could be improved to improve the

value proposition?

- If Council was not able to continue the service do you have the capacity to administer the service or adapt to a modified service?

I thank you for your time to respond and look forward to your advice by COB 5.00pm Tuesday the 6th of December 2022.

If there are any queries please do not hesitate to call me to discuss your concerns.

Regards

Scott Riley

DIRECTOR PLANNING AND ENVIRONMENTAL SERVICES

Southern Downs Regional Council

t 1300 MY SDRC (1300 697 372)

m 0456 360 032

scott.riley@sdroc.qld.gov.au

www.sdroc.qld.gov.au



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From: [Traprock Group](#)
To: [Scott Riley](#)
Subject: Re: Quik spray units and customer expectations
Date: Tuesday, 6 December 2022 8:10:27 PM
Attachments: [Quik spray units Traprock Group 6Dec 22.pdf](#)

Dear Scott,

Further to your telephone conversation with Peter Reimers, our President, please find attached a letter outlining the Traprock Group's input about the Council's quick spray units service.

Kind regards

On Mon, 28 Nov 2022 at 17:29, Scott Riley <Scott.Riley@sdrc.qld.gov.au> wrote:

Dear valued Community Partners and Stakeholders

As some would be aware Southern Downs Regional Council is seeking to make some changes to the implementation and administration of the currently dry hired quick spray units to reduce some work place risks.

In order to finalise a report to Council I seek your input into the stake holders and customer perspective through providing some feedback to the following questions

- Does your group value the current service provision?
- What parts of the service do you feel add the most value?
- Is there any aspects of the current service you feel could be improved to improve the value proposition?
- If Council was not able to continue the service do you have the capacity to administer the service or adapt to a modified service?

I thank you for your time to respond and look forward to your advice by COB 5.00pm Tuesday the 6th of December 2022.

If there are any queries please do not hesitate to call me to discuss your concerns.

Regards

Scott Riley
DIRECTOR PLANNING AND ENVIRONMENTAL SERVICES
Southern Downs Regional Council
t 1300 MY SDRC (1300 697 372)

m 0456 360 032
scott.riley@sdrcl.qld.gov.au
www.sdrcl.qld.gov.au

http://img.sdrcl.qld.gov.au/sdrcl_signature_2021.png



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--
Valerie Insall
Secretary
Traprock Group

<http://www.traprockgroup.com.au>

Mobile: 0410248117



6th December, 2022

Dear Scott,

The Traprock Group values the service the council provides for the quick sprays, and we would prefer the council to keep control and provide the service they are currently doing. This is used by our members a lot of the time.

If the service was not to continue, we would consider as a group being able to provide the service to the members as we think that it is very important.


The current system the council has got would be our preferred position as it provides service to a wider community.

Sincerely,

Peter Reimers
President
Phone: 0427 156 121
Email: traprockgroup@gmail.com

13.5 Amendment to Council's Schedule of Fees & Charges

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Director Planning and Environmental Services	ECM Function No/s:

Recommendation

THAT Council adopt the proposed Fees and Charges nominated in this report for the remainder of 2022-2023 financial year.

REPORT

Background

In accordance with Council's Economic Development Strategy 2022-2026 and associated Action Plan, a Connection Plus – Business Hub has been established as a new entity with co-working spaces, hot desks and room facilities for workshops and seminars. The facility is co-located with Southern Downs Industry Education Association (SDIEA) in Palmerin Street, Warwick.

The Fees and Charges are required to allow the facility to commence operations and to ensure transparency in services provided to the community.

Report

Connection Plus will introduce a number of spaces for rent which are required to be accounted for in the Fees and Charges Schedule to ensure efficient and transparent business operations. All fees are to be paid in advance.

Proposed New Fee	Proposed New Fee 2022-/2023 incl. GST
Co-Working Space – 1 month	\$345.00 per week
Co-Working Space – 3 months	\$325.00 per week
Co-Working Space – 6+ month	\$300.00 per week
Hot Desk – up to 2 hours	\$50.00
Hot Desk – ½ day rate	\$70.00
Conference Room – ½ day rate	\$120.00
Conference Room – full day	\$220.00

FINANCIAL IMPLICATIONS

Fees & Charges will align business practices with corporate requirements.

COMMUNITY ENGAGEMENT

Internal Consultation

- Economic Development Officer
- Director Planning and Environmental Services
- Manager Finance

LEGAL / POLICY

Legislation / Local Law

- Local Government Act 2009
- Local Government Regulation 2012

Corporate Plan

Economic Development Strategy 2022-2026

- Action P.5.1 Regional Cohesion and Collaboration: Partner with training and education providers and other stakeholders to establish and innovation incubator and professional's hub including advocating for establishment of a Country University in the region.

Policy / Strategy


Economic Development Strategy 2022-2026

ATTACHMENTS

Nil

13.6 Food Businesses - Amendment to Fees & Charges

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Regulatory Services Coordinator	ECM Function No/s:

Recommendation

THAT:

1. Council adopt the proposed revised risk categories for existing food businesses in accordance with the amended food standards code; and
2. The revised categories are adopted and implemented in Council's licensing database before the issuing of the annual renewal notice; and
3. The food business fees associated with these revised categories be staged to minimise any immediate impact on existing food businesses that are re-classified as a consequence of these amendments; and
4. The annual renewal notices are issued in compliance with Council's legal obligation under the *Food Act 2006*, and the *Public Health (Infection Control for Personal Appearance Services) Act 2003*; and
5. The annual temporary food stall licences expire on 30 June each year in line with all other food businesses; and
6. Council apply pro rata annual fees to all new and transfer applications for existing premises (no plan assessment); and, the annual renewal component of new applications that require a plan assessment across all application types currently regulated by Council.

REPORT

Background

On 14 September 2022, the Food Standards Australia & New Zealand Board approved a new food standard applying new regulatory measures to food service and retail businesses that handle potentially hazardous food.

The standard was gazette on 8 December 2022 and is now part of the Australia New Zealand Food Standards Code and Australian food law. There is a 12 month period for implementation.

The *Food Act 2006* requires compliance with the food standards code (s39).

1. To accommodate the above changes there will need to be some supplementary changes to Council's licensing database to accommodate the revised risk classification of our food business activities; and to ensure that the annual renewals can be issued in a timely and efficient manner.
2. Council has until the 8 December 2023 to implement these new regulatory measures, so it is recommended that a staged approach be adopted in relation to any change to the fees and charges for existing food businesses.

