



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

Dear Councillors

Your attendance is hereby requested at the General Meeting of Council to be held in the Council Chambers, Southern Downs Regional Council, 61 Marsh Street, Stanthorpe on **Wednesday, 28 March 2018 at 9:00AM.**

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

**David Keenan**

**CHIEF EXECUTIVE OFFICER**

21 March 2018

### **Attendance**

10.30am Presentation of Casual for a Cause donation to Bushkids



## ORDER OF BUSINESS:

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**1. PRAYER & CONDOLENCES**

**2. ATTENDANCE**

**3. APOLOGIES**

**4. READING AND CONFIRMATION OF MINUTES**

**4.1 General Council Meeting - 28 February 2018**

**Recommendation**

THAT the minutes of the General Council Meeting held on Wednesday 28 February 2018 be adopted.

**4.2 Special Council Meeting - 12 March 2018**


**Recommendation**

THAT the minutes of the Special Council Meeting held on Monday 12 March 2018 be adopted.

## 5. ACTIONS FROM COUNCIL MEETINGS

### 5.1 Actions from Previous Council Meeting

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 March 2018
	Chief Executive Officer	<b>File Ref:</b> 13.42

#### Recommendation

THAT Council receive the report and note the contents.


#### Report


The purpose of this report is to provide a summary of Actions resulting from resolutions from the February 2018 General Council Meeting.


A copy of the Actions report is attached.

#### Attachments

1. Actions from February 2018 General Meeting [View](#)

<div>  <div> <b>ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING</b> <div> <b>Date From:</b> 28/02/2018  <b>Date To:</b> 28/02/2018 </div> </div> </div>					
MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
28 February 2018	5.1	Actions from Previous Council Meeting	David Keenan	05 Mar 2018 - 10:04 AM - Marion Seymour Noted	5/03/2018
28 February 2018	7.1	Mayoral Minute - February 2018	Tracy Dobie	05 Mar 2018 - 10:04 AM - Marion Seymour Noted	5/03/2018
28 February 2018	8.1	Correspondence	David Keenan	05 Mar 2018 - 10:04 AM - Marion Seymour Noted	5/03/2018
28 February 2018	10.3	Disposal of Plant	Andrew Page	20 Mar 2018 - 12:10 PM - Marion Seymour Letter to Warwick Men's Shed to advise of decision and arrangements for collection of equipment.	23/03/2018
28 February 2018	10.4	Policy Review - Procurement Policy	Andrew Page	20 Mar 2018 - 12:11 PM - Marion Seymour Policy updated.	20/03/2018
28 February 2018	10.5	Draft Economic Development Strategy Consultation	Scott Templeman	05 Mar 2018 - 10:05 AM - Marion Seymour Economic Development Strategy will be added to Council's Website	5/03/2018
28 February 2018	10.6	Social Media Policy and Terms of Use	Julie Cave	20 Mar 2018 - 12:18 PM - Marion Seymour Policy included on Council's Website	20/03/2018
28 February 2018	10.1	Finance Report as at 31 January 2018	Andrew Page	05 Mar 2018 - 10:06 AM - Marion Seymour Noted	5/03/2018
28 February 2018	10.2	Local Government Remuneration & Discipline Tribunal Report 2017	David Keenan	05 Mar 2018 - 10:06 AM - Marion Seymour Noted - resolution referred to Payroll	5/03/2018
28 February 2018	11.1	Engineering Services Department Monthly Report	Chris Whitaker	07 Mar 2018 - 9:28 AM - Barb Fagan Noted	7/03/2018
28 February 2018	11.4	Appointment of Second Deputy Chairman for the Local Disaster Management Group	Chris Whitaker	12 Mar 2018 - 10:31 AM - Barb Fagan Noted, correspondence has been forwarded to the Qld Fire & Emergency Services and Warwick District Disaster Management Group advising of Council resolution.	12/03/2018
28 February 2018	11.2	Stanthorpe Art Gallery Society KPI Report	Kerry Marsden	07 Mar 2018 - 9:28 AM - Barb Fagan Noted	7/03/2018

<div>  <div> <b>ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING</b> <div> <b>Date From:</b> 28/02/2018  <b>Date To:</b> 28/02/2018 </div> </div> </div>					
28 February 2018	11.3	Warwick Art Gallery KPI Report	Kerry Marsden	07 Mar 2018 - 9:29 AM - Barb Fagan Noted	7/03/2018
28 February 2018	12.1	Darling Downs-Moreton Rabbit Board Report – 1 October 2017 to 31 January 2018	Ray Lambert	20 Mar 2018 - 2:34 PM - Alison Bilbrough Monthly Memo sent to LLC and LLO to action as per Council Resolution	2/03/2018
28 February 2018	12.2	Making of Local Law No. 3 (Waste Management) 2017	Annette Doherty	20 Mar 2018 - 2:35 PM - Alison Bilbrough Monthly Memo sent to PCC, AMES & MCS to action as per Council Resolution	1/03/2018
28 February 2018	12.3	Material Change of Use - F G Loy & Sons Pty Ltd, 157 Mountside Road, The Glen	Mandy May	20 Mar 2018 - 2:37 PM - Alison Bilbrough Decision Notice mailed to applicant	1/03/2018
28 February 2018	12.4	Material Change of Use - I & R Watts, 360 Condemine River Road, Killamey	Tonya Collier	20 Mar 2018 - 2:37 PM - Alison Bilbrough Decision Notice mailed to applicant	1/03/2018
28 February 2018	16.1	Budget Amendment to Plant Replacement Program	Andrew Page	20 Mar 2018 - 12:20 PM - Marion Seymour Plant Replacement Program budget amended in accordance with Council resolution.	20/03/2018
28 February 2018	16.2	Untreated Water Consumption Rate Adjustment	Andrew Page	20 Mar 2018 - 12:21 PM - Marion Seymour Noted	20/03/2018
28 February 2018	16.3	January 2018 Monthly Report from Warwick Indoor Recreation and Aquatic Centre from YMCA Brisbane	Chris Whitaker	07 Mar 2018 - 9:30 AM - Barb Fagan Noted	7/03/2018
28 February 2018	16.4	Purchase of K-9 Kube	Ray Lambert	20 Mar 2018 - 2:38 PM - Alison Bilbrough Monthly Memo sent to LLC to action as per Council Resolution	1/03/2018
28 February 2018	16.5	Proposed Sale of Council Owned Land	Peter Gribbin	20 Mar 2018 - 2:38 PM - Alison Bilbrough Monthly Memo sent to MCS & LMO to action as per Council Resolution	1/03/2018
28 February 2018	16.6	Allora and District Historical Society Incorporated – Tenure Renewal	Peter Gribbin	20 Mar 2018 - 2:42 PM - Alison Bilbrough Monthly Memo sent to MCS & LCO to action as per Council Resolution	1/03/2018
28 February 2018	16.7	Proposed Lease and Sale of Land	Peter Gribbin	20 Mar 2018 - 2:42 PM - Alison Bilbrough Monthly Memo sent to MCS & LMO to action as per Council Resolution	1/03/2018


		<b>ACTIONS FROM PREVIOUS GENERAL COUNCIL MEETING</b>			<b>Date From:</b> 28/02/2018 <b>Date To:</b> 28/02/2018
28 February 2018	16.8	Audit and Risk Management Committee Meeting Minutes - 15 February 2018	Jody Collins	20 Mar 2018 - 2:43 PM - Allison Billbrough Monthly Memo sent to MCS & GRO to action as per Council Resolution	1/03/2018
28 February 2018	15.1	Cr Pennisi - Advice from Department of Local Government, Racing and Multicultural Affairs re Outcome of Complaint	Marion Seymour	05 Mar 2018 - 10:07 AM - Marion Seymour Noted	5/03/2018

## **6. DECLARATIONS OF CONFLICTS OF INTEREST**

## 7. MAYORAL MINUTE

### 7.1 Mayoral Minute - March 2018

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 March 2018
	Mayor	<b>ECM Function No/s:</b>

#### Recommendation

THAT Council receive the Mayoral Minute for March 2018.

#### Report

##### Emu Swamp Dam

In 2017 Council resolved not to continue as the proponent for Emu Swamp Dam as a combined urban and irrigation solution for Stanthorpe. This decision was based on a range of issues but in the main it was the huge cost to the rate payers of the Southern Downs that was the primary reason.

The Jacobs Report from 2016 indicated that if Council remained the proponent of the combined solution, there would be a need to make an upfront contribution of \$14M and potentially borrow \$74M to construct the dam unless the State and Federal governments granted 65% of the funding. Council was advised in 2017 that the State and Federal governments would potentially lend, but not grant, the funding. Added to this, the cost of the urban water component would be approximately \$19,000 per megalitre (ML) for Council's 750ML high priority allocation. This is an extremely high cost when compared to no cost for the water that is sourced from Storm King Dam and Connolly Dam and \$525/ML that Council currently pays for water from Leslie Dam.

In addition, Council would need to pay an annual water charge fee of \$567,000. This fee would be required to be paid each year regardless of whether the urban water was used and represents, on its own, a 2% rates increase. The Stanthorpe Water Security Study undertaken by the Department of Natural Resources Mines and Energy (DNMRE) in 2017 shows that it is unlikely this supplementary urban water would be required before 2036.

The GHD Report from 2017 indicated the costs detailed in the Jacobs Report of 2016, would in all likelihood, be even higher.

The decision for Council to proceed as the proponent for a supplementary urban water solution meant that the remaining \$3.5M, from the \$3.9M allocated from the National Water Infrastructure Development Fund for the feasibility study into Emu Swamp Dam, could be transferred to another proponent. Council's recommendation was that the proponent be from the private sector.

The Stanthorpe and Granite Belt Chamber of Commerce nominated as the proponent and are to be applauded for the advocacy they have undertaken over the last several months to get the Funding Deed signed with the Federal and State governments.

Mr Brent Finlay has been appointed as the Project Steering Committee Chair to oversee the feasibility study into the viability of Emu Swamp Dam as an agricultural and industrial solution and Council is looking forward to working with Brent and his team.

Council is currently working with DNRME to identify and fund a supplementary urban water supply for Stanthorpe, the deadline for which is 2036.

### **Attachments**


Nil



## 8. READING AND CONSIDERATION OF CORRESPONDENCE

### 8.1 Correspondence

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 March 2018
	Chief Executive Officer	<b>ECM Function No/s:</b>

#### Recommendation

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

#### Report

1. **James Lister** in response to Council's letter regarding cyber bullying and a request for changes in legislation (copy attached).

**Action:** Noted.

2. **The Hon Christian Porter MP, Federal Attorney General** in response to Council's letter regarding cyber bullying and a request for changes in legislation (copy attached).

**Action:** Noted.

3. **Minister for State Development, Manufacturing, Infrastructure and Planning** in relation to Council's proposed Local Government Infrastructure Plan (LGIP) and advising that the proposed LGIP has been assessed and that Council may now proceed to publicly consult on the proposed LGIP.

**Action:** Referred to Director Planning, Environment and Corporate Services.

#### Attachments

1. Member for Southern Downs [View](#)
2. Federal Attorney General [View](#)
3. Minister for State Development, Manufacturing, Infrastructure and Planning [View](#)



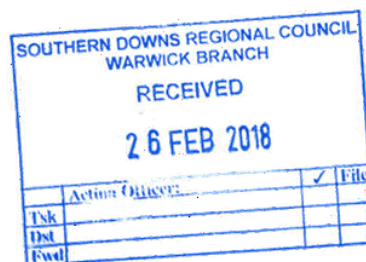
**JAMES LISTER MP**  
MEMBER FOR SOUTHERN DOWNS

ELECTORATE OFFICE: 9 VICTORIA STREET, STANTHORPE 4380 TELEPHONE: 07 4524 7700 - 1800 811 827 FACSIMILE: 07 4524 7709

E-MAIL - southern.downs@parliament.qld.gov.au

ALL CORRESPONDENCE TO: P.O. Box 444 STANTHORPE 4380

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



Dear Mr Keenan

*David,*

Thank you for your letter dated 8th February, 2018, regarding cyber bullying and Southern Downs Regional Council's proposal for criminal law reform in this area.

The Council of Australian Governments (COAG) will consider the problem of youth cyber bullying at its next meeting. Incorporating this issue into the COAG agenda occurred at the instigation of the Queensland Government and this approach has the full support of the LNP Opposition, including myself. I anticipate that, following these COAG discussions, the Queensland Government will consider what, if any, legislative changes may be required as part of a co-operative national approach.

Should any Bills be introduced in this regard, the parliamentary committee process prior to the second reading will be an appropriate forum for me to contribute the views of my electorate.

Yours sincerely

James Lister MP  
MEMBER FOR SOUTHERN DOWNS

*21 Feb 2018*



UNCLASSIFIED



The Hon Christian Porter MP  
Attorney-General

MC18-001384

28 FEB 2018

Mr David Keenan  
Chief Executive Officer  
Southern Downs Regional Council  
PO Box 26  
WARWICK QLD 4370  
mail@sdrc.qld.gov.au

SOUTHERN DOWNS REGIONAL COUNCIL WARWICK BRANCH	
RECEIVED	
- 6 MAR 2018	
Action Officer:	<input checked="" type="checkbox"/> File
Tsk	<input type="checkbox"/>
Dst	<input type="checkbox"/>
Fwd	<input type="checkbox"/>

Dear Mr Keenan

Thank you for your letter of 8 February 2018 requesting the Commonwealth introduce a specific Commonwealth cyberbullying offence. I appreciate the time you have taken to express your views on this issue.

Along with so many Australians, I was also deeply saddened to hear of the suicide of Amy 'Dolly' Everett. Bullying can be devastating for victims and their families. I share your view that it is imperative to protect children from bullying, both online and offline.

The Legal and Constitutional Affairs References Committee is currently inquiring into the 'adequacy of existing offences in the Commonwealth Criminal Code and of State and Territory criminal laws to capture cyberbullying' (the 'cyberbullying inquiry'). That Committee is due to report by 28 March 2018. Further information on the cyberbullying inquiry, including submissions which have been made, is available at:

[https://www.aph.gov.au/Parliamentary\\_Business/Committees/Senate/Legal\\_and\\_Constitutional\\_Affairs/Cyberbullying](https://www.aph.gov.au/Parliamentary_Business/Committees/Senate/Legal_and_Constitutional_Affairs/Cyberbullying).

The Australian Government will consider the outcomes of the cyberbullying inquiry and the Committee's findings in due course.

There are a number of existing initiatives across the Australian Government in response to cyberbullying:

- On 9 February 2018, the Council of Australian Governments (COAG) discussed bullying of children, including online bullying. COAG has tasked a working group to report back at the next meeting on what, if any, additional future actions could be undertaken across the Australian Government to combat bullying.
- The Office of the eSafety Commissioner manages an online portal for reporting instances of cyberbullying and works with social media providers to assist individuals dealing with cyberbullying to have offending material rapidly removed. This reporting tool and further information about the Office of the eSafety Commissioner can be accessed at <https://www.esafety.gov.au/>

UNCLASSIFIED

Parliament House, Canberra ACT 2600 • Telephone (02) 6277 7300 Fax (02) 6273 4102

Southern Downs Regional Council



- The Australian Cybercrime Online Reporting Network (ACORN) is a national online reporting and referral system that allows the public to securely report instances of cybercrime. The information provided to ACORN may be forwarded to federal, state, local, or international law enforcement or regulatory agencies within the relevant jurisdictions. Further information about ACORN is available at [www.acorn.gov.au](http://www.acorn.gov.au).
- The Australian Federal Police's ThinkUKnow program delivers cyber safety training to industry and law enforcement who then provide presentations to schools and organisations.

Thank you again for bringing your concerns to my attention. I trust this information is of assistance to you.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'C. Porter', with a long, sweeping horizontal stroke extending to the right.

**The Hon Christian Porter MP**  
Attorney-General





The Hon Cameron Dick MP  
Minister for State Development,  
Manufacturing, Infrastructure and Planning

Our ref: MC17/4814  
Your ref: AMD/AMD/18.15.11

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02 MAR 2018

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

Dear Councillor Dobie

Tracy,

Thank you for the Southern Downs Regional Council's (the council) letter of 23 October 2017, providing the proposed Local Government Infrastructure Plan (LGIP) for review and approval to proceed to public consultation.

I congratulate the council in taking the initiative to prepare a LGIP for its community. This is an important step to ensure the council continues to have the ability to levy charges or impose trunk infrastructure conditions on future development approvals.

The proposed LGIP has been assessed against the requirements of the repealed *Sustainable Planning Act 2009* and for compliance with the Statutory Guideline 01/16: Making and amending local planning instruments (MALPI) and the Statutory Guideline 03/14: Local government infrastructure plans.

In accordance with MALPI, I am pleased to advise the council may now proceed to publicly consult on the proposed LGIP received on 24 January 2018.

I note the council was previously granted an extension to 30 June 2018 to have a LGIP in place, otherwise it will not be able to continue to levy infrastructure charges or impose infrastructure conditions under section 111 of the *Planning Act 2016* (Planning Act). As you may be aware, there is no ability under the Planning Act to further extend the cut-off date.

As such, I strongly urge the council to prioritise the finalisation of the proposed LGIP to ensure it may continue to levy infrastructure charges. The Department of State Development, Manufacturing, Infrastructure and Planning (the department) is committed to working with the council, as a matter of priority, to help the finalisation and adoption of the proposed LGIP.

If you require any further information, please contact Mr Andrew Foley, Planning Manager, Planning and Development Services - South, in the department, on (07) 4616 7301 or [andrew.foley@dilgp.qld.gov.au](mailto:andrew.foley@dilgp.qld.gov.au), who will be pleased to assist.