3. Council “*must give the licensee notice of its imminent expiry at least 60 days before the expiry*” (Food Act 2006 s 71)

The *Public Health (Infection Control for Personal Appearance Services) Act 2003* (ICPAS) has been amended to align the annual renewal and restoration processes with the provisions of the *Food Act 2006* as indicated in 2 above.

This amendment came into effect on 15 September 2022

It is proposed that the annual temporary food stall applications expire on 30 June each year in line with all other existing food business activities (fixed, mobile, temporary).

Currently these approvals are issued on the anniversary date of the approval.

Council adopted pro rata fees for food businesses in the 2022-2023 budget deliberations.

To correct an inequity in this resolution it is proposed that the pro rata fees be applied to all new and transfer applications (no plans required) and the annual renewal component of a new application (plan assessment required).

Report

Council's current fee and charges schedule for food premises is based on the number of employees and/or the number of customer service and food preparation areas provided. +

Each food business is classified as a low risk; or a high risk 1 or high risk 2 on this basis.

This classification system has little to no consideration of food safety and the safe handling and service of food.

The new food standard has identified three (3) food business categories based on the level and/or the food handling or food service activities undertaken by the food business in relation to potentially hazardous food.

- a) Category 1 (High Risk) is based on food business activities regardless of the size (number of food handlers), location or business model (mobile, fixed, temporary, permanent).

The food business must both process and serve food to the consumer in a form that is ready to eat. Food can be consumed where it was served (restaurant) or taken away or delivered to eat elsewhere.

Food service means a food business which processes and serves ready to eat food direct to a consumer, whether consumed at the food premises or elsewhere

Serve means the act of setting out or presenting food to or for a person to eat that food

Serve means providing food to a consumer to eat immediately (even if they choose to eat it later); and the served food may be presented in packaging / wrapping (e.g. takeaway or home-delivered product)

This category applies to, but not necessarily limited to, restaurants, takeaway outlets, caterers, bakeries, hospitals, aged and child care facilities that both process and serve potentially hazardous foods.

- b) **Category 2** (Medium Risk) means a business that conducts retail sale of potentially hazardous, ready-to-eat food, where the food was handled unpackaged by the business, but not made or processed onsite (other than the excluded activities of slicing, weighing, repacking, reheating or hot-holding)

Considered to be a lower risk than Category 1 businesses as there is less handling of the food product (in undertaking those excluded activities above). However, as the food is not processed in

way that will reduce pathogens (e.g. cooked) before sale to the consumer it is still a relatively high risk activity.

This category applies to, but not necessarily limited to, supermarket delis, service stations, market stalls, and convenience stores.

- c) **Category 3** (Low Risk) businesses serve packaged high-risk potentially hazardous food as ready to eat for retail.

The food is packaged prior to receipt by the food business and is sold to the consumer in its original packaging.

This category may apply to food retailers, service stations (e.g. packaged meat pie)

The additional food safety obligations to be applied to each category are:

- 1 All food handlers undertaking **prescribed activities** must have completed a food safety training course or have appropriate skills and knowledge;
- 2 A food safety supervisor must be appointed and be reasonably available; and
- 3 Records or other evidence to substantiate that specific activities are being properly managed

A **prescribed activity** is the handling by the food business of any unpackaged potentially hazardous food

Category 1 businesses must comply with 1, 2 & 3; Category 2 premises must comply with 1 and 2; and Category 3 premises do not have any additional regulatory measures applied.

Note: A fourth (4th) category is proposed to accommodate food businesses that prepare and handle non-potentially hazardous food product (cakes, slices, jams, chutneys). This category could include home-based businesses, farm stay and B&B (no food handling or preparation); and water carriers.

Council's TechOne licensing database will need to be updated from the existing risk classification system (High Risk 1; High Risk 2; and Low Risk) to the new Category 1 (High Risk); Category 2 (Medium Risk); Category 3 (Low Risk) and Category 4 (Home Based).

Whilst it is not proposed to implement a change in fees (see dot point 3) associated with the amended risk classification of our food businesses, the licensing database will need to be updated to reflect the different categories of food businesses that will result from adoption of these new classifications and associated fees.

In addition the supporting template documents (e.g. renewal notices; licence approvals) will need to be amended to reflect any new conditions of approval that may apply.

These changes and the associated fees will all need to be adopted and implemented to allow Council to issue the renewal notices in accord with its legal obligations.

It is proposed that the higher fees that may apply to existing food businesses as a consequence of these legislative changes be implemented in a staged process.

The renewal fee for all existing food and personal appearance service businesses will be determined by Council as per normal considerations, and any additional charges as a consequence of a revised food business classification, being fully implemented during the next (2023-2024) financial year.

Council's Environmental Health Officers will work with existing food business operators to advise them of the proposed changes and provide information and assistance to adopt these new food safety standards and implement these changes as required prior to the required compliance date.

Operators will be advised of any expected annual fee increases during this period.

All new applications that require a plan assessment will be processed based on the risk category as determined by the information provided by the applicant in accord with these new legislative provisions.

Council must give the licensee notice of the imminent expiry of their licence for both food and personal appearance service businesses.

To meet this legal obligation Council's renewal notices must be issued no later than 1 May each year (i.e. 60 days prior to 30 June).

To achieve this Council must resolve to adopt the annual renewal fee in sufficient time for the administrative processes to be completed to enable these renewal notices to be issued in compliance with this timeframe

Currently Council's annual temporary food stall applications expire on the anniversary date of the approval.

Depending on the nature of the food being prepared and handled in an annual temporary food stall application it may also need to comply with the new regulatory measures adopted by the food safety standards.

To ensure consistency in application and administration it is recommended that the licensing period for these food business activities expire at the same time as all other food businesses (fixed, mobile and temporary)

Council resolved at the meeting dated 11 May.2022 to implement pro rata fees for food business licence fees.

To ensure equity and fairness it is proposed that pro rata fees be applied to the annual renewal fees for all new and transfer applications (existing premises / approvals - no plan assessment), and, to the annual renewal component of a new application (plan assessment required).

The design (plan assessment) approval fee is **not** subject to pro rata consideration.

It is proposed that the design approval fee be charged separately to the annual renewal fee to accommodate the adoption of these pro rata fees for all applicable applications.

FINANCIAL IMPLICATIONS

Nil for existing food businesses for the 2023-2024 financial year – CPI increase (as determined by Council) only.

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Environmental Health Officers

External Consultation

Nil – Legislative Requirement

LEGAL / POLICY

Legislation / Local Law

Food Act 2006

Public Health (Infection Control for Personal Appearance Services) Act 2003

Food Safety Standards 3.2.2 Food Safety Practices and General Requirements

Corporate Plan

Theme: Performance

Focus Area: Organisational Excellence

Policy / Strategy

Nil

ATTACHMENTS

1. Food businesses - Fee Amendment [↓](#)

Item 13.6 Food Businesses - Amendment to Fees & Charges
Attachment 1: Food businesses - Fee Amendment

New application / Alteration to existing

		Current (2022 2023)	Annual Fee
Category 1 (high risk 2)	up to 250 sqm metres	862	484
Category 2 (high risk 1)	up to 250 sqm metres	712	391
Category 3 (low risk)	up to 250 sqm metres	575	270
Category 4 (low risk 2)	up to 250 sqm metres	575	270

Renewal / Annual Fee

Category 1 (high risk 2)	up to 250 sqm metres	484	484
Category 2 (high risk 1)	up to 250 sqm metres	391	391
Category 3 (low risk)	up to 250 sqm metres	270	270
Category 4 (home-based d)	up to 250 sqm metres	575	270

Design approval (Plan assessment)	Applies to all plan approvals. First 2.5 hours then additional hourly fee	In addition to the annual fee for the relevant food business activity	426
--	---	---	-----

PH (Personal Appearance)

Application	649	329
Renewal	329	

Design approval (Plan assessment)	Applies to all plan approvals. First 2.5 hours then additional hourly fee	In addition to the annual fee for the relevant food business activity	426
--	---	---	-----

and transfer applications for existing premises / approvals

1 July - 30 Sept	100%
1 Oct - 31 Dec	75%
1 Jan - 31 Mar	50%
1 Apr - 30 June	25%

**Total new application fee
(annual fee + design approval -
no CPI)**

910
817
696
696


Food businesses that both process and serve ready to eat potentially hazardous food	E.g. Restaurant, takeaway, mobile food vehicle, temporary food stall
Sale of unpackaged ready to eat potentially hazardous food that was not made or processed on site	Deli, service station, market stalls, convenience stores
Serve packaged high risk ready to eat potentially hazardous food for retail	Food retailers, service stations
Non-potentially hazardous, low risk food product - cakes, jams, snack food, jams, chutneys	B&B & Farmstay (no food handling or preparation); home-based business; market stall; water carrier, coffee van (packaged snack food only)

All new (or existing) applications that require plan assessment - non-refundable if application is withdrawn, cancelled or suspended. Annual fee, if paid at the time of application, may be refunded (pro rata) if any of the above apply	Water carrier, mobile food vehicle; fixed or permanent food
--	---

All new (or existing) applications that require plan assessment - non-refundable if application is withdrawn, cancelled or suspended. Annual fee, if paid at the time of application, may be refunded (pro rata) if any of the above apply	PAS premises;
--	---------------

13.7 Request for Funding - Precious Paws

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Director Planning and Environmental Services	ECM Function No/s:

Recommendation

THAT Council consider the provision of some annual funding support to Precious Paws Animal Rescue, and Animal Rescue & Kare to ensure their ongoing engagement in the rehoming of cats and dogs in the region for the 2023 / 2024 budget.

REPORT

Background

Southern Downs Regional Council have received a request from the animal welfare group, Precious Paws Animal Rescue (PPAR) that assist in rehoming our unwanted dogs from SDRC Pound facilities. They are seeking support from Council by way of funding for both themselves and Animal Rescue & Kare (ARK) who also rehome cats and some dogs.

Report

Precious Paws have been supporting the Southern Downs Regional Council pound since 2016 and with their assistance we have been able to get our euthanasia rate down to almost zero. The only dogs that are now euthanised are those that have been involved in a dog attack or are unsuitable for rehoming. ARK have also been supporting Council by rehoming cats and if needed, some dogs.

For the 12 month period (November 2021 to November 2023) PPAR has rehomed 103 dogs. During that time, Council only euthanized 9 dogs, all of which were involved in a dog attack of some sort and were surrendered to council by the owner.

The current rate for Council to euthanize dogs is \$67.00 for small dogs and \$87.00 for large. Working on an average of \$75.00, it would be around \$7700 to have 103 dogs euthanised.

Over the same 12 month period, ARK have rehomed 304 cats. Again, if Council were to euthanise these animals at the Council rate of \$30.00, this would amount to \$9120.00. In addition to this, Council have euthanised a further 215 feral cats at a cost of \$6500.

Currently the dogs that are not able to be rehomed from the pound or are not reclaimed by their owner are gifted to PPAR with arrangements made for collection by them (PPAR are based in Brisbane). Precious Paws then desex, microchip and vaccinate every animal that is rehomed by them at their own cost.

Cats that are not deemed feral and are not able to be rehomed or returned to their owner are gifted to ARK and are collected by them from the pound, both Warwick and Stanthorpe. Animal Rescue & Kare will also desex, microchip and vaccinate.

Conclusion/Summary

Precious Paws and Animal Rescue & Kare have provided a valuable service to Southern Downs Regional Council and the community. They have been providing this service to Council, without funding from SDRC, since August 2016.

FINANCIAL IMPLICATIONS

Additional cost of around \$18,000 per annum to Council by way of euthanasia fees if animal welfare groups stop taking the animals to rehome.

If Council supports the groups with some of the cost of euthanasia fees, a reduction in this saving is incurred by Council. Any level of support will be most welcome in assisting sustaining the current service.

RISK AND OPPORTUNITY

Risk

That the service provided by these animal welfare groups will cease without funding. Therefore ultimately increasing Council's costs with little opportunity to sustain services as is.

Opportunity

Providing some support will provide for some alternative pathways for managing the rehoming of local companion animals in lieu of destruction.

COMMUNITY ENGAGEMENT

Internal Consultation

Director Planning and Environmental services.

Local Laws Coordinator and Local Laws officers.

External Consultation

Precious Paws and Animal Rescue & Kare.

LEGAL / POLICY

Legislation / Local Law

Southern Downs Regional Council Local Laws.

Corporate Plan

This issue has not been identified in any earlier consideration of the corporate plan.

Policy / Strategy

No consideration of the complete withdrawal of service has been reflected in policy or strategy.

ATTACHMENTS

1. Email Request - Support for Rescue - Precious Paws Animal Rescue [↓](#)

From: Kerrie Williams [<mailto:fostering@ppar.com.au>]
Sent: Tuesday, 18 October 2022 3:56 PM
To: Ray Lambert Ray.Lambert@sdrc.qld.gov.au>
Subject: Fwd: Support for Rescue Attention Mr Dave Burgess and Mr Ray Lambert

Sent from my iPhone

Begin forwarded message:

From: Kerrie Williams fostering@ppar.com.au>
Date: 11 October 2022 at 6:31:55 pm AEST
To: mail@ssrc.qld.gov.au
Cc: Susie Morton admin@ppar.com.au>, Tracie Kachel Transport@ppar.com.au>
Subject: Support for Rescue Attention Mr Dave Burgess and Mr Ray Lambert

Good afternoon Dave

May I take this opportunity to introduce my rescue ,Precious Paws Animal rescue. We are 100% volunteer run and receive no funding other than our adoption fees and fundraising .