Yours sincerely

A blue ink signature of Cameron Dick MP, written in a cursive style.

**CAMERON DICK MP**  
**Minister for State Development, Manufacturing,**  
**Infrastructure and Planning**


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

Nil

## 10. EXECUTIVE

### 10.1 Finance Report as at 28 February 2018

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 March 2018
	Manager Finance & Information Technology	<b>ECM Function No/s:</b> 12.13

#### Recommendation

THAT Council receive and note the Financial Report as at 28 February 2018.

#### Report

Council's operating performance against forecast shows that the net operating position (before capital items) of \$13.3m.

The general rates, fire levy and waste utility charges have been raised for all of the financial year. The water and wastewater utility charges have been raised in October for the first six months, and have been charged with the October water consumption.

#### Income Statement

Total operating revenue of \$52.7m has been received for the months of July to February and capital revenue of \$12.3m has been received for the year.

Overall operating expenditure of \$39.4m is \$7.2m under the year to date estimate of \$46.6m with employee costs being around \$2.8m under budget and materials and services being \$3.5m under the year to date estimate.

#### Capital Works in Progress

Capital works expenditure to 28 February 2018 is \$22.9m which is 54% of the capital works budget of \$41.5m.

Year to date capital expenditure by area is as follows:

	Approved Annual Budget	Carryover & Amendments	Total Budget	YTD Expenditure	% Spent	Committed	Spent & Committed	% Spent & Committed
Land & Land Improvements	-	3,332	3,332	10,882	326.6%	800	11,682	350.6%
Buildings	436,000	1,081,516	1,517,516	265,471	17.5%	324,577	590,049	38.9%
Plant & Equipment	3,679,000	936,886	4,615,886	1,166,120	25.3%	1,512,597	2,678,717	58.0%
Roads, Drains & Bridges	7,848,846	14,673,614	22,522,460	8,056,869	35.8%	3,877,702	11,934,571	53.0%
Water	4,962,450	3,679,433	8,641,883	3,714,810	43.0%	2,227,817	5,942,627	68.8%
Wastewater	3,165,000	(660,303)	2,504,697	1,193,686	47.7%	178,661	1,372,348	54.8%
Other Assets	2,649,000	5,522	2,654,522	198,077	7.5%	179,668	377,744	14.2%
<b>Total</b>	<b>22,740,296</b>	<b>19,720,000</b>	<b>42,460,296</b>	<b>14,605,915</b>	<b>34.4%</b>	<b>8,301,823</b>	<b>22,907,738</b>	<b>54.0%</b>

## **Budget Implications**

The second quarter budget review has been undertaken in December 2017, and was presented to Council at the General Meeting in January. The third quarter budget review will be undertaken in March 2018.

## **Policy Consideration**

Operational Plan 2017/18

Review and update of the 10 year Financial Plan

Annual review of Debt Policy, Procurement Policy, Revenue Policy and Investment Policy

## **Community Engagement**

Nil

## **Legislation/Local Law**

Local Government Act 2009 and Local Government Regulation 2012

## **Options**

1. Council receive and note the Financial Report as at 28 February 2018.
2. Council not receive and note the Financial Report as at 28 February 2018.

## **Attachments**

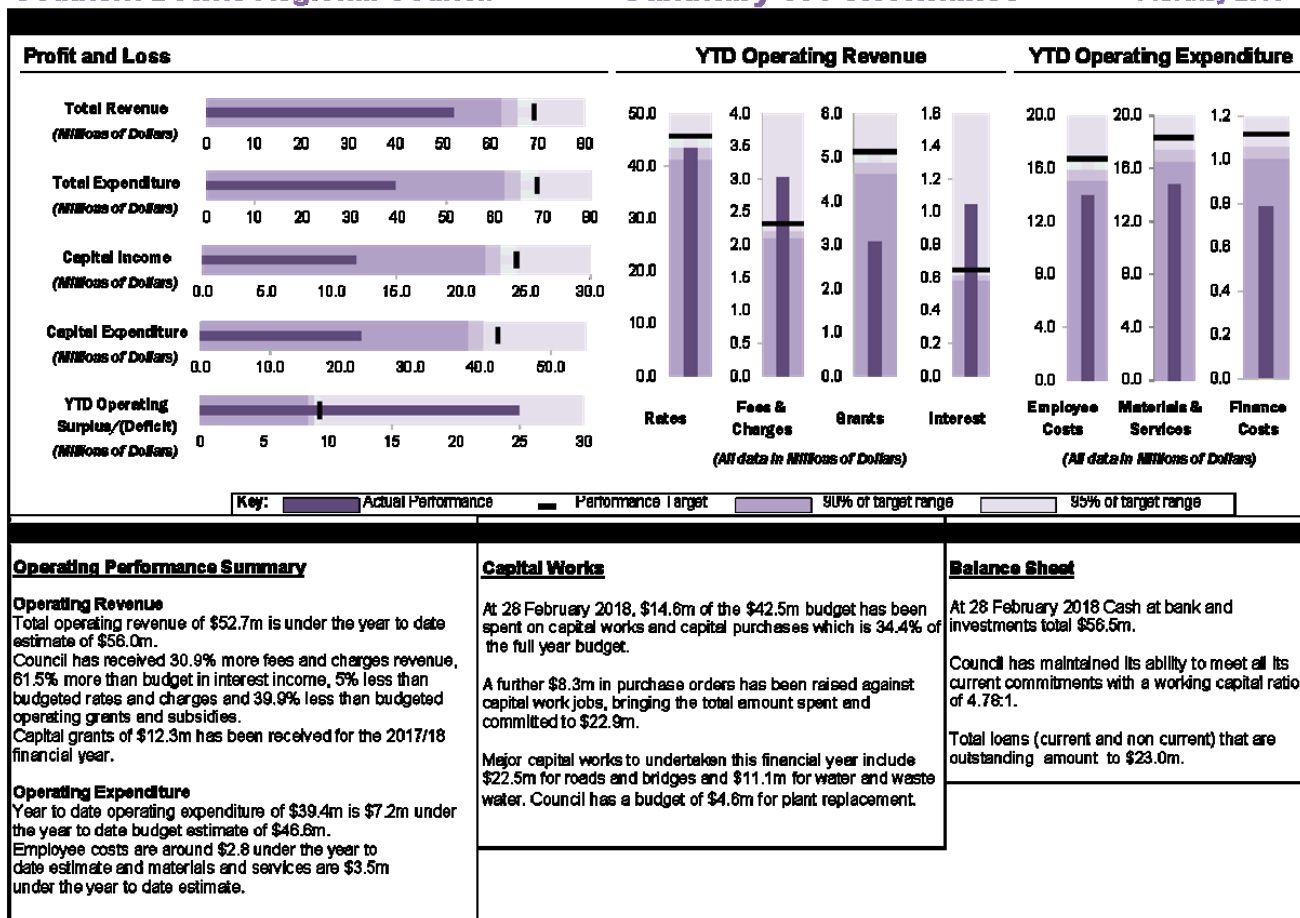
1. Finance Report as at 28 February 2018 [View](#)
2. Investments Register February 2018 [View](#)



## Southern Downs Regional Council

## Summary of Performance

February 2018



## Southern Downs Regional Council Income Statement February 2018

Audited 2017 Actual \$		Annual 2018 Budget \$	Phased 2018 YTD Budget \$	Phased 2018 YTD Actual \$
	<b>Revenue from ordinary activities</b>			
29,960,772	General Rates	31,336,950	31,171,300	30,842,485
282,464	Rural fire brigade levy	284,460	284,460	284,964
24,173,601	Utility Rates and Charges	24,724,225	16,482,817	14,493,434
(1,618,631)	Less Discounts	(1,793,586)	(1,793,586)	(1,802,013)
(591,198)	Rates on Council properties	(553,034)	(370,023)	(339,511)
52,207,008		53,997,015	45,774,968	43,479,360
4,421,451	Fees and Charges	3,484,844	2,328,473	3,045,872
1,476,960	Interest	968,000	648,333	1,047,286
5,261,559	Contract & Sales Revenue	2,785,516	1,508,500	1,428,906
933,923	Rent and Other Income	986,778	637,927	652,708
11,003,454	Government Grants and Subsidies	7,612,746	5,131,481	3,086,482
75,324,354	<b>Total Operating Revenue</b>	69,834,899	56,029,684	52,740,614
	<b>Expenses from ordinary activities</b>			
20,942,178	Employee Costs	24,181,953	16,716,414	13,950,590
24,201,530	Materials and Services	27,487,139	18,321,127	14,842,219
15,224,665	Depreciation and Amortisation	15,526,095	10,453,348	9,822,586
2,280,152	Finance Costs	1,674,900	1,116,600	786,809
62,648,524	<b>Total Operating Expenses</b>	68,870,087	46,607,488	39,402,204
12,675,830	<b>Operating Surplus/(Deficit) before capital items</b>	964,812	9,422,196	13,338,410
	<b>Other Capital Amounts</b>			
9,031,591	Capital Grants, Contributions and Donations	23,293,891	100,000	12,262,378
(4,874,693)	Other capital income and (expenses)	993,500	(80,000)	(363,349)
16,832,728	<b>Net Result Surplus/(Deficit)</b>	25,252,283	9,442,196	25,237,439

### Explanation

#### Income Statement

This Statement outlines:

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

However the depreciation of assets is included.

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

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

## Southern Downs Regional Council Balance Sheet February 2018

Audited 2017 Actual \$		Annual 2018 Budget \$	Phased 2018 YTD Actual \$
	<b>Current Assets</b>		
25,448,369	Cash assets & Investments	34,777,000	56,454,457
3,205,375	Receivables (includes Rates & Utilities receivable)	5,726,000	9,104,327
697,650	Assets held for sale	553,506	443,000
265,798	Inventories	229,494	471,093
<b>31,617,192</b>		<b>41,286,000</b>	<b>66,472,878</b>
	<b>Non-Current Assets</b>		
946,000	Investment Property	742,000	742,000
721,743,783	Property, plant and equipment	763,287,991	699,609,631
275,395	Other Financial Assets	229,423	152,325
19,058,954	Capital works in progress	-	41,336,464
1,403,290	Intangible Assets	1,223,586	1,178,905
<b>743,427,422</b>		<b>765,483,000</b>	<b>743,019,325</b>
<b>775,044,614</b>	<b>TOTAL ASSETS</b>	<b>806,769,000</b>	<b>809,492,203</b>
	<b>Current Liabilities</b>		
3,843,545	Creditors and other payables	6,977,000	5,865,996
7,120,132	Provisions	4,214,999	6,496,095
2,005,578	Interest bearing liabilities	1,432,001	1,553,935
<b>12,969,255</b>		<b>12,624,000</b>	<b>13,916,026</b>
	<b>Non-Current Liabilities</b>		
25,878,224	Interest bearing liabilities	20,809,000	21,383,761
3,858,167	Provisions	5,119,000	4,871,440
<b>29,736,391</b>		<b>25,928,000</b>	<b>26,255,202</b>
<b>42,705,646</b>	<b>TOTAL LIABILITIES</b>	<b>38,552,000</b>	<b>40,171,227</b>
<b>732,338,968</b>	<b>NET COMMUNITY ASSETS</b>	<b>768,217,000</b>	<b>769,320,976</b>
	<b>Community Equity</b>		
182,723,268	Asset Revaluation Reserve	182,932,000	182,931,429
549,615,700	Retained surplus	585,285,000	586,389,546
<b>732,338,968</b>	<b>TOTAL COMMUNITY EQUITY</b>	<b>768,217,000</b>	<b>769,320,975</b>

### Balance Sheet

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

-

Key Ratios	Budget	YTD Actual	On Target?	Key Ratios	Budget	YTD Actual	On Target?
<b>Working Capital Ratio</b> (Current Assets / Current Liabilities)	3.27 : 1	4.78 : 1	✓	<b>Interest Coverage Ratio</b> (Net Interest Expense / Total Operating Revenue) (%)	1.01%	0.89%	✓
Target Ratio	> 1:1	> 1:1		Target Ratio Upper Limit (%)	10.0%	10.0%	
This is an indicator of the management of working capital (short term financial capital). Measures the extent to which a Council has liquid assets available to meet short term financial obligations.				This ratio indicates the extent to which a Council's operating revenues are committed to interest expenses. As principal repayments are not operating expenses, this ratio demonstrates the extent to which operating revenues are being used to meet the financing charges associated with debt servicing obligations.			
<b>Operating Surplus Ratio</b> (Net Operating Surplus / Total Operating Revenue) (%)	36.2%	47.9%	✓	<b>Asset Sustainability Ratio</b> (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	273.5%	233.2%	✓
Target Ratio	0.0% to 15.0%	> 0.0% to 15.0%		Target Ratio Lower Limit (%)	> 90%	> 90%	
This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes.				This is an approximation of the extent to which the infrastructure assets managed by the Council are being replaced as these reach the end of their useful lives. Depreciation expense represents an estimate of the extent to which the infrastructure assets have been consumed in a period. Capital expenditure on renewals (replacing assets that the Council already has) is an indicator of the extent to which the infrastructure assets are being replaced.			
A positive ratio indicates the percentage of total rates available to help fund proposed capital expenditure. If the relevant amount is not required for this purpose in a particular year, it can be held for future capital expenditure needs by either increasing financial assets or preferably, where possible, reducing debt.				<b>Comments on Ratio Results.</b>			
<b>Net Financial Liabilities Ratio</b> (Total Liabilities - Current Assets) / Total Operating Revenue	-5.2%	-49.9%	✓	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.			
Target Ratio Upper Limit (%)	<=60%	<=60%		Whilst changes to the legislation have amended the required ratios, the ratios listed will continue to be reported on.			
This is an indicator of the extent to which the net financial liabilities of a Council can be serviced by its operating revenues.				The Asset Sustainability Ratio is under the target lower limit as there has not been a full year of activity for assets.			
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.							

## **INVESTMENTS REGISTER**

**as at 28 February 2018**

### **CASH MANAGEMENT**

10.30am CALL ACCOUNT

**LAST MONTH**  
(31 January 2018)

	GENERAL	QTC SDRC Acct
\$ 8,161,566.60	TOTAL	QTC

<b><u>PRINCIPAL</u></b>	<b><u>INTEREST RATE</u></b>
\$ 10,680,771.50	2.18%
<b><u>\$ 10,680,771.50</u></b>	

### **BANK BILLS AND BCD**

<b><u>DATE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>PRINCIPAL</u></b>	<b><u>INTEREST RATE</u></b>	<b><u>MATURITY DATE</u></b>	<b><u>DAYS</u></b>
25-Oct-17	QCCU	\$ 3,000,000.00	2.60%	28-Mar-18	154
15-Nov-17	WESTPAC	\$ 3,000,000.00	2.60%	16-May-18	182
15-Nov-17	BANK OF QLD	\$ 3,000,000.00	2.60%	17-May-18	183
15-Nov-17	BENDIGO	\$ 3,000,000.00	2.60%	17-May-18	183
16-Nov-17	BANK OF QLD	\$ 3,000,000.00	2.60%	28-Mar-18	154
22-Nov-17	SUNCORP	\$ 3,000,000.00	2.45%	22-Mar-17	120
29-Nov-17	BANK OF QLD	\$ 3,000,000.00	2.60%	30-May-18	182
10-Jan-18	QCCU	\$ 3,000,000.00	2.50%	12-Apr-18	93
17-Jan-18	QCCU	\$ 3,000,000.00	2.50%	24-May-18	97
24-Jan-18	NAB	\$ 3,000,000.00	2.45%	26-Apr-18	92
14-Feb-18	WESTPAC	\$ 3,000,000.00	2.45%	17-May-18	92
14-Feb-18	BANK OF QLD	\$ 3,000,000.00	2.55%	14-Aug-18	181
21-Feb-18	NAB	\$ 3,000,000.00	2.45%	23-May-18	94
21-Feb-18	WESTPAC	\$ 3,000,000.00	2.60%	22-Aug-18	182
28-Feb-18	BANK OF QLD	\$ 3,000,000.00	2.60%	29-Aug-18	182
<b><u>\$ 45,000,000.00</u></b>	TOTAL	<b><u>\$ 45,000,000.00</u></b>			
<b><u>\$ 63,161,566.60</u></b>	GRAND TOTAL		<b><u>\$ 65,680,771.50</u></b>		

Weighted Average  
BBSW 90 day rate

2.54%  
1.79%

### **FUNDS BREAKDOWN**

<b><u>FUND</u></b>	<b><u>PRINCIPAL</u></b>
\$ 53,161,566.60	GENERAL
\$ -	RESERVE
\$ -	TRUST
<b><u>\$ 63,161,566.60</u></b>	GRAND TOTAL
	<b><u>\$ 65,680,771.50</u></b>


### **INSTITUTION BREAKDOWN**

(30% MAXIMUM AT ANY ONE INSTITUTION EXCLUDING QTC)

<b><u>INSTITUTION</u></b>	<b><u>PRINCIPAL</u></b>
\$ -	CBA
\$ 3,000,000.00	BENDIGO
\$ 9,000,000.00	WESTPAC
\$ 3,000,000.00	SUNCORP
\$ 9,000,000.00	QCCU
\$ -	HERITAGE
\$ 15,000,000.00	BANK OF QLD
\$ 8,161,566.60	QTC
\$ 6,000,000.00	NAB
\$ -	CITIBANK
\$ -	BANK WEST
	100%
<b><u>\$ 63,161,566.60</u></b>	GRAND TOTAL
	<b><u>\$ 65,680,771.50</u></b>

## 10.2 Warwick Saleyards - All Sales to be Conducted Through Agents

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 March 2018
	Accountant Manager Finance & Information Technology	<b>ECM Function No/s:</b> 12.13

### Recommendation

THAT Council resolve to only allow livestock sales through the Warwick Saleyards where they are conducted through an agent with a current selling permit.