You are likely aware PPAR have been supporting Southern Downs pound since our inception in 2016 and previously, through ARQ , and I am proud to say our involvement has ensured your pounds have an enviable reputation as a no kill pound for all re homeable dogs . Each week we make the long trek from Brisbane to Warwick to clear the pound dogs and it's work we are immensely proud of .

I now write to seek your support for Precious Paws to enable us to continue to operate and maintain our 100% support your region pounds.

As I am sure you already know, the number of dogs being surrendered, impounded and saved from unsafe community homes has risen substantially. The demands on rescue has increased exponentially at a time when volunteer numbers have plummeted and medical costs soared due to difficulty in finding vets to take on rescue groups at a charity (discounted rate).

Our rescue is only one of many facing this crisis at a time when some smaller rescue groups are closing permanently.

As I advised , PPAR and previously ARQ ,where I was rescue coordinator, have always supported Southern Downs pounds 100% and currently, these pounds are the only ones we are supporting. We simply do not have resources or funds to help others as we traditionally have. This is heartbreaking and dogs are dying in numbers I haven't seen before .

Currently, each dog we save is with us on average 6-8 months . Some have been in care a number of years . The financial burden of each dog at intake averages \$676 which far exceeds any adoption fee we receive , normally \$495 and this doesn't take into account the many dogs needing medical treatment due to their previous neglect or their ongoing medical costs if in care for lengthy period of time . Monthly medical and food costs alone averages

\$125 per dog . That can add thousands of dollars . PPAR currently receive no funding other than our own fundraising efforts , which to be truthful amount to Bunnings sausage sizzles and the odd raffle . Our rescue is bleeding dollars in truth.

I wonder if you can recommend any financial support from council to PPAR and in turn, Southern Downs ARK for cats, to help us cover the massive shortfall for each animal . Both rescues face significant challenges we must overcome to ensure we remain viable and able to sustain the support we provide your pounds .

I'm aware other council regions have various support programs offered to rescues taking pound dogs . Some are an annual grant , I'm also aware of a local group receiving \$10000 annually from its council budget. Other councils give a donation per dog once desex and chip certificates provided . Any dog from Townsville comes in fully vetted including desex. Rspca have varying agreements with council and receive substantial funding . The costs are balanced against the councils costs of paying for euthanasia and the fundamental rights of the animals to live and the good will in the larger community where there is a growing expectation for the rights of the animals to be preserved .

It's wonderful to see councils working so tirelessly with rescues to turn the tide from the days when huge numbers of rehome-able dogs and cats were euthanised. Ray and his team do an admirable job and Pam and Amanda before were outstanding in the support they provide. They all should be commended .

In my time in rescue I have seen huge change and the laws are being implemented to protect the voiceless animals from euthanasia is commendable but without funding to rescues , there is a real disconnect in what can be achieved.

Dave , any recommendations or support you can offer would be appreciated.

I am available to discuss this further and would welcome a phone call upon my return from PNG on Friday . I'm sure Ann from Southern Downs Ark would also love to discuss this with you .

Yours in animal care&##128062;

Kerrie Williams

Fostering Coordinator/ president
0404855000


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If I've sent it to you by accident, please delete it immediately

13.8 Request for Fee Waiver for Non-resident Workforce Accommodation - EP Strawberries C/- Adapt Planning Pty Ltd - 3 Smythe Street, 28 Pierpoint Street, 37 Wallangarra Road and 18 Clarke Street, Stanthorpe

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Planning Services Coordinator	ECM Function No/s: MCU\02418, MCU\02419, MCU\02420 and MCU\02421

Recommendation

THAT Council, in accordance with Section 109 of the *Planning Act 2016*, relating to Non-resident workforce accommodation for the purpose of making representation about an Infrastructure Charges Notice at 3 Smythe Street, 28 Pierpoint Street, 37 Wallangarra Road and 18 Clarke Street, Stanthorpe:

- a. Approve in-principal refund of \$927 of the application fees in accordance with Council's Schedule of General Fees and Charges 2022/23, equating to the amount of \$77.25 for each request (Total = 4 x \$309 = \$1236.00 - \$927.00 = \$309 divide by 4 = \$77.25);

OR

- b. Approve in-principal refund of 50% of the application fees in accordance with Council's Schedule of General Fees and Charges 2022/23, to the amount of \$154.50 for each request (Total = 4 x \$154.50 = \$618.00)

OR

- c. Refuse the request for a fee waiver and apply 100% of the fees as per Council's Schedule of General Fees and Charges 2022/23 to each application.

REPORT

Background

Council received four applications in August 2022 for the purpose of a Material Change of Use for Non-resident workforce accommodation located at 3 Smythe Street, 28 Pierpoint Street, 37 Wallangarra Road and 18 Clarke Street, Stanthorpe. The details are as follows:

- MCU\02418 – 3 Smythe Street, Stanthorpe – Conversion of existing dwelling for up to 12 people;
- MCU\02419 – 28 Pierpoint Street, Stanthorpe – Conversion of existing dwelling for up to 12 people;
- MCU\02420 – 37 Wallangarra Street, Stanthorpe – Conversion of existing dwelling for up to 8 people; and
- MCU\02421 – 18 Clarke Street, Stanthorpe – Conversion of existing dwelling for up to 12 people.

Report

Council's Schedule of General Fees and Charges 2022/2023 requires a fee to be paid to make representation about an Infrastructure Charges Notice. The application fee for making such representations is \$309.

In accordance with the Charges Resolution (No. 3.1) 2022, each application was assessed and the following charges levied:

- MCU\02418 – \$30,000.00 (Total of 6 suites)
- MCU\02419 – \$30,000.00 (Total of 6 suites)
- MCU\02420 – \$15,000.00 (Total of 4 suites)
- MCU\02421 – \$22,500.00 (Total of 5 suites)

On 21 December 2022 an email was received with the following comments:

On behalf of [name redacted], we have submitted to Council representations to negotiate the infrastructure charges payable for four Non-resident Workforce Accommodation developments (Council Ref. MCU\02418, MCU\02419, MCU\02420 & MCU\02421).