### Report

Agents pay annual fees to be allowed to sell livestock through the Warwick Saleyards. This includes cattle that are weighed privately. In the 2017/18 financial year the annual fee for agents is \$5,195.85 for a cattle permit and \$3,060.65 for a sheep permit.

Regularly, direct sales are run through the Saleyards to feedlots and abattoirs. These cattle are weighed at the Saleyards and then transferred through Council's software system to the purchaser. The fees for a private weigh are the same as the yard fees of \$8.15 plus \$1.00 infrastructure levy.

Generally these direct sales are conducted through an agent, but occasionally a private producer will sell directly through the Saleyards. The private producer will work the cattle through the yards to the scales and then out to the holding pens ready for transport.

The issue with private producers selling through the Saleyards in this manner is that it opens Council up to workplace health and safety issues if the private producer is injured in any way while the stock are being processed through the yards.

It also creates an unfair competition where the agents pay annual fees to allow them to sell through the yards and individuals sell without paying these fees.

Private producers are still able to hold livestock in the yards and deliver livestock to the yards for collection by paying the applicable holding and transshipping fees. A third party is then responsible for the NLIS transfer of the livestock on the database.

### Budget Implications

There are no budget implications

### Policy Consideration

Operational Plan 2017/18

4.12 Explore/review potential efficiencies and opportunities for Council's operations

## **Community Engagement**

Nil

## **Legislation/Local Law**

*Local Government Act 2009 and Local Government Regulation 2012*

## **Options**

Council resolve:

1. To only allow livestock sales through the Warwick Saleyards where they are conducted through an agent with a current selling permit.
2. Not to only allow livestock sales through the Warwick Saleyards where they are conducted through an agent with a current selling permit.


## **Attachments**

Nil

## 11. ENGINEERING SERVICES DEPARTMENT REPORTS

### 11.1 Engineering Services Department Monthly Report

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 March 2018
	Acting Director Engineering Services	<b>ECM Function No/s:</b> 04.15.01

#### Recommendation

THAT Council receive the Engineering Services Department Monthly Report.

#### Report

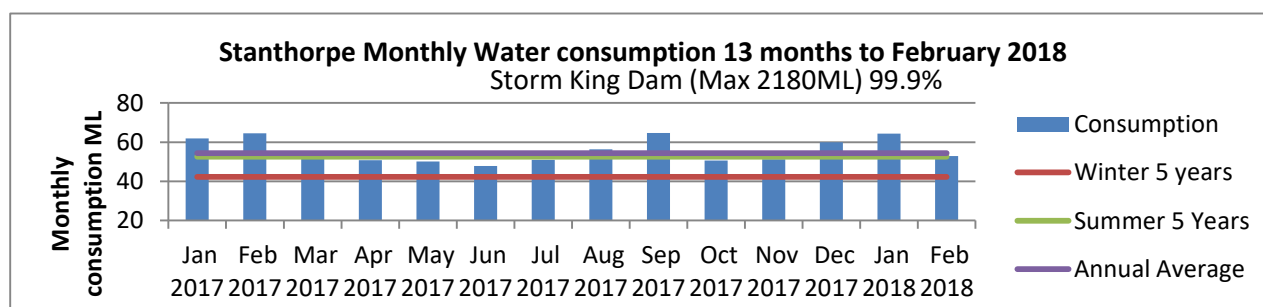
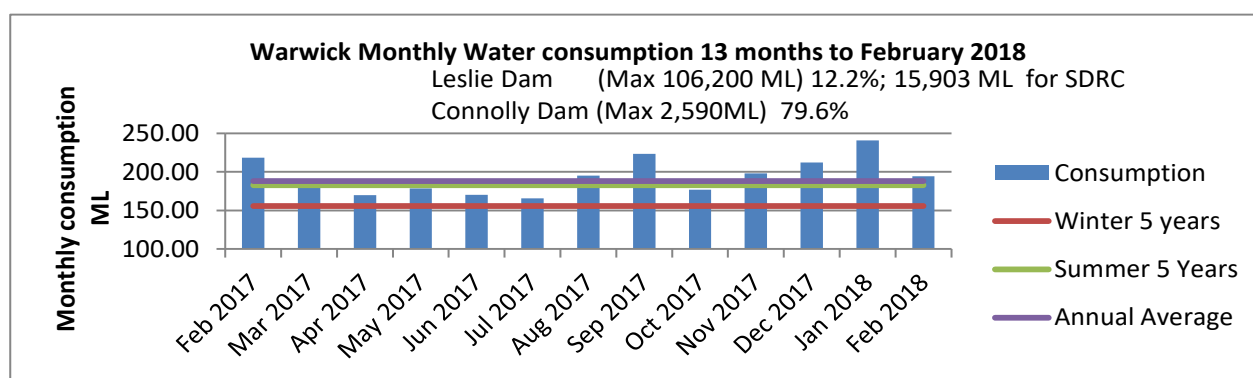
The following is provided for the information of Councillors

#### 2017/18 Project Status Report

The information tables for the 2017/18 Project Status Report for Community Services & Major Projects, Works Construction and Water & Wastewater are attached.

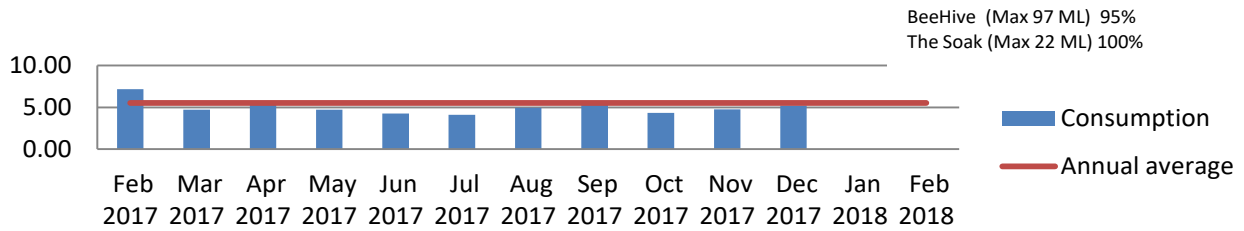
#### Water & Wastewater Report as at 28 February 2018

#### Monthly Water Consumption Graphs

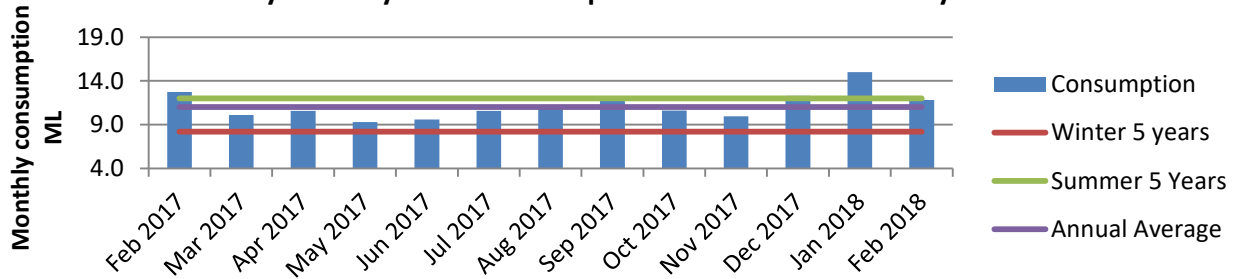




### Wallangarra Monthly Water consumption 13 months to February 2018

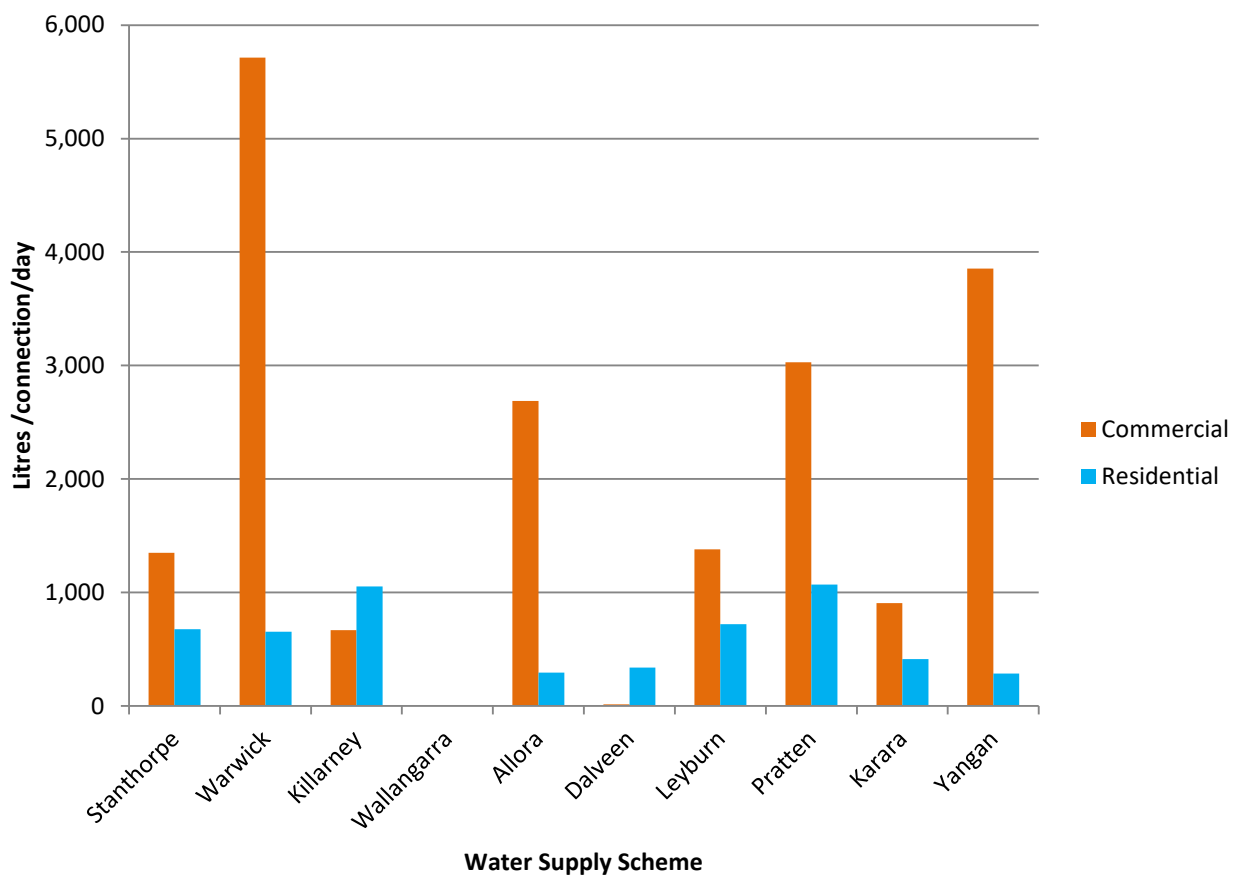


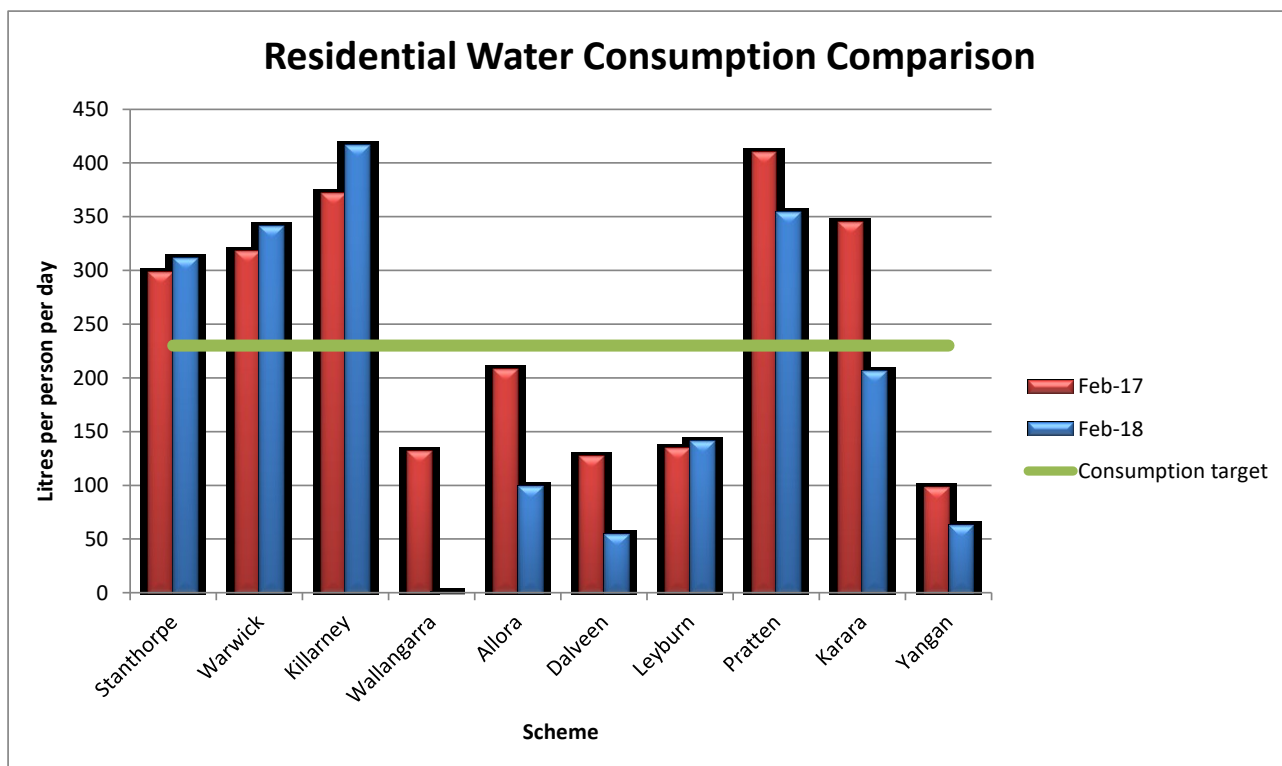
### Killarney Monthly Water consumption 13 months to February 2018



### Avg Daily Consumption per Connection February 2018

(based on October 2017 meter readings)





The data for the Wallangarra Water is missing as the plant is currently offline.

#### Budget Implications

Nil

#### Policy Consideration

Nil

#### Community Engagement

Nil

#### Legislation/Local Law

Nil

#### Options

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

#### Attachments

1. Community Services & Major Projects 2017/18 Status Report [View](#)
2. Works Construction 2017/18 Project Status Report [View](#)
3. Water & Wastewater 2017/18 Project Status Report [View](#)

## COMMUNITY SERVICES AND MAJOR PROJECTS

### 2017/18 PROJECT STATUS UPDATE

Communication Update No.: 35

Date of Issue: 9 March 2018

Community Services Projects	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	Project Tracking (Green – On Target) (Orange – Minor Slippage) (Red – Off Target)
<b>Community Health &amp; Wellbeing</b>	<p>Report has been received by Council at October 17 Council meeting.</p> <p>Meeting held with Australian Drug Foundation community engagement officer regarding Good Sport program.</p> <p>Propose to add this to the project management plan (PMP).</p> <p>Draft PMP developed.</p> <p>Further develop PMP to include fitness programs at Stanthorpe Fitness Centre.</p> <p>Project Management Plan approved 7 Feb 2018.</p> <p>FFF program conducted at Stanthorpe Fitness Centre during the month of February.</p>	Coordinate broader program across LGA.	Jun 18			Community Development Officer has resigned. The resignation will impact on this timeline.

Community Services Projects	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	Project Tracking (Green – On Target) (Orange – Minor Slippage) (Red – Off Target)
<b>Say No to Violence</b>	<p>Merchandise has been delivered 30 November 17.</p> <p>Say No to Violence Bumper Stickers circulated to be placed on Council vehicles.</p> <p>Project promoted at the Peace Walk and Candle Lighting ceremony 8 December 2017.</p> <p>Promotional coasters delivered to 8 licenced premises in Warwick and Stanthorpe 21 December 2017. Additional 2000 promotional coasters ordered 22 December 2017.</p> <p>Promotional coasters delivered to further 3 licenced premises 11 January 2018.</p> <p>Received additional coasters from supplier 23 January 2018.</p> <p>Additional coasters delivered 2 February 2018.</p> <p>Information day to coincide with Mayor's launch of National Day of Action Against Bullying and Violence. Guest speaker from Toowoomba has been invited.</p>	<p>Develop a distribution list for the coffee cups across the region in conjunction with project launch 16 March 2018.</p> <p>Arrange for placement of vinyl banners 3m X 1.3m on the Warwick Town Hall and Stanthorpe Civic Centre prior to the launch on 16 March.</p> <p>Set up table with SNTV merchandise at the launch.</p>	Jun 18			Community Development Officer has resigned. The resignation will impact ability to deliver project.

Community Services Projects	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	Project Tracking (Green – On Target) (Orange – Minor Slippage) (Red – Off Target)
Stanthorpe Soldiers Memorial Restoration	Consultation with stakeholders to determine scope completed October 2017.  Lasting Legacies grant funding application submitted January 2018	Ongoing consultation with stakeholders.  Announcement of successful grant recipients May 2018.	Dec 18	\$46K		
Youth Council	New Youth Council model developed and approved 7 Feb 2018.  Meetings conducted with all nine (9) high schools that have Year 10 students.  ToR and Nomination/Consent Form amended based on school feedback.	Call for nominations from schools, closing on 14 March 2018.  Develop final meeting schedule by mid/late-March.  Aim for endorsement of Youth Council nominees at March General Meeting.	March 18			
Grants to Community	G2C Round Three opened 22 February 2017. Applications are already being submitted.  Fast Grant applications are being submitted.	G2C acquittals being received for 16/17 & 17/18.  Preparation for 17/18 round 3, as result of \$60k budget forecast increase, opening 22 February 2018 to 22 March 2018. Now Open  Processing Fast Grant applications.  Reviewing Guidelines for 18/19.  Processing G2C R3 applications as they come in.	Jun 18	\$353k		

Community Services Projects	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	Project Tracking (Green – On Target) (Orange – Minor Slippage) (Red – Off Target)
<b>Regional Arts Development Fund</b>	Seven applications approved for funding totalling \$67,578. Funding agreements executed and grant payments made.  Arts Queensland has notified that RADF 2018/19 is now open for applications.	Application to Arts Queensland for 2018/19 funding due 6/04/18  Round 2 to allocate remaining funding for 2017/18 of \$37,422. Applications open 12 March 2018 to 6 April 2018.	Jun 18	\$105k		
<b>Initiation/Procurement Phase</b>	<b>Status</b>	<b>Next Milestone Target Date</b>	<b>PC Date</b>	<b>Cost</b>	<b>Risk &amp; Mitigation</b>	<b>Project Tracking</b>
<b>Leslie Park Cenotaph Dais</b>	6 Dec 17 Committee requested Council assistance to project manage work.  7 Dec 17 Request approved by CEO  8 Dec 17 Exemption Certificate for proposed work lodged with Dept. Environment and Science.  7 Feb 18 Exemption Certificate Application refused. Manager contacted Heritage Department to seek review of decision.  Grant Application made under Lasting Legacies program.  Grant Application made under Queensland Anzac Centenary Spirit of Service	Exemption Certificate January.  Contract Specification Draft – late Mar 18.  Committee to confirm funding late Jan 18.  Awaiting outcome of Exemption Certificate refusal review.	Nov 18	\$80k  Committee plus in-kind support in officer time.	Budget: Committee 50% of the way to the estimated figure. Project cannot proceed until budget confirmed.	

Community Services Projects	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	Project Tracking (Green – On Target) (Orange – Minor Slippage) (Red – Off Target)
<b>Connolly Dam Camping Reserve</b>	Draft Bushfire Management Plan implementation commenced:  Works Maintenance Crews to clear area for fire break and assembly point at Connolly Dam.  RFT for Caretaker issued.	Develop Priority Actions from Bushfire Management Plan  RFT for caretaker close 20 March 2018	June 18	TBC	Safety: Evacuation of Campers in area with only one entry/exit point	
<b>Building Asset and Services Management Plan Improvement Actions</b>	Department engaged contractor to complete 1. Governance Hierarchy; 2. Condition Assessment Manual; and 3. Operations Manual. All documents finalised for Council consideration.	Documents to be put before Council at March 18 General meeting.	Mar 18	\$12k		
<b>Killarney Multipurpose Facility and Willi Street Community Groups Relocation</b>	RFQ for Heritage Impact Report closed 14/02/18. Evaluation of offers suspended due to potential change to scope.  RFQ for design of Yangan Road Depot buildings closed 28/02/18. Offers being evaluated.	Award contract for Heritage Impact Report (on hold).  Award contract for design of Yangan Road Depot buildings by 14/03/18	Jun 19	\$695k	Multiple risks and their mitigation strategies identified in the PMP.	Request from community member to purchase Killarney Scout Hall – options being considered. Potential impacts: Scope, Time, Cost, Quality whilst outcome pending.

Community Services Projects	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	Project Tracking (Green – On Target) (Orange – Minor Slippage) (Red – Off Target)
<b>Rest Area for Visitors and Travellers Incorporating New Entrance Signage</b>	Wallangarra Community Meeting outcomes to influence scope. Site visit 08/01/18 to inspect possible location for works. Final PMP signed off and distributed 18/01/18 Meeting with Wallangarra Community 27/02/18.	Outcomes from community meeting 27 February to Influence final outcome.  RFQ to for works to be developed.	Dec 18	\$150k	Multiple risks and their mitigation strategies identified in the PMP.	
<b>Regions Art Gallery Upgrade</b>	Project dependency: Awaiting results of Stanthorpe Library Feasibility Study before proceeding further with this project.	Decision on library feasibility March 2018.	Jun 19	\$150k	Time: Project dependent on library feasibility study being conducted by Corporate Services, which is not due until March 2018	Project dependent on Library Feasibility study being completed by Corporate Services.
<b>Recreation Areas at Connolly Dam and Small Villages (BBQs and covered seats)</b>	Change request approved to replace Lions Park with Boston Park Wallangarra in PMP following community consultation meeting. Awaiting confirmation on what other park furniture is being installed in Boston Park Wallangarra as part of another project before issuing RFQ.  Met with Team Leader Parks & Gardens to discuss locations and whether power is available for BBQs.	RFQ for procurement of BBQs and seating to be issued 16/03/18	Dec 18	\$150k	Multiple risks and their mitigation strategies identified in the PMP.	



Community Services Projects	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	Project Tracking (Green – On Target) (Orange – Minor Slippage) (Red – Off Target)
Burial Wall at Warwick Cemetery	RFQ to design Warwick Cemetery Outdoor Burial Walls out to market.	RFQ to design of Burial Wall closes 13/03/2018	Jun 19	\$180k	Time and Cost: Warwick Cemetery is heritage listed. Need Heritage Exemption Certificate to construct building on the site	
Dungaree Memorial Project	Applied for Heritage Exemption Certificate from Department of Environment and Science as Leslie Park is State Heritage listed. Construction drawings and further design information required before exemption certificate can be issued.  Draft wording for plaques received from landscape architect.  Meeting held with landscape architect to discuss project and synergies with Warwick Streetscape project.	Construction drawings from landscape architect March 2018  Heritage Exemption Certificate March 2018	Dec 18	\$135k	Multiple risks and their mitigation strategies identified in the PMP.	

Community Services Projects	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	Project Tracking (Green – On Target) (Orange – Minor Slippage) (Red – Off Target)
John Simpson - Equestrian Sculpture	<p>Preliminary meeting held with Mr Simpson, with further meeting arranged to understand scope of works.</p> <p>PMP Developed with a PC date in December 2017.</p> <p>John Simpson Informed of non-budget allocation in first quarter, meaning until a budget is identified, Council is unable to proceed with the actions tasked to it.</p> <p>Meeting organised for mid-December with key stakeholders.</p>	<p>PMP sign off still to occur, however, this is dependent on Council funding.</p> <p>Paper to be placed before Council Special Meeting 12 March 2018 for funding shortfall consideration.</p>	Dec 17	\$60k	<p>Budget: Unclear what funding is in place? Proponent requested to meet with all key stakeholders</p> <p>Reputation: Managed process closely and align to agreed PMP objectives and outcomes.</p> <p>Time: Likely to slip due to a lack of stakeholder engagement by proponent.</p>	<p>Budget held by project sponsor – John Simpson</p> <p>Budget still unclear</p>

Community Services Projects	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	Project Tracking (Green – On Target) (Orange – Minor Slippage) (Red – Off Target)
Mini Golf (WIRAC Facility)	<p>RFQ Issued. Discussions held with submitters.</p> <p>Contacted WA LG to get a RFT that could be used to let this type of project.</p> <p>WA LG provided copy of their RFT.</p> <p>\$30K operational budget approved through the first quarter budget review.</p> <p>Meeting held between key stakeholders Nov 17 to discuss way forward.</p> <p>RFQ drafted and issued.</p> <p>RFQ close mid December 17.</p> <p>Limited submissions received with focus on design and construct, with prices offered far in excess of budget allocation.</p>	Consider moving into negotiations with all invited submitters to identify appropriate outcome that meets LGA principles for contracting.	Dec 18	<p>Design - \$30k</p> <p>Construction - TBC</p>	<p>Budget: Quarterly review to pick up potential future capital works.</p>	<p>Whilst offers received by date, outcome still outstanding, meaning time missed as set</p> <p>Project at risk of contracts negotiations falling over with no outcome</p>

Community Services Projects	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	Project Tracking (Green – On Target) (Orange – Minor Slippage) (Red – Off Target)
Warwick Library Air Conditioning Replacement	RFQ drafted. Corporate Services requested additional asbestos testing to confirm the information contained in the Asbestos Register prior to releasing RFQ. If confirmed as asbestos, alternative style air con units may be considered to minimise the impact on Library service delivery	Release RFQ (date to confirmed after additional asbestos test results are received)	Jun 18	\$60k	<p><b>Safety:</b> Asbestos control measures during installation of new system</p> <p><b>Time:</b> Procurement delay</p> <p><b>Quality:</b> Temporary air con units installed to ensure comfortable environment for staff and users</p> <p><b>Quality:</b> Ensure sufficient air con system installed – Engineer's recommendations obtained</p>	Additional asbestos testing has delayed the issuing of the RFQ.

Construction/Implementation Phase	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	Project Tracking
<b>Big Thermometer (Stanthorpe)</b>	Structural component of Big Thermometer erected.  Parallel parking zone construction commenced.	Paper to be placed before Council Special Meeting 12 March 2018 for funding shortfall consideration.  Pour kerb 16/03/18	Jun 18	\$50k	Scope: Community Group involvement may have higher expectations of Council than previously agreed.  Location: Footings of structure have been built in flood zone. Chamber of Commerce have been made aware of risk to structure from flooding. Chamber of Commerce are willing to accept this risk	Funding insufficient
<b>Stanthorpe Fitness Centre – Building Compliance Rectifications</b>	Building rectifications works commenced. Front door and new exit door from Aerobics Room installed.	Electrical works and plumbing ongoing	Feb 18	\$180K	Disruption to fitness activities – contractor aware of need to work with users	Timing for PC an issue.

Community Services Projects	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	Project Tracking (Green – On Target) (Orange – Minor Slippage) (Red – Off Target)
<b>Stanthorpe Lions Park Toilets – Underpinning</b>	Site inspection with Manager Works Maintenance & Open Space on 12/01/18 to determine extent of drainage works recommended In Damage & Condition report. Works required exceed available budget. Earthworks for drainage deferred awaiting budget allocation. Scope reduced to fit within budget allocation.  Some of the recommended remediation works (i.e. plumbing) can be completed. Awaiting assistance from W&S Department to camera pipework prior to seeking quotes for repairs.	Water & Sewerage to undertake check of plumbing for leaks and cracks 16/03/18	Jun 18	\$8k	Works in a public place – install temporary fencing to protect public  Budget insufficient to carry out all recommended remediation works.	
<b>Town Hall Toilets Decommissioning</b>	Heritage Exemption Certificate received 23/11/2017 (exemption required as the toilets are on the same lot as the Town Hall)  Building Approval (Demolition) received.  RFQ for demolition of toilet block closed. Offers being evaluated.	Award demolition contract 16/03/18	Jun 18	\$20k	Delay: Heritage Exemption Certificate required prior to commencing  Delay: Inclement weather may delay works	

Community Services Projects	Status	Next Milestone Target Date	PC Date	Cost	Risk & Mitigation	Project Tracking (Green – On Target) (Orange – Minor Slippage) (Red – Off Target)
Warwick Town Hall – Fire Detection System	Fire detection system installation commenced.	Practical completion 31/03/18	Jun 18	\$75k	Timing: schedule works around Town Hall bookings  Quality: ensure works comply with Heritage Exemption Certificate	
Warwick Town Hall – Termite Damage Repairs	New backstage flooring to be sanded and oiled in accordance with request from Heritage Department.	Sand and oil backstage flooring booked for 30/04/18 to 13/05/18	Jun 18	\$60k	Heritage Listed Building – works to comply with Heritage conditions	
Warwick Water Treatment Plant Water Clarifier	Mechanical installation completed.  Minor problems being addressed. Dry commissioning completed.	Fill with water 16/03/18 Programming commencing 16/03/18 Practical Completion 23/03/18 Commissioning 23/03/18	Mar 18	\$2.5M	Water supply contamination: Use experienced contractors, no connection to water supply until all tests successful  Delay: Inclement weather may delay works	Project delayed due to weather, resulting in missing the mechanical component installation date for sub contractor. Sub contractor not available for mechanical component installation until end January 2019.

Completed Projects
Allora Streetscape
Building Asset and Services Management Plan
Child Safety Week
Connolly Dam Toilets
Disability Action Week
Emu Swamp Dam Feasibility (NWDF)
Flood Mitigation Gauges
Girls Empowerment Project – Partnership project between SDRC & SDIEA

<b>Completed Projects</b>
<b>Local Level Alliance – Southern Downs</b>
<b>Pioneer Park Swanfels Shelter Rebuild</b>
<b>Seniors Month and Seniors Expo</b>
<b>Short Street Shed Relocation</b>
<b>Southern Downs Youth Network (SDYN)</b>
<b>Talc Street Facility Transition</b>
<b>Young Leaders Program</b>
<b>Southern Downs Water Security Options Business Case</b>
<b>Karara Water Supply Community Engagement</b>

<b>Deferred Projects</b>
<b>Stanthorpe Admin Building – Equitable Access</b>
<b>Stanthorpe Admin Building – Underpinning</b>
<b>Warwick Aerodrome – Construct Glider Strip</b>



Works Construction 2017/18 Project status Report - February 2018

Initiation/ Procurement Phase	Status	Next Milestone Target Date	PC date	Cost	Risks & Mitigation	Project Tracking (Green - On Target) (Orange - Minor Slippage) (Red - Off Target)
Aldred Street stormwater upgrade	Stormwater Management Plan approved by TMR. Design completed. Preparation of Management Plans in progress. Easement plan sent to Ergon Energy for approval.	Finalise estimate, quotation for storm water components & easement plan. Obtain TMR approval for construction along Wood Street. Obtain in-principle agreement with Ergon Energy for easement.	May-18	\$350k	1) Land resumption works (Ergon energy land) could delay works-SDRC already sent easement plan & awaiting approval from Ergon Energy. 2) VHS issues associated with deeper trench-Geotechnical Engineer's advice will be sought to decide stability of the trench; Working near energised powerlines Services will be located, Ergon Energy will be advised when working near underground powerlines & potholing near power lines (not using machinery for excavation works without pot holing). 3) Residents may request additional works to resolve ongoing erosion issues- Residents will be briefed about issues & solutions.	
Thames Creek culvert reconstruction	Design finalised & draft tender documents received. Budget (\$300,000) allocated.	Complete design & tender documents by March 2018.	May-18	\$300k	1) The culvert is currently propped & to be constructed urgently. 2) Delay & rework due to inclement weather.	Finalising tender documents not progressed well due to other priority projects.
Palmerin St footpath (W402)	Funding received and scoping in progress.	Scoping including asset location/ relocation to be decided by March 2018. Consultation with business owners to be commenced in March 2018. Draft plans to be presented to get Council approval.	Jun-18	\$350k	1) Possible service relocation works could cost more & delay the works. 2) Work progress may be slowed to reduce impact on businesses. 3) Works should not be carried out from mid March to end of March 18 due to Commonwealth Baton Relay (28/3/2018). 4) Scope of works depends on Shopping centre streetscape & Dungeess streetscape plans therefore to wait until completion of Shopping centre streetscape & finalising dungeess memorial plans. Designer carrying out Dungeess memorial plans to be consulted about Palmerin Street Streetscape.	
Condamine River walking & cyclepath (W402)	Funding received.	Scoping including asset location/ relocation to be decided by April 18.	Jul-18	\$118k	Possible land resumption may delay the commencement of project.	Project can be completed by June 2019.
Olen Applin Cycle Path	Scoping expected to complete by March 2018.	Design expected to complete by June 2018.	Jul-18	\$126k	Scope may change due to TMR road works at MT Stirling Road intersection. Consultation with TMR is required to finalise scope.	Project can be completed by June 2019.
Park Road shared user bridge	Design expected to commence in March 2018	Design expected to complete by June 2018.	Jul-18	\$300k	Possible delay in finalising design works.	Design can be completed by June 2018 & Project can be completed by June 2019.
Stanthorpe cycleways	Funding received.	This is design only project for this financial year. Consultant to be engaged to carry out design of pedestrian bridge by March 2018.	May-18	\$48k	Possible delay due to other priority projects.	Design consultant will be engaged in the near future by Maintenance Department.
Defence (Churchill Drive) Stormwater upgrade	Works Construction is in the process of engaging a consultant.	Consultation with the Mill to be commenced to decide construction period. Design can be commenced in March 2018. Timeline for construction works has to be finalised to program	Jul-18	\$350k	1) Possible delay due to resourcing issue-Resources will be allocated to prioritise this project. 2) Construction works may interrupt MHI operation-Frequent consultation with MHI to be undertaken & additional resources will be brought if required.	
Resael - North	Junabee Road resealing preparation works completed.	Sealing of some roads scheduled to commence in April 2018.	Apr-18		No major risks other than working near energised power lines. Appropriate precautions (spotter etc) will be taken when working near power lines.	Minor delay in finalising works..
Construction Phase	Status	Next Milestone Target Date	PC Date	Cost	Risks & Mitigation	Project Tracking
Inveramsay Road Widening & Rehabilitation	Sealing second section completed in mid-February 2018. Delay in progressing third section due to wet weather & reworking of some pavement completed.	Pavement works for the third section in progress.	Mar-18	\$1.2M	1) No major risks other than working near energised power lines. Appropriate precautions (spotter etc) will be taken when working near power lines. 2) Delay & rework due to inclement weather.	In Progress.