Council's Fees and Charges require that we pay \$309 per application to have Council consider our requests. I believe this is completely unfair that we are required to pay more than \$1200 in order to negotiate infrastructure charges that are completely unfair and exorbitant.

To give you some background information, I have attached a copy of the representations made to the Council.

I think that because all four applications are contesting the same issue with the infrastructure charges, a fair amount to pay would be just one fee of \$309.

Thank you in advance for considering this request and I look forward to your reply.

It is acknowledged that all applications are requesting the same outcome, which is that no additional infrastructure charges should apply to these developments as each use utilises an existing dwelling house. However, each application requires individual assessment and an assessment report to be prepared. As there were separate applications for each property, should the applicant not agree with the outcome determined by Council, it could result in all four applications going through an appeal process with the Planning and Environment Court separately. A fee has been imposed for this type of request, because at times Council requires third party advice, i.e. legal advice, due to the complexity when ensuring the provisions of the legislation and resolution are applied correctly in the infrastructure charges notice.

Section 109 of the *Planning Act 2016* allows for assessment managers (Council), to waive all or part of the required fee, in the circumstances prescribed by regulation. In accordance with Section 40 of the *Planning Regulation 2017*, an application fee can only be waived if the application is made by a registered non-profit organisation. As the applicant is not a non-profit organisation, Council is unable to lawfully waive all or part of the application fee.

Alternatively Council may consider an in-principal refund of part of the application fees.

Conclusion/Summary

Section 109 of the *Planning Act 2016* does not enable Council to waive all or part of an application fee in this instance, as the application is not from a non-profit organisation.

As each application will require the same level of details to enable each application to be processed, it is considered reasonable that full fees apply to each request, being \$309.00 per representation request.

FINANCIAL IMPLICATIONS

If a fee waiver is approved there will be a reduction in the fees collected in association with the planning application assessed by Council.

RISK AND OPPORTUNITY

Risk

The risk associated with approving any such fee reduction request is that other applicants could make a similar request.

Opportunity

Nil.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil.

External Consultation

Nil.

LEGAL / POLICY

Legislation / Local Law

Planning Act 2016

Planning Regulation 2017

Local Government Act 2009

Local Government Regulations 2012

Corporate Plan

Theme: Prosperity

Focus Area: Population Growth

Deliverable: 26. Encourage residential and commercial development by implementing user friendly and proactive practices to make doing business with Council easier.

Focus Area: 29. Continue to provide quality core services/functions to the community in the following areas, whilst ensuring that Council's legislation obligations are met. i.e. development assessment

Policy / Strategy


Council's General Schedule of Fees and Charges 2022/2023.

ATTACHMENTS

Nil

13.9 Request to Waive Waste Collection Charges for Properties within the Voluntary Designated Waste Collection Area

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Waste Management Coordinator	ECM Function No/s:

Recommendation

THAT Council:

1. Not approve the waiver of the Domestic Waste and Recycling Collection charges associated with the waste collection expansion area, to the value of \$82.14 for PID 133740 and \$75.14 for PID 72765, as the charges are consistent with the Council decision from the Ordinary Council Meeting on 27 June 2022; and
2. Delegate authority to the Chief Executive Officer to consider any future applications for amendment and/or cancellation of the Domestic Waste and Recycling Collection charges for the expansion area in contrary to the Council decision from the Ordinary Council Meeting on 27 June 2022.

REPORT

Background

At the 23 February 2022 Ordinary Council Meeting, Council resolved to approve an expanded Designated Waste Collection Area, with services to commence on the 4 April 2022 and charges to be applied from the 1 July 2022. This aligned with a strategic action in Council's Waste Reduction and Recycling Plan 2021-2024 to expand the domestic kerbside waste collection service.

At the 13 April 2022 Ordinary Council Meeting, Council resolved to review the expansion of the Designated Waste Collection Area.

The matter was again considered at the 27 June 2022 Ordinary Council Meeting, with Council resolving:

1. THAT Council expand the designated waste collection service area on a voluntary basis based on the following:
 - a. Upon communication to those that have responded positively to the survey that they may be included in the scheme;
 - b. Those that have responded negatively to the survey will not be included in the scheme at this point in time but are able to participate in the service at a future date.
2. THAT Council correspond to those who did not respond to the survey to determine their participation and that further non response will be deemed to be included unless Council is formally advised otherwise.
3. THAT Council delegate to the Chief Executive Officer to undertake any necessary contract negotiations with Cleanaway.

4. THAT the servicing of the expanded waste collection area continue at no cost to the residents for a further period of three (3) months.
5. THAT a further report be presented to Council in relation to the Waste Expansion including mapping of the final designated area and the voluntary areas.

The maps of the final Designated Waste Collection Area, including the opt-in / opt-out areas, were presented to the 28 September 2022 Ordinary Council Meeting for approval.

Report

Following the resolution of the 27 June 2022 Ordinary Council Meeting, communication was sent to:

- Residents who had responded positively to the survey, advising they will be included in the collection service unless notification was provided to Council that they wished to opt-out;
- Residents who had responded negatively to the survey, advising their service would be removed; and
- Residents who had not responded to the survey, advising further non response would be considered that they have accepted the waste collection service.

Following the compilation of data from the survey and additional responses to the communication listed above, Supplementary Rates Notices were issued at the end of November 2022 for the Domestic Waste and Recycling Collection charge under Council's Revenue Statement 2022-2023. This charge was applied from the 1 October 2022, following the six months of free servicing.

Following the issuing of the Supplementary Rates Notices, two residents have written to Council requesting the Domestic Waste and Recycling Collection charge be fully removed.

1) [Name and address deleted] PID 133740

- There are no records that the property owners responded to the survey on the waste collection expansion area.
- The property owners were sent a letter on 25 July 2022 advising further non response would be considered that they have accepted the waste collection service.
- The property owners contacted Council on 8 December 2022, following receipt of a Supplementary Rates Notice, advising they did not want the service as they had never used it. A request was entered for Cleanaway to remove the wheelie bins from the property, and the Supplementary Rates Notice was amended to reflect the cancellation (charge applied from 1 October 2022- 8 December 2022 only), with the new charge being \$82.14.
- Letter (see Attachment A) has been received from property owners dated 23 December 2022 requesting the Domestic Waste and Recycling Waste Collection charge to be removed entirely.

2) [Name and address deleted] PID 72765

- There are no records the property owner responded to the survey on the waste collection expansion area.
- The property owner was sent a letter on 25 July 2022 advising further non response would be considered that they have accepted the waste collection service. In

response, the property owner returned a signed form on 8 August 2022 to opt into the waste collection service.