Resheeting Stage 2		Budget cut of \$750,000 resulted in no further resheeting works except in between project completion & commencement.	May-18		Urgent resheeting can't be carried out due to budget cut.	Resheeting funds cut by \$750,000, therefore new works can't be carried out.
Amiens Rd widening	Pavement widening works commenced on 6/2/18. First section sealed & second section pavement works in progress.	Prolifer & Paver are being used for road widening works. Sealing scheduled to take place in late March 2018. Final seal & tidy up works scheduled to complete by late April 2018.	Apr-18	\$1M	1) No major risks other than working near energised power lines. Appropriate precautions (spotter etc) will be taken when working near power lines. 2) Delay & rework due to inclement weather.	In progress.
Coombes Rd widening & rehabilitation	Works commenced on 5/5/2018.	Complete first section by mid-April 2018.	Apr-18	\$600k	1) No major risks other than working near energised power lines. Appropriate precautions (spotter etc) will be taken when working near power lines. 2) Delay & rework due to inclement weather.	Minor delay due to Fitzroy Street works & pavement repair works for resheeting works.
<b>Completed Projects</b>						
Bass Road Bridge Replacement						
Connells Bridge Road Bridge Replacement						
Blackpot 2016/17 - MT Tully Road, Eulay Road/ Sugarloaf Road/ MT Tully Road, Old Stanthorpe Road, Longe Lane & Connolly Dam Road						
R2R Old Stanthorpe safety improvements (CH 15.44-15.46 km)						
Kenilworth Street Upgrade (LGGS)						
Kilmarney Streetscape (\$100,000 grants from State - W4Q1)						
Kilmarney Streetscape- Stage 2 (\$50,000 grants from State - W4Q2)						
Resend south						
Fitzroy Street rehabilitation (W4Q2)						
Warrick Cycleway network						
Schnitzlerling Street Upgrade (\$250,000 grants from State - W4Q) - Commissioning Street lighting will be delayed till April 2018 due to Elgon's schedule of works.						

										Capital Projects (Orange - Minor Stoppage) Minor Projects (Green)	
WATER											
Water Treatment - Storm Water WTP	Contract for procurement of pipe and construction materials to be submitted Monday 19 March 2018	Tender for procurement of pipe and construction materials to be submitted Monday 19 March 2018		30-Jun-19	\$4,545,600	Capital	Unsettled weather over an extended period of time				
SCADA Security & Electrical Renewals	All items have been assessed - Capital project concept approval prepared for approval of Ministry of SPS's by 28/10/19 FY	RFP to be prepared for submission against 20/03/19 FY		Jun-16	\$50,000	Operational	Availability of a suitable contractor				
Mallangra WTP renewal	***HIGH PRIORITY*** Contract signed. Rehabilitation underway (will stop)	Contractor to mobilise to site March 2018 to commence civil works		Jun-16	\$1,280,000	Capital	Health based targets have not yet been processed. Scope and budget creep - modification of mechanical plant to servicing tank				
Leyburn Water Quality - Design RFP for design for treatment of water to progress - November RFP	RFP for Leyburn treatment processes to be submitted	Construction of new tank. Contractor to mobilise to site April 2018		Jun-16	\$1,000,000 (\$1,000,000)	Operational					
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[illegible]

Item 11.1 Engineering Services Department Monthly Report  
Attachment 3: Water & Wastewater 2017/18 Project Status Report


WATER							
Water Meter Replacement - Northern	In progress	ongoing	Jan-18	\$150,000	Capital	see status sheet	
Water Meter Replacement - Southern	In progress	ongoing	Jan-18	\$75,000	Capital	budget has been reduced - reallocation to other projects	
Valves & Hydrants Replacement - Northern	valves and hydrants along Alton St to be replaced. Project has not started according to be bid in November	Alton St valve replacement planning in progress	Mar-18	\$200,000	Capital	Minor contingencies	
Valves & Hydrants Replacement - Southern	In progress - budget associated - reallocation of funds to other projects	Ongoing	Jan-18	\$90,000	Capital	Availability of staff and contractors	
Warwick WTP Upgrade Stage 1 - Clarifier	Design and construction completed	Work completed and on track to be completed March 2018	Mar-18		Capital	Project managed by Major Projects Team	
Sanitary Sewer Main Replacement Northern & Southern	RFQ in progress			\$25,000	Capital		
Slurry Wall Pump Station and Lift Station	ML Lift station pump controller construction	Slurry Wall pump controller - May 2018	Jan-18		Operational		
TOTALS:							
WASTEWATER							
Urban Sewer Overflows - bathed and cover overflows	All stations have been installed	SS basins installed	Jan-18				
Overflows and basins (covered space only)	Work has been started	Equipment to be delivered	Jan-18				
RFQ for construction of lifting stations					Operational		
TOTALS:							
WATER TREATMENT							
Water Bio Wall Replacement Warrington	completed						
Water Bio Wall Replacement - Warwick Water Treatment Plant	completed						
Overhead Storage Tank - water storage tank and associated electrical work	completed September 2017						
Water/Wastewater treatment	completed September 2017						
Warwick WTP - reservoir construction	completed September 2017						
Sludge WTP - W1	construction completed September 2017						
Warwick WTP - process water to filter	completed						
Water treatment construction Warrington WTP	completed						

Item 11.1 Engineering Services Department Monthly Report  
 Attachment 3: Water & Wastewater 2017/18 Project Status Report

Locality Dean bridge valve at Warrick WTP	Completed. Replaced by Robot
Water Main Replacement - Kildarey Water Treatment Plant	Completed October 2017
Shedbury WWP TF Reserve replacing bridge valve	Complete
Victoria St sewer main bridge - replacement of gas holder access	Complete
Victoria St sewer main bridge - pipe	Complete
Water Main Replacement at Old Ave	Complete
Watermain Main Access - Main Change	Complete
Shedbury WWP TF Reserve replacing bridge valve	Complete
Victoria St sewer main bridge - replacement of gas holder access	Complete
Victoria St sewer main bridge - pipe	Complete
Watermain Main Access - Main Change	Complete
Watermain Main Access - Main Change	Complete
Water Main Replacement - Darnall St - Shedbury St Shedbury	Complete
Stage 2 Water Main Extension to Appleby	Complete
Chemical disposal - WTP	Complete
Water Main Replacement - replacement of Victoria St Main Access and reserve	2/4 line been installed, 1/4 Water Main Access and reserve

## 11.2 Southern Downs Road Safety Advisory Committee Minutes

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 March 2018
	Acting Manager Works Maintenance & Open Space	<b>ECM Function No/s:</b> 28.45

### Recommendation

THAT Council receive the minutes of the Southern Downs Road Safety Advisory Committee Meeting held on the 13 February 2018.

### Report

The Southern Downs Road Safety Advisory Committee met on the 13 February 2018. Attached to this report are the minutes of that meeting.

### Budget Implications

Nil

### Policy Consideration

Nil

### Community Engagement

Nil

### Legislation/Local Law

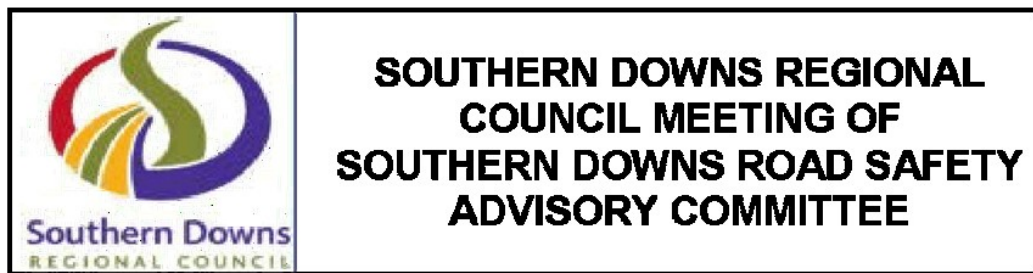
Nil

### Options

1. Receive the minutes of the Road Safety Advisory Committee Meeting held on the 13 February 2018.
2. Do not receive the minutes of the Road Safety Advisory Committee Meeting held on the 13 February 2018.

### Attachments

1. Minutes of the Southern Downs Road Safety Advisory Committee Meeting held on the 13 February 2018 [View](#)



**MINUTES OF THE SOUTHERN DOWNS ROAD SAFETY ADVISORY COMMITTEE**

**Held in the Council Chambers Stanthorpe on**

**Tuesday 13 February 2018 at 10.00am**



**13 FEBRUARY 2018**

**ORDER OF BUSINESS:**

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

**1. PRESENT**

Cr Marika McNicol, Sgt Daniel O'Dea (Stanthorpe Police), Sgt Ross Waugh (Warwick Police), Lyndall McCormack, Andrew Gale, Anthony Rixon, Mike Holeszko (Principal Engineer Maintenance), Zoe Dunlop (Minute Secretary), Sarah Wilkinson (Department of Transport & Main Roads), Dereck Sanderson (DTMR), Heather Weeks (DTMR)

**2. APOLOGIES**

Cr Vic Pennisi

**3. DECLARATION OF CONFLICT OF INTEREST**

Nil

**4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**Moved** Sgt Daniel O'Dea      **Seconded** Lyndall McCormack

THAT the minutes of the Southern Downs Road Safety Advisory Committee held on 7 November 2017 be adopted.

**Carried**

**5. BUSINESS ARISING FROM THE PREVIOUS MINUTES**

- **Freestone Road Speed Sign Enquiry**  
Query about the recent changes to the speed limit on Freestone Road being reduced to 60km. SDRC has investigated and placed traffic counters which showed that 85% of vehicles were driving at 84km/hr in the new 60km/hr zone due to the area having good visibility and being a wide open space. SDRC officers are preparing a report to change the zone to 80km/hr in accordance with MUTCD. There will be an '80 ahead' sign as well as speed signage. Mobile Vehicle Activated Signs (VAS) will also be installed. QPS request to start the 80km/hr zone 300m before the bridge and 300m west of Freestone School Road. SDRC to investigate. There is a project to replace Freestone bridge so this may be included then.
- **Stop sign at Southern Stanthorpe Bypass**  
Query why giveway sign was changed to a stop sign. DTMR advised it was changed due to it being a high risk area. It will not be changed back to a giveway sign.
- **Giveway sign at Arbutus Street Killarney**  
Sign has been installed, line marking still to do.
- **Gap Creek**  
DTMR advised they have met their conditions and installed right turn access off Cunningham Highway.
- **Request for Solar Light Glen Aplin**  
SDRC sent letter to DTMR following the November meeting to pass on the request for a solar light just before the bridge at turn off to Glen Aplin. DTMR advised it doesn't meet priority requirements and it won't attract the necessary funding so a light will not be installed.

## **6. ADVISORY COMMITTEE'S REPORTS**

- Stanthorpe Police – Eight crashes since last meeting in November 2017, two of which were backpacker related crashes. There were 13 crashes during the same period last year.
- Warwick Police - 13 accidents including one fatal crash near Spring Creek Caravan Park.

There have been two crashes recently at the intersection of Albion Street and Victoria Street due to people disobeying the Stop sign.

It would be ideal if the intersection could have a traffic light as it is one of the busiest and most dangerous intersections. There are a lot of near misses with people becoming impatient trying to turn right or straight across Albion Street as there are long wait times to make this manoeuvre.

**Action: DTMR and Council to look into options including a safety campaign and possible traffic light.**

- **Updates from DTMR**
  - New England Highway works include overtaking lanes, widening, guardrails and tree clearing.
  - Roundabout at the Stanthorpe Southern Bypass to start construction by the end of the financial year.
  - Sandy Creek Road Intersection undergoing some safety works including install of guardrails on highway. Investigating intersection upgrade.
  - Upgrade to line marking at Ballandean including allowing right turns to businesses in Ballandean and clearer line marking at intersection with Eukey Road as there is some confusion with the left lane ending just after the intersection.
  - Tourism signage rationalisation project continuing to ensure compliance with the rest of the state.
  - Planning for Accommodation Creek nearing completion but still a long process ahead to secure funding for detailed design and then all the steps required prior to reaching the construction stage.
  - Detailed design for upgrade works at Eight Mile being completed after funding was secured. Roundabout not possible at this intersection.
  - Camarvon Bridge upgrade is not a high priority and there is no funding. SDRC spoke about federal funding opportunities for bridge replacements and whether SDRC and DTMR can collaborate.
- **Intersection issues from SDRC for DTMR to investigate**
  - Intersection of Bisley Street and Wallace Street has a sharp right hand turn with a 9/10 difficulty
  - Intersection of Wallace Street and Pratten Street is part of the heavy vehicle route and Council was unsuccessful in its blackspot submission.
  - Intersection of highway with Yangan Road creates a bottleneck with only two and a half lanes in that section. Would help if it was widened.

**Action: DTMR**

## **7. PRESENTATIONS**

Sarah Wilkinson from Department of Transport & Main Roads gave a presentation on the Cycle Network Program which involves infrastructure and investment programs for Queensland.

The overall objective of the cycle network program is to encourage more people to ride their bikes instead of cars as there are a number of benefits including keeping active and healthy as well as a reduction in traffic pollution and congestion. Currently 17% of Queenslanders ride a bike weekly but 80% of these people ride for recreation only, not to get to and from work. A third of Queenslanders would like to ride a bike but don't feel comfortable unless in an environment separated from vehicles.

The Queensland Cycling Strategy sets the direction for cycling across the state for the next 10 years and is available online. The strategy includes a two year action plan to grow cycling across the state and will be updated every two years.

The Cycling Infrastructure Policy aims to deliver cycling projects alongside other infrastructure projects as it is more cost effective. An example given was the Moreton Bay rail project shared pathway project which delivered 12.6km shared path alongside a new rail link. While it cost \$14.6m for the pathway, this was a fraction of what it would have cost if completed as a separate project at a later date.

The principal cycle network plans are a blueprint of state-wide connected key cycle routes and are intended to inform planning, construction and design. There are also priority route maps which prioritise infrastructure.

The Cycling Infrastructure Program is an investment program which DTMR districts can apply through for projects on the principal cycle network and local governments can apply for 50/50 funding to complete local cycle network projects. In 2017/18 the program received 89 eligible applications from 32 councils, \$35.6m requested, and awarded funding to 53 projects totalling \$17.4m. SDRC was awarded funding for two projects.

Councils can now apply for 100% funding for designs to meet priority design which includes retrofitting separation devices to existing on road cycle facility, new on road bike lanes including separation devices, advisory lanes or cycle street treatments. Another funding program is One Network Projects which is for joint projects between Council and district TMR.

Infra+ projects is another funding opportunity to encourage use of new high priority cycle routes through promotion, engagement, educational activities.

The Department of Transport & Main Roads website for all cycling information including network plans is: [www.tmr.qld.gov.au/Travel-and-transport/cycling](http://www.tmr.qld.gov.au/Travel-and-transport/cycling)

## **8. GENERAL BUSINESS**

- **Road Safety Program**

SDRC has been successful in gaining DTMR funding for two variable message boards for the region to be used for safety campaigns. Stanthorpe Police suggested using one of the boards on Nundubbermere Road if the sign is procured in time as Sweets Strawberry Runners is starting up in March and there will be 700 backpackers using that road.

- **Killarney School Zone**  
Warwick Police requested flashing school zone signage at the Killarney and Wheatvale Schools. A speed camera in the Killarney school zone had 41 detections in 70 minutes.

**Action: DTMR**

- **St Mary's Underpass Warwick**  
DTMR advised that the damaged glass panels to be replaced with stencilled steel panels (similar artwork which was on the glass) and cameras to be replaced.


#### **9. CLOSURE**

The date of the next meeting will be Thursday 17 May 2018 in the Warwick Council Chambers at 10am.

The meeting closed at 11.35am.

## 11.3 Building Asset and Services Management Plan - Sub Plans

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 March 2018
	Manager Community Services and Major Projects	<b>ECM Function No/s:</b> 05.21

### Recommendation

THAT Council receive the following sub-plans to Building Asset and Services Management Plan:

- Buildings Management Framework, V.1.0, March 2018;
- Buildings Condition Assessment Manual V1.0, March 2018;
- Building Operations Guide V1.0, March 2018; and
- Building Operations Manual V1.0, March 2018.

### Report

At the General Council Meeting held on 22 March 2017, Council moved to endorse the Asset Management Strategy ("AMS"), March 2017, V1.0.

The purpose of the AMS is to translate the strategic intent of Council's Asset Management Policy ("AMP") into an integrated, actionable and achievable program of work to optimise the delivery of Council's asset based services. Further, it sets out a comprehensive and achievable plan for dealing with the issues identified in the Asset Management Maturity Assessment.

The objectives of the AMS are:

- Implement an effective, Council-wide asset management governance framework that is aligned with good industry practice.
- Support decision making at all levels with fit-for-purpose asset information management systems and data.
- Deliver asset-based services at the lowest possible whole-of-life cost to meet specified levels of service while adequately controlling for risk.

In response to the AMS, Council engaged CT Management Group to develop a building hierarchy and BASMP of its built assets. The outcome of that review was the development of the BASMP 2017, with Council resolving on 23 August 2017 to:

- Adopt the Buildings Asset and Services Management Plan ("BASMP"), June 2017, Rev.V0.6;
- Adopt the Building Hierarchy 2017 V1.9 with an annual review to be undertaken of buildings for upgrade or disposal as part of the budget process; and
- Note and endorse the recommendations made under s. 7 Improvement Plan of the Buildings Asset and Services Management Plan ("BASMP"), June 2017, Rev.V0.6.

In response to the resolution, Council officers commenced working through those improvement actions identified under s.7 of the BASMP, with the outcome of some of those improvement actions resulting in the development of the sub-plans that are now before Council.

## **Budget Implications**

Based on the number of built assets and the findings contained within the BASMP, Council currently underspends both in capital and maintenance on this asset class.

## **Policy Consideration**

Asset Management Policy 2016

Asset Management Strategy 2017

Building Asset and Services Management Plan 2017

## **Community Engagement**

Nil

## **Legislation/Local Law**

*Local Government Act 2009*

*Local Government Regulation 2012*

## **Options**

Council:

1. Receive the BASMP Sub Plans.
1. Not receive the BASMP Sub Plans.

## **Attachments**

1. Buildings Management Framework, V.1.0, March 2018[View](#)
2. Buildings Condition Assessment Manual V.1.0, March 2018[View](#)
3. Building Operations Guide V.1.0, March 2018[View](#)
4. Building Operations Manual V.1.0, March 2018[View](#)

# Buildings Management Framework

March 2018

Version 1.0



**Southern Downs**  
REGIONAL COUNCIL



## Buildings Management Framework

### Document Control Information

Title	Buildings Management Framework
Date of First Version	TBA
File Name or Number	SDRC Buildings Management Framework – V1.0 March 2018
Storage Location	TBA

### Version Control

Amendment			Plan Updated	
No.	Issue Date	Details	Inserted by	Date
0.1	31/10/2017	Consultation Draft developed by consultant: Owen Harvey (CT Management Group)		
0.2	12/01/2018	Revised draft incorporating SDRC feedback by consultant: Owen Harvey (CT Management Group)		
0.3	15/01/2018	Final version incorporating SDRC Feedback		
1.0	March 2018			

### Authorisation

This plan has been approved by Council.

Version	Date adopted by Council	Name	Position	Signature
	TBA			

## **Buildings Management Framework**

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## **Buildings Management Framework**

# **1. Introduction**

## **1.1 Purpose of this Framework**

Council directly manages 440 buildings with a replacement value of approximately \$85 million. There are 242 buildings listed on the Council asset register that are leased/managed by others and Council is either not responsible for maintenance/renewals at this point in time or only to a limited degree.

Council has a diverse and large building portfolio and a strategic framework to promote consistent, transparent decision making across a wide range of council provided services that utilise buildings that will ensure the process is better linked to Council's:

- Annual works programs;
- Annual budgets,
- Asset Management Plans
- Long Term Financial Plan

The intent is to link future decision making for building assets to Council's priorities including, but not limited to the Corporate Plan, Policies and other established financial, social, economic and environmental strategic objectives. The framework aims to ensure that Building related decisions contribute to improved community outcomes through strategic management of the Building Assets.

## **1.2 Why is it Necessary?**

The Buildings Management Framework takes into consideration the lifecycles of building assets and how these may influence decisions and actions in relation to individual assets, groups of assets and/or the entire property portfolio. It provides an integrated approach that illustrates the interconnectivity between the lifecycle of an asset and specific property management functions. It also provides a strategy to assess Council's current and future needs, acquisition of assets, operation of assets including ongoing maintenance, refurbishment and replacement of assets, and disposal of assets.

A clear logical framework is required for making decisions about property assets in a clear and transparent manner. In particular:

- Council needs to be able to make clear decisions in relation to property assets;
- Performance indicators would assist in the assessment of property assets;
- Property assets must address Council's service delivery priorities;
- Whole-of-Council decision making and best practice in property governance is required to ensure property assets are used appropriately and address Council's ongoing service requirements in an efficient and effective way.

Assessment tools are required to enable decision making in relation (but not limited) to:

- Measuring value of property assets over time;
- Assessing whether to hold on to a property asset;
- Making decisions about investment in existing property assets;
- Making decisions about acquisition and/or disposal of property;
- Assessing the potential for development of property assets through partnerships (either with other levels of government, not-for-profit organisations or the private sector).

## **Buildings Management Framework**

### **1.3 Context**

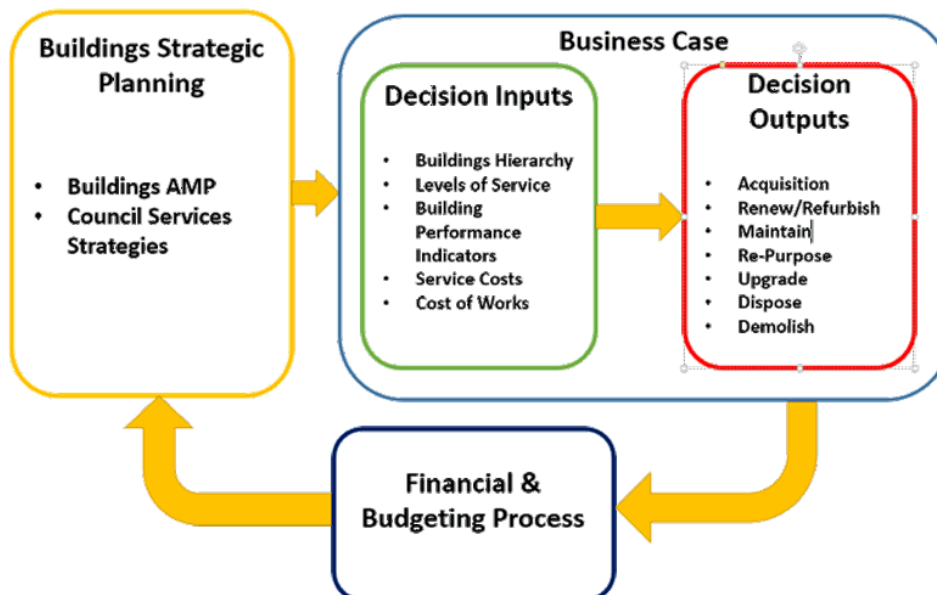
These guidelines have been developed as part of Council's on-going efforts to improve its asset and services management processes and is a recommendation out of the Buildings Asset and Services Management Plan 2017 for overall strategic improvements in the decision making processes and for the overall asset lifecycle of the buildings assets.



**Figure 1.1: SDRC Diagram of Planning Context**

## Buildings Management Framework

# 2. Building Management Framework



**Figure 2.2: SDRC Diagram of Building Decision Making Framework**

The Building Management Framework (refer to Figure 2.1) depicts the framework for Council decision making in relation to building assets. It is based on the following concepts:

1. Building Requirements are a direct response to Corporate Strategic Directions and Service Needs.
2. The decision making process to determine how best to support the identified service needs is subject to a number of inputs and criteria as noted above.
3. The identified management action is an outcome of the decision making inputs and the outputs are subject to financial and budget review and overall Council-wide project decision making processes to ensure that the actions are affordable and sustainable.
4. The budgeting implications inform each "service manager's" future planning processes.

## 2.1 Building Strategic Planning

At present, every department within Council is expected to develop and update their annual budgets; and asset management plans on a three (3) year cycle. In addition, some areas of Council also have strategic planning documents which inform future demands for services etc.

Property assets are generally acquired with the intention of providing service over a period longer than a year, with buildings generally providing service for over 40-100 years, and land indefinitely.

Building assets generally have long lives and can be quite expensive to acquire and maintain. In addition, Technologies and building standards/regulations are also continually changing

Council needs to have a strategic long term approach to their management of the building asset class. The expensive and long lived nature of buildings assets places constraints on how, when and to what extent Council can respond to changes in the service demand that require buildings to support delivery of various

## **Buildings Management Framework**

services.

So far as Service Planning is concerned, each building asset that Council owns is required to support the delivery of a service. Therefore, the key to a long term strategy for the sustainable management of Council buildings assets lies in each service area having a strategy for their service's long term building asset requirements. In this regard, long term would be considered to be 10-20 years.

## **2.2 Business Case**

### **2.2.1 Introduction**

The decision making framework identified is based on a structured approach in regards to reviewing building assets across Council and is to guide completion of the business cases for individual significant proposals for building asset changes within the portfolio. It is acknowledged that since a wide range of services are supported by disparate buildings; some flexibility is required in applying this approach.

The business case framework (refer figure 2.1) requires a number of key inputs and outputs to support development of it. These are:

1. The individual Building nominated service level hierarchy, i.e. the relative importance/criticality of the building;
2. Service Strategic Requirements plus Identification of alignment with the Service to be provided;
3. The Building Key performance criteria which measures the building performance, i.e. maintenance and operations costs (incl. energy, cleaning, security);
4. Cost options generated out of robust building works cost estimations (ref section 2.2.4) for the project proposal(s);
5. Whole of life costing which are developed out of (3) and (4) above;

The output is a recommendation based on seven potential options which are typically those associated with building assets and not unsurprisingly, reflect the building lifecycle, namely:

1. Acquisition
2. Renew/Refurbish
3. Maintain
4. Re-Purpose
5. Upgrade
6. Dispose
7. Demolish

These business case framework components are discussed in more detail in the following sections and a process flow diagram is included as an Appendix.

## Buildings Management Framework

### 2.2.2 Key Business Case Inputs

The decision making inputs consists of addressing a number of key guidance questions about a building asset to determine the most appropriate management action to undertake. The questions can be framed to cover a number of key discussion points as highlighted in the table below. It should be noted that access to accurate data to benchmark and measure is important.

Question	Discussion
Is the building required to support an existing Council service?	<ul style="list-style-type: none"> <li>Existing Service is clearly identified in a planning document such as the Corporate Plan, a strategic plan or service plan</li> <li>Identified need to support an existing service</li> <li>Seek input from service managers on building requirements</li> </ul>
How is the building performing compared to Council KPIs?	<ul style="list-style-type: none"> <li>Prepare and review indicators for Key Performance Criteria                             <ul style="list-style-type: none"> <li>High rating for those properties that are currently meeting performance metrics and do not need further investment</li> <li>Medium rating for those properties that may need some investment to improve performance</li> <li>Low rating for those properties that do not meet performance metrics and have a low hierarchy score</li> </ul> </li> </ul>
Does the building require renewal, re-purposing, upgrading to support current or future service need?	<ul style="list-style-type: none"> <li>Is funding required to upgrade/redevelop the facility to improve its ability to provide/meet service?</li> <li>Is there identified support for the future service from both the community and Council?</li> <li>Seek input/advice from service managers</li> </ul>
Are any of the options economically acceptable. Are there possible joint funding partners?	<ul style="list-style-type: none"> <li>Potential for partnership or joint venture with external body?</li> <li>Seek input/advice from service managers</li> <li>Review business case to incorporate external funding opportunities</li> </ul>
Consideration of Disposal or Demolition Options	<ul style="list-style-type: none"> <li>Is this a property which Council can dispose?</li> <li>Is it required for cultural heritage purposes?</li> <li>Is there a market for purchase?</li> <li>Is it the right time to sell?</li> <li>Would the community accept disposal</li> </ul>

**Table 2.3: SDRC Key Questions for Business Case**

These questions require additional metrics to confirm both the current state of the building plus also the life cycle costings of all options. In terms of building performance criteria, the following are the recommended building criteria classifications.

## Buildings Management Framework

### 2.2.3 Property Asset Performance Indicators

At the property asset level, Council's property asset performance can be measured against four primary indicators:

1. Financial
2. Condition
3. Relative Importance
4. Fitness for Purpose

These are further explained in the following table:

Item	Performance Indicator	Measurement Scale
Financial	Rent	\$/sqm
	Other Income	\$/sqm
	Operational Costs (Utilities/Cleaning)	\$/sqm
	Maintenance	\$/sqm
	Renewals/Upgrades	\$/sqm
Relative Importance	Building Hierarchy	1-5 Rating
Condition	Condition	1-10 Rating
Fitness for Purpose	Cost required to bring the building to a 'fit for purpose' state	\$

**Table 2.2: SDRC Key Building Performance Measures**

#### Notes:

- Area of buildings to be calculated on Gross Floor Area (GFA)
- Benchmarking of performance would be against other property assets in a similar class
- Data collation will be required to enable a number of the indicators to be used on a comparative basis for assessment purposes.

### 2.2.4 Business Case Cost Estimations

The following is a list of potential costs that need to be considered as part of developing a comprehensive cost plan for options generally associated with Council building portfolio business case development.

Cost estimations for options generally associated with building assets include:

- Cost of acquisition/construction;
- Maintenance costs (preventative, cyclic, reactive);



## **Buildings Management Framework**

- Operating costs (utilities, cleaning, staffing);
- Upgrade costs;
- Re-purposing costs;
- Income from operation/lease agreements;
- Contracts/partnership arrangements;
- External funding opportunities;
- Disposal costs (demolition, advertising);
- Income from disposals.

These costs should be linked to the costs involved with the total lifecycle activities across the buildings assets, to the relevant budgetary processes of the Council, such as:

- Council-wide Capital Works Assessment and Prioritisation Processes
- Operational budget (ongoing expenses in relation to the operation of the buildings assets, including staffing, maintenance, utilities, cleaning, user charges, lease income)
- Capital budget (expenditures that materially affect the longevity or functionality of the asset including acquisitions, construction, upgrades, renewals, re-purposing, demolition)
- Long Term Financial Plan (forward forecasting of both operational, maintenance, renewals and capital expenditures over a ten (10) year horizon with reference to the Buildings Asset and Services Management Plan (2017))

Council's budgetary processes are influenced by the affordability and long term sustainability of its building management activities. Conversely, council service requirements, service plans and service asset strategies may need to be adjusted to meet the availability of funding, impacting on the identified building asset requirements.

### **2.2.5 Business Case Outcomes**

The outcomes of the decision making process is one of a number of defined actions (seven in total) as noted in Section 2.2.1. These are parallel to the typical buildings asset lifecycle.

ACTION	DESCRIPTION
Acquisition	<ul style="list-style-type: none"> <li>• Review/develop process of procurement of new property assets to ensure compliance with Council procurement policies</li> <li>• Develop business case which establishes total life cycle costs and options analysis</li> <li>• Undertake market scanning to inform Council of potential properties for acquisition to meet identified service need against budget and confirm acquisition plan</li> <li>• If new build option, identify appropriate site, develop initial project cost plan and confirm against budget. Develop project plan for design/construction</li> </ul>
Maintain	<ul style="list-style-type: none"> <li>• Continue to maintain building to current service levels as defined by the current building hierarchy score.</li> <li>• Maintenance and Operations as per Buildings Operations Manual</li> </ul>

## Buildings Management Framework

ACTION	DESCRIPTION
Renew/Refurbish	<ul style="list-style-type: none"> <li>Building requires renewal/refurbishment to meet prescribed service levels as required by respective service manager</li> <li>Develop scope of works to establish total life cycle costings and options analysis</li> <li>Compliance to the National Construction Code ("NCC"), including accessibility and energy efficiency to be reviewed</li> <li>If major refurbishment, develop initial project cost plan and confirm against budget. Develop project plan for design/construction</li> </ul>
Re-Purpose	<ul style="list-style-type: none"> <li>Building requires re-purposing to meet prescribed service levels as required by respective service manager</li> <li>Assessment of the facilities has identified that it is currently not sufficiently functional to meet required service levels</li> <li>Compliance to NCC including accessibility and energy efficiency to be reviewed</li> <li>Develop scope of works to establish total life cycle costings and options analysis</li> <li>If major changes required, develop initial project cost plan and confirm against budget. Develop project plan for design/construction</li> <li>Maintain adequate property data to enable efficient asset management and planning</li> </ul>
Upgrade	<ul style="list-style-type: none"> <li>New service level or different service requirements need the prescribed facility to be upgraded/redeveloped to support the new service demands.</li> <li>Assessment of the facilities has identified that it is currently not sufficiently functional to meet required new service levels</li> <li>Compliance to NCC including accessibility and energy efficiency to be reviewed</li> <li>Develop scope of works to establish total life cycle costings and options analysis</li> <li>Develop initial project cost plan and confirm against budget. Develop project plan for design/construction</li> <li>Maintain adequate property data to enable efficient asset management and planning</li> </ul>
Dispose	<ul style="list-style-type: none"> <li>After consideration of Council's buildings asset requirements specified in strategic plans, policies and strategies, specific buildings are identified as surplus to Council service delivery requirements</li> <li>Building is identified as low priority and does not contribute to Council service delivery or has been assessed as unsuitable or uneconomical to re-purpose</li> <li>Determine options for disposal to ensure the greatest return to Council and/or benefit to the community</li> <li>Ensure that appropriate governance arrangements are in place to demonstrate transparency and accountability for each property disposal</li> </ul>
Demolish	<ul style="list-style-type: none"> <li>Building is identified as low priority and does not contribute to Council service delivery, has been assessed as unsuitable or uneconomical to re-purpose or renew</li> <li>Building possibly is in very poor condition and is a safety risk</li> <li>The property has potential for other activities that are better aligned to Council strategic plans, policies and strategies</li> </ul>

**Table 2.2: SDRC Key Building Performance Measures**

## **Buildings Management Framework**

### **2.3 Application of the Framework**

The framework, assessment process and application of it will be the responsibility of the relevant Service Manager, which is currently the Manager Community Services and Major Projects. Through the Manager, an appropriate group will be established, with its role defined as set out below.