- The property owner contacted Council on 2 December 2022, following receipt of a Supplementary Rates Notice, advising they did not want the service and wheelie bins had already been collected from the property. There is no Council record for a request to remove the bins from the property at an earlier date. The Supplementary Rates Notice was amended to reflect the cancellation (charge applied from 1 October 2022- 2 December 2022 only), with the new charge being \$75.14.
- Email (see Attachment B) received from property owner dated 16 January 2023 requesting the Domestic Waste and Recycling Collection charge to be removed entirely, as the property owner believed he was opting out of the service when the signed form was returned to Council.

Twenty three (23) requests have been received about the Supplementary Rates Notices issued for the Domestic Waste and Recycling Collection charges for the expansion area. The remaining requests have been actioned and notices have either been amended (if residents advised they no longer want the service) or cancelled (if there was an error in the issuing of the notice).

Conclusion/Summary

Two requests have been received to fully waive the Domestic Waste and Recycling Collection charge issued for the commencement of the expansion area. The requests are contrary to the decision by Council at the Ordinary Council meeting on 27 June 2022 as the residents had not opted out of the service.

FINANCIAL IMPLICATIONS

The total of the charges being requested to be waived is \$157.28. There is also the cost of staff time to further amend/cancel the Supplementary Rates Notices.

Council will be required to pay Cleanaway for the servicing of the properties (weekly for waste collection and fortnightly for recycling) until the date of cancellation.

RISK AND OPPORTUNITY

Risk

There is a risk that additional property owners will approach Council with similar requests to amend and/or cancel their Supplementary Rates Notices, if they did not receive or respond to the communication sent in 2022.

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Councillors

Revenue Team

External Consultation

Customers

Cleanaway (Council's waste collection contractor)

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Waste Reduction and Recycling Act 2011

Waste Reduction and Recycling Regulation 2011

Southern Downs Regional Council Local Law No. 3 (Waste Management) 2017

Corporate Plan

Theme: People

Focus Area: Accessibility and Services

Deliverable 16: Advocate for greater regional accessibility to essential services for all residents and visitors.

Theme: Places

Focus Area: Sustainability

Deliverable 20: Implement innovative and affordable waste management 'good practice'.

Deliverable 22: Promote, educate and implement awareness programs in relation to water conservation, waste management, wastewater recycling and environmental health and associated services.

Theme: Prosperity

Focus Area: Communications and Development Infrastructure

Deliverable 29: Continue to provide quality core services/functions to the community in the following areas, whilst ensuring that Council's legislative obligations are met: waste.

Policy / Strategy

Southern Downs Regional Council's Waste Reduction and Recycling Plan 2021-2024

Queensland Government Waste Management and Resource Recovery Strategy

Southern Downs Regional Council Revenue Policy


Southern Downs Regional Council Revenue Statement 2022/2023

ATTACHMENTS

1. Letter - Resident 1 (Confidential - Provided to Councillors only)
2. Email - Resident 2 (Confidential - Provided to Councillors only)

13.10 Request to Reduce Planning Application Fee - PID 108795

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Manager Planning and Development	ECM Function No/s:

Recommendation

THAT Council refuses to provide an in-principle refund for the application fees associated with an Outdoor sport and recreation use (Gel blasting) at 88 Townsend Road, Glen Aplin in accordance with Council's Schedule of General Fees and Charges 2022/23, as the applicant is not a registered non-profit organisation.

REPORT

Background

Council has been engaging with a potential applicant for an Outdoor sport and recreation use (Gel blasting) at 88 Townsend Road, Glen Aplin. No application has been received as yet, however the future applicant has provided written correspondence in relation to the planning application fees. A copy of the request has been provided to Councillors.

Report

Harrington Glen Wines Cellar Door currently operates from the subject property.

The landowners have been engaging with Council in relation to advice to lodge a planning application for the Material change of use, which would be impact assessable. No application has been received as yet.

At the time of the initial engagement with Council officers, the application fee was \$8,240 due to the large site area, as previously the fees associated with an Outdoor sport and recreation use was based on total site area. At the Ordinary Council Meeting held on 14 December 2022, Council resolved to amend Council's Schedule of General Fees and Charges 2022/2023 in relation to the categorising of Material Change of Use applications for Community service uses, in Categories 1, 2 and 3, to change the reference from Total Site Area (TSA) to Gross Floor Area (GFA).

For the subject proposal, the amendment to the Schedule of General Fees and Charges results in a reduction in the application fees to \$2,200.

Section 109 of the *Planning Act 2016* allows for assessment managers (Council), to waive all or part of the required fee, in the circumstances prescribed by regulation. In accordance with Section 40 of the *Planning Regulation 2017*, an application fee can only be waived if the application is made by a registered non-profit organisation. As the applicant is not a non-profit organisation, Council is unable to lawfully waive all or part of the application fee.

Alternatively Council may consider an in-principal refund of part/all of the application fees.

Any applicant should be required to pay the fees and charges adopted for that financial year by Council. No extenuating circumstances have been outlined which would result in a reduced fee being applicable. The full planning application fee is applicable.

Conclusion/Summary

Section 109 of the *Planning Act 2016* does not enable Council to waive all or part of an application fee in this instance, as the applicant is not a non-profit organisation.

As there are no extenuating circumstances and that there has been a recent change to the associated planning application fee, it is recommended that the full planning application fee is applicable, being \$2,200.

FINANCIAL IMPLICATIONS

If the request is approved there will be a reduction in the fees collected in association with the planning application assessed by Council.

RISK AND OPPORTUNITY

Risk

The risk associated with approving such a fee reduction request is that other applicants could make similar requests to Council.

Opportunity

Nil.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil.

External Consultation

Nil.

LEGAL / POLICY

Legislation / Local Law

Planning Act 2016

Planning Regulation 2017

Corporate Plan

Theme:	Prosperity
Focus Area:	Population Growth
Deliverable:	26. Encourage residential and commercial development by implementing user friendly and proactive practices to make doing business with Council easier.
Focus Area:	Communications and Development Infrastructure
Deliverable:	29. Continue to provide quality core services/functions to the community in the following areas, whilst ensuring that Council's legislative obligations are met, i.e. development assessment.

Policy / Strategy


Council's Schedule of General Fees and Charges 2022/23

ATTACHMENTS

1. Email - Fee Reduction - Gel Blasting (Confidential - Provided to Councillors only)

13.11 Pest Management Advisory Committee Meeting

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 25 January 2023
	Director Planning and Environmental Services	ECM Function No/s:

Recommendation

THAT Council receive the Minutes of the Pest Management Advisory Committee meeting held at Stanthorpe on Thursday, 8 December 2022.