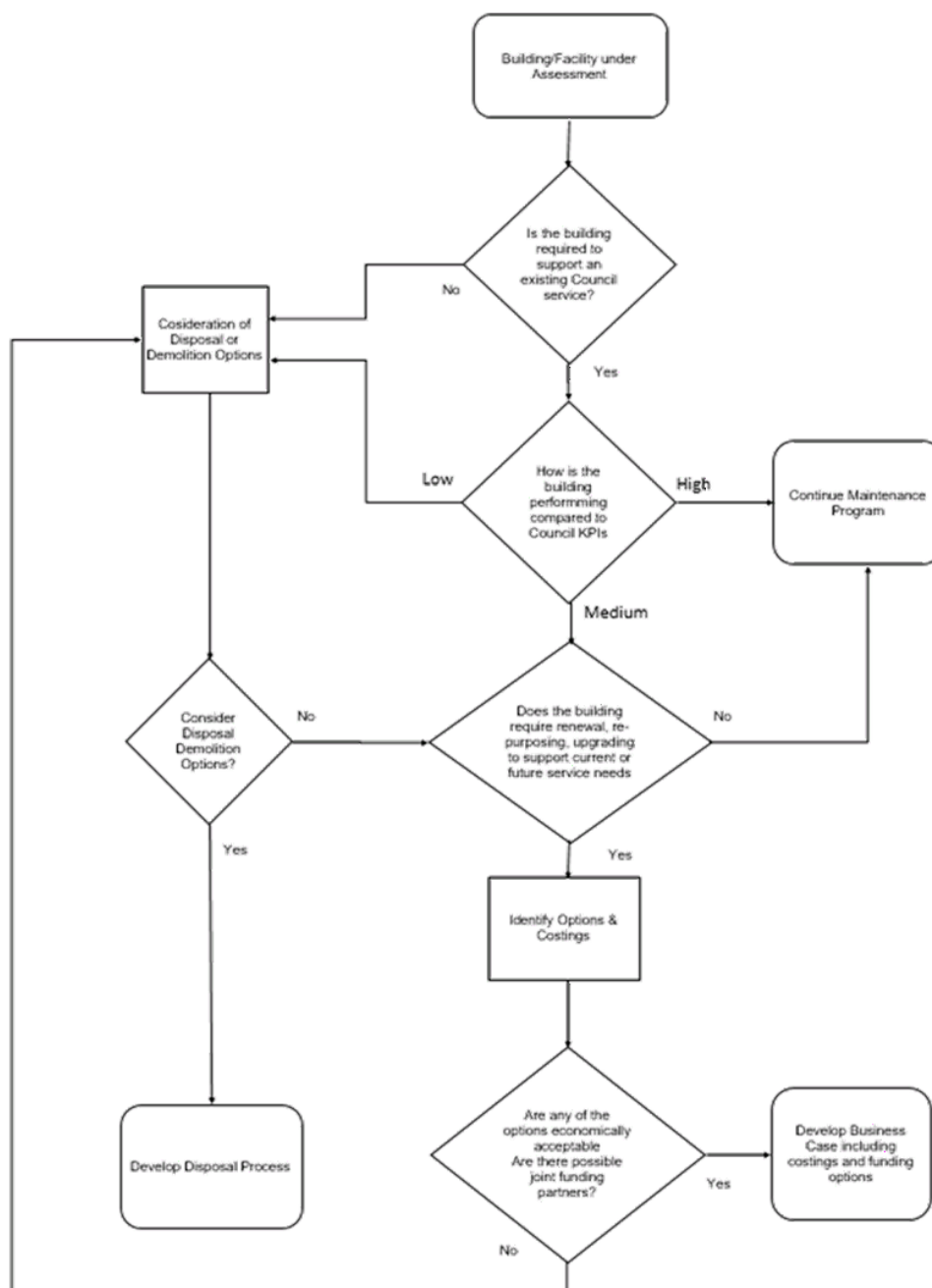
The purpose of the "Group or committee" is to provide a collaborative forum to:

- Enable and coordinate building related activity in accordance with Council's Buildings Asset Services Management Strategy;
- Oversee building related strategic planning when related service planning requires building solutions to support those services;
- Focus on optimising buildings to support service delivery (highest and best sustainable use: financial, community, environmental, social considerations and priorities), matched to Council's strategic objectives and community demand and needs;
- Identify potential external partnering opportunities and complimentary site(s) for further investigation;
- Identify, develop business case and activate property identified as surplus (for divestment) and acquisition (strategic purposes);

Oversee and/or coordinate robust and fully considered buildings and property use options, business cases, strategy and concepts for consideration by the Executive Management Team, Chief Executive Officer and Council.

**Buildings Management Framework**

## 3. APPENDIX 1 – BUSINESS CASE PROCESS FLOWCHART



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**Buildings Management Framework**

## **4. Appendix 2 – Related Documents**

- Corporate Plan
- Buildings Services and Asset Management Plan
- Buildings Operations Guide
- Project Decision Framework Policy 2017

# BUILDINGS CONDITION ASSESSMENT MANUAL

March 2018

Version 1.0



**Southern Downs**  
REGIONAL COUNCIL

## Buildings Condition Assessment Manual

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## Buildings Condition Assessment Manual

# 1. Introduction

## 1.1 Purpose of this Manual

The purpose of this document is to provide guidance to asset condition Assessors about the performance of physical asset condition assessments on Council's property assets.

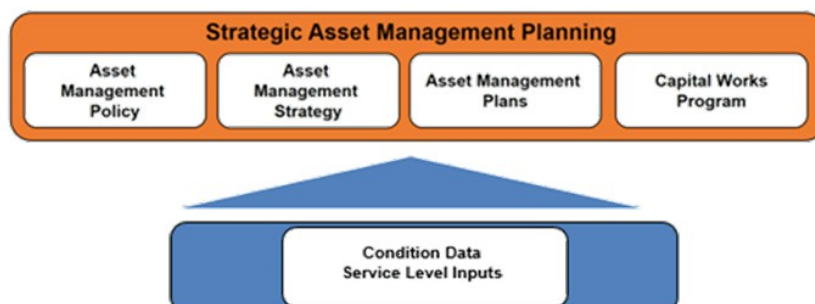
These guidelines have been developed to promote consistent outcomes in line with industry good practice.

## 1.2 Context

These guidelines have been developed as part of Council's on-going efforts to improve its asset and services management processes and is a recommendation out of the Building Asset Services and Management Plan process for data improvements

Condition Data forms one of the key inputs into the Asset Management Planning processes and informs the development of the buildings maintenance, renewals programs as well as inputs into new capital works decision making and asset disposal. It provides an understanding of the current state of the property assets. This information, along with stakeholder expectations and requirements as to the levels of service to be set for the assets in question form the key inputs.

**Figure 1: Condition Data as part of the Asset Management Planning Context**



## **Buildings Condition Assessment Manual**

# **2. Asset Condition Assessment**

## **2.1 Definition**

The International Infrastructure Management Manual (2015) defines 'condition' as the physical state of the asset<sup>1</sup>.

Asset condition is not an assessment of the asset's service delivery potential or 'fitness for purpose'. Fitness for purpose is the subject of asset performance assessments.

## **2.2 Purpose**

The aim of the asset condition assessment is to determine the current physical state of an asset in order to enable the determination of the need for (and timing of) preventative or remedial actions to maintain the desired level of service provided by the asset.

The objectives of a good condition assessment system are to:

- Identify those assets that required physical condition assessment.
- Predict where asset condition deterioration will cause asset failure to deliver the required level of service.
- Ascertain the reasons for asset deterioration.
- Identify environmental factors impacting upon asset condition.

This asset condition data is used to develop effective, proactive asset management programs aimed at delivering the required level of service at the lowest whole-of-life cost whilst controlling for risk.

Asset condition data is especially useful for:

- Prediction of asset maintenance, and renewal requirements.
- Developing realistic asset life estimates.
- Determining realistic asset valuation and depreciation amounts.

## **2.3 Assessment Methods**

There are three (3) primary types of asset condition assessment:

1. Visual
2. Non-destructive (e.g., electrical or mechanical testing)
3. Destructive (e.g., removal of a sample of the asset for chemical testing)

The method described in this manual is visual condition assessment. Visual condition assessment is a cost effective way to assess the most common failure modes of most types of building assets.

Considerations other than criticality that may indicate a physical condition assessment is warranted include:

- The theoretical useful life and remaining useful life of the asset (especially as it approaches the end of its estimated useful life).
- Environmental conditions that may accelerate deterioration (e.g. reactive soils causing foundation movements).
- Technical or commercial obsolescence (e.g., outdated technology or assets that may no longer

<sup>1</sup> International Infrastructure Management Manual (2015) Glossary p.xviii

## **Buildings Condition Assessment Manual**

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meet current safety or performance standards).

- The need to determine whether planned or preventative maintenance can:
  - extend the expected 'time to asset failure'; and/or
  - reduce overall lifecycle costs of the asset

The frequency and extent of visual condition assessments should be appropriate to the value of the level of service being derived from the asset class so as to ensure that Council does not over-invest in this data collection activity, however in the case of building assets, 3-4 year cycles to coincide with Asset Management planning cycles is an appropriate approach.

## **Buildings Condition Assessment Manual**

### **3. Condition Assessment Process**

To ensure the collection of high quality asset condition data is sustainable over time, a visual condition assessment program must be:

- Economically justified (In terms of cost-benefit to the organisation)
- Carried out in the most cost-effective and efficient manner
- Applied consistently
- Repeatable

To this end Council has followed the guidance in the International Infrastructure Management Manual (2015) by developing a visual condition assessment program for property assets.

The key considerations when developing this manual are listed in the following sections:

#### **3.1 Organisational Condition Data Requirements**

Asset condition data is generally required for:

- Asset maintenance programming
- Asset capital works programming
  - Renewal of existing assets
  - Upgrade programming (e.g., re-painting programs)
- Development of verifiable predictive decay curves for each asset class
- Prediction of useful lives and remaining useful lives for asset valuation purposes
- Asset and service risk analysis

#### **3.2 Condition Grading System**

The IPWEA Condition Assessment and Asset Performance Guidelines (2015) recommend a five (5) point condition grading system.

However, this was not deemed granular enough for SDRC, especially when asset condition data is critical to the calculation of Council's long-term (20) year asset renewal projections and the size of the property folio when looking at overall trends. Because of the size of the financial values and the long timeframes involved, even small variances in condition scoring can have significant impacts on the long term financial plan

Consequently, Council has settled on a 10 point condition grading scale (refer Table 3-1).

## Buildings Condition Assessment Manual

**Table 3.2: SDRC Asset Condition Grading Scale**

Rating	Condition Rating Description
1	A new or near new asset with no visible signs of deterioration. Can also be an asset that has recently rehabilitated back to new condition.
2	An asset in excellent overall condition. There would be only very slight condition decline but it would be obvious that the asset was no longer in new condition.
3	An asset in very good overall condition but with some early stages of deterioration evident, but the deterioration still minor in nature and causing no serviceability problems.
4	An asset in good overall condition but with some obvious deterioration evident, serviceability would be impaired very slightly.
5	An asset in fair overall condition. Deterioration in condition would be obvious and there would be some serviceability loss.
6	An asset in Fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance cost would be rising.
7	An asset in poor overall condition deterioration would be quite severe and would be starting to limit the serviceability of the asset. Maintenance cost would be high
8	An asset in very poor overall condition with serviceability now being heavily impacted upon by the poor condition. Maintenance cost would be very high and the asset would at a point where it needed to be rehabilitated.
9	An asset in extremely poor condition with severe serviceability problems and needing rehabilitation immediately. Could also be a risk to remain in service
10	An asset that has failed is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the asset in service.

In the condition assessment tables in this Manual, specific criteria have been listed for each asset sub-type along with a generic asset condition description in order to help the Assessor choose the most appropriate condition rating. Where available, photographs of each condition have also been supplied.

### 3.3 Appropriate Level of Analysis

For assets with components that have substantially different design lives, such as buildings, each of the components should be assessed separately and combined into a single condition score for the whole building. A weighted average approach to this type of condition assessment aggregation is recommended and can potentially be linked to the annual valuations which componentise as part of the valuation process.

## **Buildings Condition Assessment Manual**

### **3.4 Role of the Assessor**

The role of the buildings assessor is to provide an objective assessment of the current condition of the building and its component assets.

The assessor's role is most important. Without an appropriate assessment of buildings asset, the systems developed (and data) to perform strategic asset management may be invalid.

To minimise the subjectivity and to ensure good knowledge of the assessment procedures, it is essential that an assessor is trained and the subjective rating calibrated to produce consistent condition/ratings before visual assessments programs are carried out.

To assist define this role, the Department of Housing and Public Works (June 2014, amended 2017) Maintenance Management Framework, Building Condition Assessment was consulted. According to this document, a competent assessor is a person that has the relevant training, qualifications, ability, aptitude, experience and, where required by law, the appropriate licence or registration, to undertake a building condition assessment. These skills must be relevant to the specific building elements being assessed (e.g. electrical and mechanical systems, lifts, hydraulics, building structural elements) or to particular aspects of interest such as asbestos, environmental pollution and workplace health and safety.

An example of what could be deemed holding a competency in this area could include a course, such as the certificate III in Property Services (Operations).

### **3.5 Defects**

During the condition assessment process, the assessor must not make a judgement about what might happen to the asset but rather report the condition as they see it now. A condition assessment is merely a "snap shot" in the life of the asset.

Individual defects should be recorded for maintenance purposes, but these should not influence the asset condition rating given by the assessor.

### **3.6 Definition of Urgent Maintenance**

The following are considered urgent if the work identified is needed to:

- meet maintenance related statutory obligations and due diligence requirements;
- ensure the health and safety of building occupants, the public and users;
- prevent serious disruption of building activities and/or may incur higher costs if not addressed within 6 months.

Maintenance that falls within this definition should be considered as reactive maintenance and not identified as programmed (preventative) maintenance.

### **3.7 Condition Assessment Safety Principles**

The safety of the Assessor is the primary consideration whilst performing an asset condition assessment.

The core safety principles the Assessor must follow are:

- Safety always takes precedence over the inspection of the asset.
- Follow all Workplace, Health and Safety (WH&S) Procedures to ensure the safety of the Assessor and the general public.
- Ensure that the Assessor has the proper equipment. As a minimum:
  - The Assessor should always wear high visibility clothing; noise protection for high noise



## **Buildings Condition Assessment Manual**

- plant rooms and utilise sun protection
- The Assessor must not enter confined spaces
- If working at heights is required, then all WH&S requirements must be followed including remaining behind all safe edge protection, the use of appropriate equipment, i.e. scissor lifts etc. If required
- Assessors are required to observe all safety barriers etc. in operating plant rooms.

### **3.8 Assessment of Cracks In Building Masonry**

#### **3.8.1 Crack Types**

Whilst all types of cracks should be monitored, particularly for changes over time, the following cracks are generally typical to most buildings:

- **Shrinkage Cracks:** As building elements dry, shrinkage occurs, creating minor cracking to building elements. These cracks are particularly associated with concrete slabs. These types of cracks should be monitored as they may allow moisture egress & contribute towards spalling of concrete (concrete cancer).
- **Settlement cracks:** Settlement is the downward movement of a building to a point below its original position, which is often the result of the shifting or compaction of the underlying foundations. Most settlement cracks are the result of short-term settlement. Ongoing movement is unlikely & uncommon, although cracking should still be monitored to ensure this is not the case.
- **Minor cracking in mortar:** Cracking within mortar joints can be the result of shrinkage cracking or differential movement of building elements. For example, minor rusting of steel lintels or even the expansion or contraction of some building materials (particularly where different materials are in contact) in varying weather conditions may all result in minor cracking in mortar. In the instance that cracking in mortar is identified, the origin of the cracking should always be examined to ascertain whether the cracking is deemed a structural issue.

#### **3.8.2 Structural Cracking Types Indicators**

The majority of structural cracking can usually be attributed to foundation movement or physical damage.

Structural Cracks generally appear in the following forms and each of these are usually associated with specific causes:

- **Vertical Cracks:** Differential settlement, poor or uneven compaction or soil erosion under foundations are just some of the causes in which vertical cracking may occur.
- **Angled Cracks:** When upwards/or downwards loads are applied so that the forces are offset from one another, differential forces occur and cracks are likely to occur at an angle. This form of cracking is generally associated in areas with reactive soils.
- **Horizontal Cracks:** This form of cracking is generally found along the mortar joints of brickwork, in areas where the brickwork is visibly out of plumb. Deflection of the footings may have occurred or the brickwork may not be able to support the load placed upon it.
- **Diagonal Cracks:** As opposed to a step crack that follows the mortar, these cracks 'tear' through the building element. This form of cracking is almost always associated with structural foundation movement.



## Buildings Condition Assessment Manual

### 3.8.3 Cracking Categorisation

Australian Standard AS 4349 (Inspection of Buildings) Appendix E contains a descriptive categorisation of cracking extents. The table contains a crack description, typical widths and a damage category from 0-4. It should be noted that if cracking is assessed that fall within categories 3 or 4 then a structural engineering inspection should be promptly arranged so that further assessment can be undertaken. The scale is referred to in the condition assessment examples further in this document.

**Table 3.2: Cracking Grading Scale**

Description of typical damage and required repair	Width limit	Damage Category
Hairline cracks	<0.1mm	0
Fine cracks that do not need repair	<1.0mm	1
Cracks noticeable but easily filled. Doors and windows stick slightly	<5.0mm	2
Cracks can be repaired and possibly a small amount of wall will need to be replaced. Door and windows stick service pipes can fracture. Weather proofing often impaired.	>5.0mm, <15.0mm (or a number of cracks 3.0mm or more in one group)	3
Extensive repair work involving breaking out and replacing sections of walls, especially over doors and windows. Doorframes distort. Walls lean or bulge noticeably, some loss of bearing in beams. Service pipes disrupted.	>15.0mm, <25mm but also depends on number of cracks	4

## Buildings Condition Assessment Manual

# 4. BUILDINGS

## 4.1 Introduction

This chapter sets out the condition assessment criteria and the visual condition assessment process for building assets.