REPORT

Background

The quarterly meeting of the Pest Management Advisory Committee met in Warwick on Thursday, 8 December 2022.

Report

The minutes of Council's Pest Management Advisory Committee (PMAC) are submitted for Council's information and consideration of any recommendation/s following each meeting. The minutes of the meeting held on 8 December 2022 are attached (Attachment 1).

There were no resolutions that came from the meeting.

The Committee is next due to meet in Warwick on 16 March 2023.

Conclusion/Summary

That Council receive the Minutes from the Pest Management Advisory Committee meeting.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

The Pest Management Advisory Committee is a community consultative committee.

LEGAL / POLICY

Legislation / Local Law

Biosecurity Act 2014

Corporate Plan

Theme: Places

Focus Area: Sustainability

Deliverable: 23. Develop policies to enhance our agricultural sector and protect priority agricultural land from invasive pest animals and pest plants.

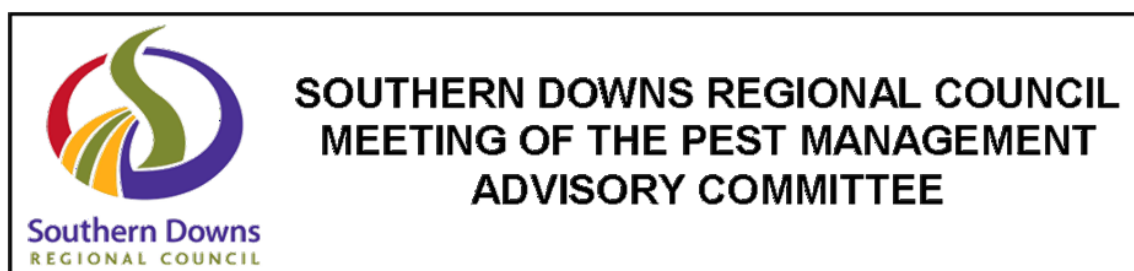
Policy / Strategy

Southern Downs Environmental Sustainability Strategy 2021-2031

Southern Downs Invasive Pests Strategic Plan 2021-2024

ATTACHMENTS

1. Pest Management Advisory Committee Meeting Minutes - 8 December 2022 [↓](#)
2. Pest Management Report [↓](#)



MINUTES OF PEST MANAGEMENT ADVISORY COMMITTEE

Held in the Council Chambers, Warwick

Thursday 8 September 2022 at 10:00am

THURSDAY 8 SEPTEMBER 2022

ORDER OF BUSINESS:

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1. PRESENT

Cr Cameron Gow (Chair), Mat Warren (Environmental Compliance Officer), Geoff Reid (Southern Queensland Landscapes), Ted Vinson (DAF), Cr Jo McNally, Ray Lambert (Coordinator Local Laws), Clive Smith (Wild Dog Committee), Craig Magnussen (CEO DDMRB), Andrew O'Dea (CHLG), Ken McCray (TMR), Darryl Brooks (Manager Environmental Services) and Michelle Anderson (Minute secretary).

2. APOLOGIES

Scott Riley (Director Planning & Environmental Services), Mayor Vic Pennisi, Dave Burges (CEO SDRG), Angus Ferrier (Granite Belt Growers Association), Natasha Mylonas (Southern Queensland Landscapes) and Cr Ross Bartley.

3. CONFIRMATION OF MINUTES AND ACTION ITEMS ARISING

a) Minutes of Last Meeting

Item 14.3 of the Ordinary Council Meeting held on 27 June 2022.

Resolution

Moved: Cr C Gow

Seconded: Cr S Tancred

Carried

THAT Council receive the Minutes of the Pest Management Advisory Committee meeting held at Stanthorpe on 9 June 2022 and endorse the following motion:

"That Council initiate an advertising campaign regarding the safety and use of 1080 for baiting and how it works and that this data be included in information flyers."

The minutes of the Pest Management Advisory Committee meeting held on Thursday 10 March 2022 were endorsed.

Moved: Mat Warren

Seconded: Clive Smith

Carried

4. CAT MANAGEMENT STRATEGY & FLYING FOX MANAGEMENT PLAN

a) Cat Management Strategy – The Strategy has been out for public consultation with submissions closing on 12 August 2022. We have received 63 submissions from the public with the top 3 areas most reported on being:

- a. Support for a de-sexing program;
- b. Containment of cats by owners; and
- c. Registration of cats.

A report will be tabled to the Council Meeting on 28 September 2022 including results of the public consultation. It will also address other issues including but not limited to the following:

- a. \$30K already allocated in the budget for de-sexing program for cats;
- b. Emphasis to be placed on containment when Officers are called out to investigate a complaint;
- c. Microchipping of cats is already compulsory under State Legislation;
- d. Gaining a bigger "buy-in" by local Vets to assist with the de-sexing program. Cr McNally suggested that maybe UQ might like to do a clinic along this line. Research has already been completed around getting UQ involved, however, a lack of facilities for them to conduct a clinic in is a road block for them at this time;

- e. Push by other Council's through LGAQ to put the onus back on the State Government to legislate across the whole State;
- f. Cr Gow suggested that the report should also address full cost recovery; comparison between Dog & Cat registration; what would the cat registration fee be and euthanasia numbers (differentiating between feral & domestic cats).

b) Flying Fox Management Plan – Flying Fox Plan has been completed and is currently out to the public for consultation. Due date to receive submissions is 15 September 2022. There hasn't been any feedback received at the time of this meeting. If there continues to be no response from the public, then a report would also be prepared and presented at the Council Meeting on 28 September 2022.

5. WILD DOG MANAGEMENT ADVISORY COMMITTEE & STANTHORPE DINGO SPUR FENCE ASSOCIATION REPORT

Mat Warren spoke to the Committee around the Killarney Spur Fence. The results of public feedback showed that 50% supported the moving of the fence and 50% preferred the fence stay where it is. A number of inspections have been conducted by Mat with landowners promising to maintain vegetation on each side of the fence. Suggested that the fence stays where it is.

Clive reported:

- Exclusion fencing is almost completed, however, recent wet weather has continued to make accessing the land difficult.
- Aerial baiting was successful with no reported sightings of any wild dogs in that area. Feral pigs is a major problem at present.

6. SDRC PEST MANAGEMENT OFFICERS ACTIVITY REPORT

Mat Warren provided the meeting with a report on current activities since the last Pest Management Advisory Committee meeting. A copy of the report will be circulated with the Minutes of the Meeting.

Andrew O'Dea asked for an update around Council's Quick-spray units. A report is going to Council on 28 September 2022 and it support the retention of Council's quick-spray units and that they are still available for hire. There will be 4 trailer mounted units available with booking and maintenance being managed by the Local Laws Team.

7. UPDATE BY MEMBERS GROUPS

Clive Smith (Southern Downs Community Wild Dog Working Group)

- Clive reiterated his concerns around the States changes to the Poisons & Medicines Act with particular reference to 1080 and the new costs associated with its use. Mat Warren advised that at this stage Council will still source 1080 and provide at baiting days at no cost to landowners.

Ray Lambert (Local Laws Coordinator – SDRC)

Ray advised that members of his team are conducting baiting today. Ray expressed his concern of the explosion in weed growth and population, predicting that it is going to be a tough season. Ray also read out an email received from John Conroy Biosecurity Queensland, praising him and his Team for the excellent work completed on the Harrisia Cactus Project. (Copy attached).

Craig Magnussen (CEO - DDMRB)

Items to note:

- As part of our strategic plan/communications strategy – completion of Qld Government funded Optimising Rabbit Biocontrol project – continuation of targeted social media and billboard campaigns.
- The Board adopted a compliance framework at its last meeting. Framework included addition of new compliance resource, Strategic Compliance Coordinator to our establishment.
- Lockyer Valley Regional Council is taking a motion to LGAQ conference re pushing the Feds for a national action plan for rabbits
- Moving into a new Office/Depot space in McEvoy Street Warwick. 5 existing properties to be sold around the Region with funds assisting in purchasing the new property as well as assisting to continuing the core business of the DDMRB.
- December 2021 flood repairs continue to be delayed by rain events and access issues.
- Book – ‘Beyond the Fence’=> History of DDMRB 1892-2022 is nearing completion. The launch is set for 2 December in Warwick. Invitations to be issued in due course.

Andrew O’Dea (CHLG)

Working on the following projects:

- Ecological burning
- Flood repair
- Training workshops including Workshop for Drought Resistance Plan – 10 October 2022
- AGM to be held on 29 September 2022 at TAFE
- Landcare Rangers Program – early days – more details will be provided once available.

Cr Jo McNally

Suggestion – To assist with Weed Control, a Media Release could be issued around the Council’s Quick Spray Units as an option to assist landowners.

Ken McCray (TMR)

Ken advised that next year’s weed pest control program with SDRC is now in place with a budget of \$30K. This will be used to cover off whatever is necessary to complete a project including such items as traffic control.

Ted Vinson (Biosecurity)

Current overview of works being conducted:

- Conducting various workshops around the Region.
- Seized 3 ferrets (euthanised).
- Attend DAF/BQ emergency animal disease response Workshop
- Harrisia Cactus – Keen to maintain this relationship with SDRC and would like to follow-up with a short video to showcase what’s happening in this area.

Geoff Reid (SQ Landscapes)

- Working with a small group of landholders in the Main Range area, SDRC & Queensland Parks & Wildlife to assist with the recovery of the landscapes following bushfire disaster in late 2019. Immediate priorities in pest & weed control e.g. lantana, tree pear, wild dogs etc.
- Involved in NRRP Projects (National Recovery Resilience Plan)

- Explained their 'cool burn' package for landowners.

Mat Warren & Darryl Brooks

Mat announced his resignation from SDRC effective 27 September 2022.

Darryl announced his resignation from SDRC effective 28 September 2022.

Cr Gow thanked Mat & Darryl for their service and participation in this Committee. This sentiment was echoed by Cr Jo McNally and the other Committee members present.

8. GENERAL BUSINESS - Nothing further to discuss

9. NEXT MEETING

The next meeting of the Southern Downs Regional Council Pest Management Advisory Committee Meeting will be held on 8 December 2022 at the Stanthorpe Council Chambers, 61 Marsh Street, Stanthorpe.

Meeting closed at 11:25am.

Southern Downs Regional Council
Pest Management Advisory Committee Meeting 8 December 2022
Pest Management Report



Exclusion fencing grant projects

- Exclusion fencing construction works continue across the region however, the wet weather continues to cause damage and slow progress.
- Wet Weather Contract Variation extension signed off until June 2023 (reporting period December 2023)
- The three remaining standalone exclusion fencing projects have also experienced delays due to wet weather, however, kilometres to complete is relatively low (9.5km from 70km total).

Management Plans

- Cat and Flying Fox Management Strategy adopted by Council.
- National De-sexing Network initiated cat de-sexing program with local vet commencing November 22.
- Significant numbers of flying foxes at Stanthorpe roost (Quart Pot Creek), observed a juvenile mortality event in early November, suspected to be linked to low temperatures. Flying Fox information signage erected at three roost sites (Stanthorpe, Allora and Warwick).

Invasive Weeds

- The wet and relatively mild conditions has resulted in significant populations of fireweed being sighted across the region, staff continuing to respond to complaints from the public.
- Mechanical boxthorn removal (pull and mulch) on road reserves planned December / January 2023.
- CNG media release via Facebook, landholders reminded of their obligations, one new location found at (Goomburra NEH), Some sites treated 4 to 5 years still showing signs of new plant establishment.

Coordinated Wild Dog, Fox, and Feral Pig baiting program dates:

- Ground baiting 16 to 18 November 2022 (recently completed).
- Ground baiting 08 to 10 March 2023.
- Ground baiting 03 to 05 May 2023.



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- Aerial baiting 9 and 10 May 2023 (Council funded).
- Council paid out \$7950 in wild dog bounties for 22/23 financial year to date. This was comprised of 46 males, 33 females (total of 79 dogs).

Stanthorpe Dingo Spur Fence

- Repairs to damaged sections continue on an as need basis.
- Replacement sections for 22/23 financial year identified north and south of the Texas road covering two sections totalling approximately 1500m.
- Slashing regrowth and track construction in problem areas planned this financial year.

Killarney Dingo Spur Fence

- A 300m section of the spur fence that was removed and replaced with a 4 barb stock fence has been upgraded to dog proof specifications, an additional 250m of new fence was also constructed immediately north of this section.
- Another section (approximately 120m) of the fence has been damaged and or removed by flooding in a local drainage line at the corner Pullen and Taylor roads. Staff are currently seeking cost estimates to replace to dog proof specifications.
- Discussions to have the fence line slashed in late summer are currently underway. Minor repair works including netting patching to be carried out by Council staff.

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 254J(3) 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 254J(3) 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 60355 Relief from Water Consumption Charges

Reason for Confidentiality

This item is considered confidential in accordance with section 254J(3)(d) of the *Local Government Regulation 2012*, as it contains information relating to rating concessions.