Asset Types Included	Asset Types Excluded
<ul style="list-style-type: none"> <li>• <b>Buildings</b> <ul style="list-style-type: none"> <li>o Floor / Foundation</li> <li>o Building Structure / Envelope</li> <li>o Roof</li> <li>o Internal Fit-out</li> <li>o Major Plant/Services</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Minor plant &amp; equipment</b></li> </ul>

## 4.2 Buildings Condition Assessment Method

### 4.2.1 Visual Assessment Requirements

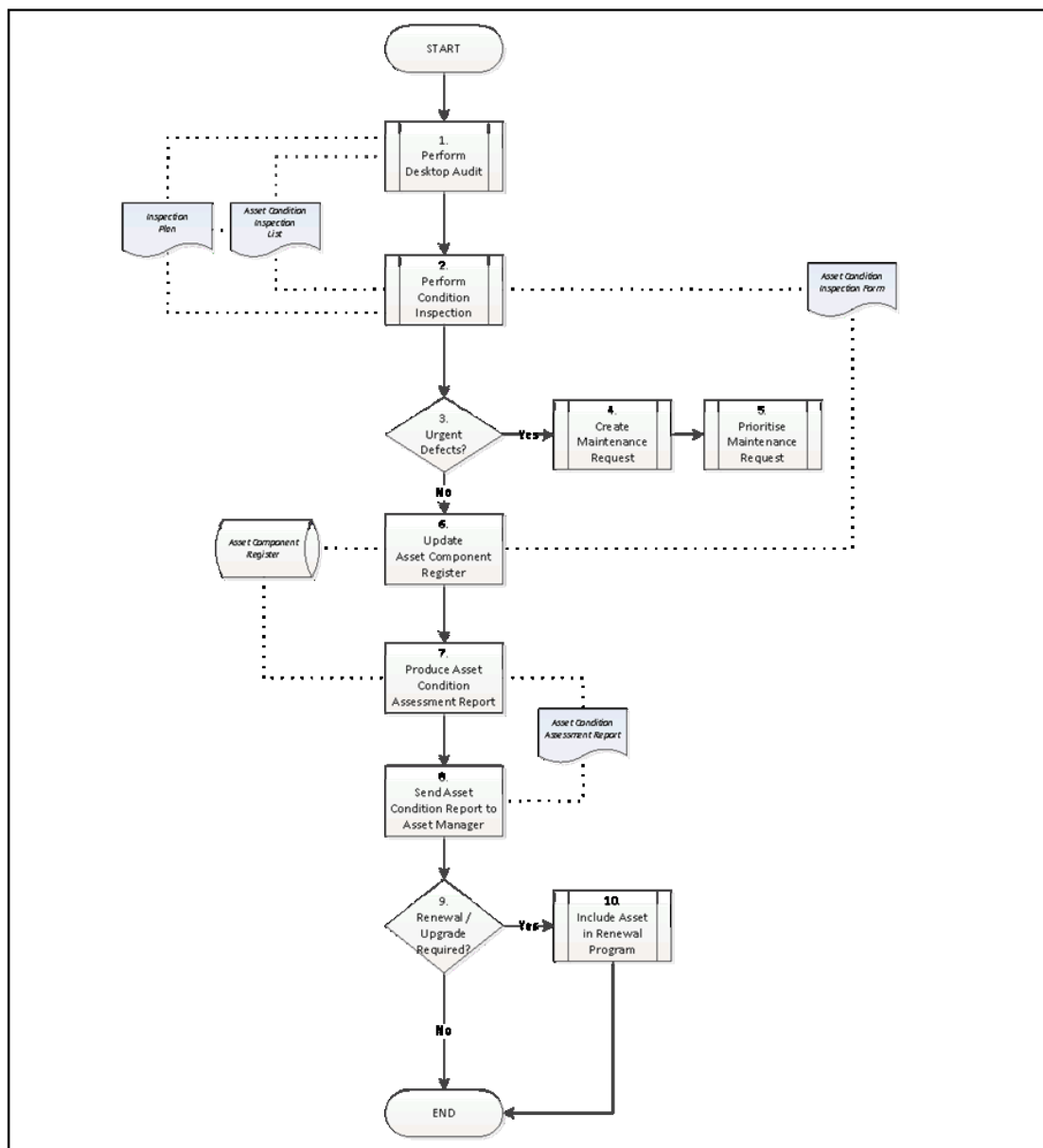
- This assessment process will be used when formally assessing the condition of Council buildings.
- Condition Inspections may also be undertaken as part of normal maintenance of buildings.
- The Assessor will:
  - o Notify tenants/ management group in accordance with Residential Tenancy Authority guidelines or other management agreements before conducting the inspection;
  - o Temporarily close area being inspected (where necessary).
  - o Temporarily isolate electrical plant being inspected (where necessary).
  - o Inspect all the building components documented in Council's Building register and:
    - Record any missing components and items.
    - Record any new or upgraded items. The Assessor should record an accurate description of each new item and its condition.
- Visually check all components for signs of wear and deterioration such as rust, corrosion, breakages, cracking, holes, loose joints and fixtures, water damage, pest damage and structural integrity.
- Record the extent and severity of all valid defect types, this includes enclosed roof spaces and under floor areas (where safe access can be gained).
- Record significant safety issues and immediately report them to the relevant Facilities Coordinator.

## Buildings Condition Assessment Manual

### 4.2.2 Visual Condition Assessment Process

The following process is to be used to perform visual condition assessments for Building assets.

**Figure 4.3: SDRC Building Condition Assessment Process**



## Buildings Condition Assessment Manual

### 4.3 Floor/Foundation



Table 4-1 sets out the assessment elements, distress modes / defect types and associated consequences on service levels for floors and foundations. Table 10-2 sets out the detailed visual condition assessment criteria for these assets.

**Table 4-1 Floor / Foundation Condition Assessment Elements**




	<b>Asset Types:</b> <ul style="list-style-type: none"> <li>• <b>Building Foundations</b></li> <li>• <b>Stumps / Piers</b> <ul style="list-style-type: none"> <li>◦ Timber</li> <li>◦ Concrete</li> <li>◦ Steel</li> </ul> </li> <li>• <b>Floors</b> <ul style="list-style-type: none"> <li>◦ Suspended support structures</li> <li>◦ Concrete slabs</li> </ul> </li> </ul>
---	--

Assessment Elements	Distress Modes / Defect Types	Consequence / Impact on Level of Service
Floor / foundation	Structural damage (e.g., instability, cracks, foundation or stump movement / decay, termites)	Jeopardises structural integrity of the building. Increased public health and safety risk. Premature deterioration / early loss of asset. Potential non-compliance with legislative requirements (e.g., workplace health & safety, disability access).
	Protective defects (termite treatment)	Premature deterioration / early loss of asset.

**Table 4-2 Floor / Foundation Visual Condition Assessment Criteria**






Example Photos	Generic Description	Asset Specific	Rating
 <p><i>Floor - Concrete</i></p> 	A new or near new asset with no visible signs of deterioration or recently rehabilitated back to new condition.	<ul style="list-style-type: none"> <li>• As new condition.</li> <li>• No visible signs of wear and tear.</li> <li>• No apparent decline in condition.</li> <li>• Estimate 90% - 100% design life remaining.</li> <li>• Floor /foundation is true to line and level.</li> <li>• Stumps (if any) are in 'as new' condition.</li> <li>• Structurally sound - No structural defects.</li> <li>• No protective defects.</li> </ul>	1

**Buildings Condition Assessment Manual**




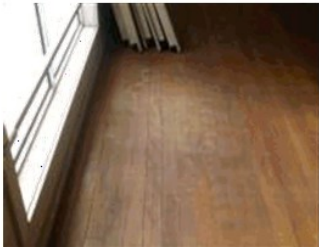

Example Photos	Generic Description	Asset Specific	Rating
<p><i>Floor - Timber</i></p>  <p>Floor - concrete</p>	<p>An asset in excellent overall condition. There would be only very slight condition decline but it would be obvious that the asset was no longer in new condition.</p>	<ul style="list-style-type: none"> <li>• Excellent condition with only very slight condition decline (but obvious no longer new).</li> <li>• Estimate 80% - 90% design life remaining.</li> <li>• Floor /foundation are true to line and level.</li> <li>• Stumps (if any) are obviously not new, but in excellent condition.</li> <li>• Structurally sound.</li> <li>• Isolated minor structural defects (isolated minor cracks in slab (cat 0-1), evidence of stump decay).</li> <li>• Isolated minor protective defects (e.g. no evidence of insect activity).</li> </ul>	2
 <p>Floor - Concrete</p>	<p>An asset in very good overall condition but with some early stages of deterioration evident, but the deterioration still minor in nature and causing no serviceability problems.</p>	<ul style="list-style-type: none"> <li>• Very good condition.</li> <li>• Estimate 70% - 80% design life remaining.</li> <li>• Some early signs of wear and tear (commensurate with age and use).</li> <li>• Minor structural defects (minor cracks in slab, minor stump / floor movement / decay) (cat 0-1).</li> <li>• Minor protective defects (evidence of insect activity but little or no damage).</li> <li>• Routine maintenance only.</li> </ul>	3
 <p>Timber Stumps</p>	<p>An asset in good overall condition but with some obvious deterioration evident, serviceability would be impaired very slightly.</p>	<ul style="list-style-type: none"> <li>• Good condition.</li> <li>• Estimate 60% - 70% design life remaining.</li> <li>• Obvious signs of wear and tear.</li> <li>• Minor - Moderate structural defects (e.g. some uneven places in floor, floor not level).</li> <li>• Minor - Moderate protective defects (e.g. signs of insect or water damage). Minor-Moderate cracks ((cat 1-2)</li> </ul>	4



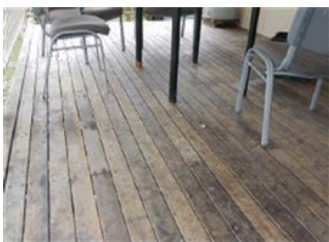



**Buildings Condition Assessment Manual**

Example Photos	Generic Description	Asset Specific	Rating
 <b>Concrete Stumps</b>  <b>Steel Stumps</b>  <b>Concrete Floor</b>  <b>Timber Floor</b>		<ul style="list-style-type: none"> <li>Routine maintenance only.</li> </ul>	
 <b>Concrete Floor</b>	An asset in fair overall condition, deterioration in condition would be obvious and there would be some serviceability loss.	<ul style="list-style-type: none"> <li>Fair condition.</li> <li>Estimate 50% - 60% design life remaining.</li> <li>Evidence of deterioration that could impact upon asset functionality or reduce the asset's remaining design life.</li> <li>Moderate structural defects (e.g. uneven floor, stump displacement / movement / decay). Moderate cracks ((cat</li> </ul>	5

**Buildings Condition Assessment Manual**




Example Photos	Generic Description	Asset Specific	Rating
		<p>2)</p> <ul style="list-style-type: none"> <li>• Moderate protective defects (e.g. recent white-ant activity, signs of water damage).</li> <li>• Maintenance scheduling required.</li> </ul>	
 <p><b>Concrete Stumps</b></p>  <p><b>Steel Stumps</b></p>  <p><b>Concrete Floor</b></p>  <p><b>Timber Floor</b></p>	<p>An asset in fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance costs would be rising.</p>	<ul style="list-style-type: none"> <li>• Fair to poor condition.</li> <li>• Estimate 40% - 50% design life remaining.</li> <li>• Evidence of deterioration that is impacting upon asset functionality or has reduced asset's remaining design life.</li> <li>• Moderate – significant structural defects (e.g. uneven floor, stump displacement / movement / decay). Moderate cracks (cat 2)</li> <li>• Moderate – significant protective defects (e.g. obvious white-ant activity, loss of insect barrier / waterproofing material).</li> <li>• Maintenance required.</li> </ul>	6
	<p>An asset in poor overall condition, deterioration would be quite severe and would be starting to limit the serviceability.</p>	<ul style="list-style-type: none"> <li>• Poor condition.</li> <li>• Estimate 30% - 40% design life remaining.</li> <li>• Evidence of significant structural, functional and/or protective failures which has substantially reduced asset functionality</li> </ul>	7

**Buildings Condition Assessment Manual**


Example Photos	Generic Description	Asset Specific	Rating
<p><b>Timber Stumps</b></p>  <p><b>Timber Flooring</b></p>		<p>and/or will significantly reduce the asset's remaining design life.</p> <ul style="list-style-type: none"> <li>• Significant structural defects that may jeopardise the structural integrity of the building in the short term (e.g., multiple large cracks (Cat 3) or significant floor / stump movement / decay)</li> <li>• Significant protective failures (e.g. significant white ant damage, water intrusion).</li> <li>• Cost of maintenance would be high.</li> <li>• Renewal or replacement of floor required in the foreseeable future.</li> </ul>	
<p><b>Timber Stumps</b></p>  <p><b>Concrete Stumps</b></p>  <p><b>Steel Stumps</b></p> 	<p>An asset in very poor overall condition with serviceability now being heavily impacted upon by the poor condition. Maintenance costs would be very high and the asset would be at a point where it needed renewal.</p>	<ul style="list-style-type: none"> <li>• Very poor condition.</li> <li>• Estimate 10% - 30% design life remaining.</li> <li>• Evidence of multiple failures.</li> <li>• Major structural or functional defects that may jeopardise structural integrity and/or cause major public health and safety concerns (e.g., multiple major cracks (cat 4) or major floor / stump movement / decay).</li> <li>• Major protective failures (e.g. major white ant damage, water intrusion, steel reinforcement exposed in stumps).</li> <li>• Asset cannot satisfactorily perform its original purpose and/or provide the originally intended level of service.</li> <li>• Renewal or replacement of floor required.</li> </ul>	8



**Buildings Condition Assessment Manual**

Example Photos	Generic Description	Asset Specific	Rating
 <b>Concrete Floor</b>			
 <b>Timber Floor</b>			
	<p>An asset in extremely poor condition with severe serviceability problems and needing renewal immediately. Could also be a risk to remain in service.</p>	<ul style="list-style-type: none"> <li>Extremely poor condition.</li> <li>Estimate &lt; 10% design life remaining with immediate intervention required.</li> <li>Severe structural failures that jeopardise the structural integrity of the building (e.g. floor instability).</li> <li>Severe protective failures (e.g. extensive white ant damage, extensive water intrusion – water ponding on floor).</li> <li>Major risks to public health and safety – building should be taken out of service.</li> </ul>	9
 <b>Timber Stumps</b>	<p>An asset that has failed and is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the asset in service.</p>	<ul style="list-style-type: none"> <li>Asset has failed or there is an extreme public health and safety risk of leaving the asset in service.</li> </ul>	10

**Buildings Condition Assessment Manual**


Example Photos	Generic Description	Asset Specific	Rating
 <i>Concrete Stumps</i>   <i>Concrete Floor</i>   <i>Timber Floor</i>			

## Buildings Condition Assessment Manual

### 4.4 Building Structure/Envelope

Table 4-3 sets out the assessment elements, distress modes / defect types and associated consequences on service levels for building structures / envelopes. Table 10-4 sets out the detailed visual condition assessment criteria for these assets.





**Table 4-3 Building Structure / Envelope Condition Assessment Elements**

	<p><b>Asset Types:</b></p> <ul style="list-style-type: none"> <li>• <b>Building superstructure, including:</b> <ul style="list-style-type: none"> <li>◦ Frame</li> <li>◦ External walls</li> <li>◦ Internal weight bearing walls</li> </ul> </li> <li>• <b>Build Exterior</b> <ul style="list-style-type: none"> <li>◦ Cladding</li> <li>◦ Façade</li> </ul> </li> <li>• <b>External Doors</b></li> <li>• <b>External Windows</b></li> <li>• <b>External access</b> <ul style="list-style-type: none"> <li>◦ Stairs</li> <li>◦ Ramps</li> </ul> </li> </ul>
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Assessment Elements	Distress Modes / Defect Types	Consequence / Impact on Level of Service
Structure / Envelope / Façade	Structural damage (including cracks, decay, termites, water leaks, dry rot (wood elements))	Jeopardises structural integrity of the building. Increased public health and safety risk. Premature deterioration / early loss of asset. Potential non-compliance with legislative requirements (e.g., workplace health & safety, disability access).
	Protective defects (paint, awnings)	Premature deterioration / early loss of asset.
	Functional defects (operation, size and location of doors, windows), non-compliance to emergency egress requirements	Potential non-compliance with legislative requirements (e.g., workplace health & safety, DDA compliance). Reduced level of service.

## Buildings Condition Assessment Manual

**Table 4-4 Building Structure / Envelope Visual Condition Assessment Criteria**




Example Photos	Generic Description	Asset Specific	Rating
  <b>External Cladding - Steel</b>	A new or near new asset with no visible signs of deterioration or recently rehabilitated back to new condition..	<ul style="list-style-type: none"> <li>• New, as new condition. or one recently rehabilitated to new condition.</li> <li>• Estimate 90% - 100% design life remaining.</li> <li>• Fabric constructed of sound materials. True to line and level.</li> <li>• Structurally sound - No structural defects.</li> <li>• No protective defects.</li> <li>• No functional defects</li> <li>• No non-compliance issues (e.g. Disability Discrimination Act, Fire or OH&amp;S issues).</li> </ul>	1
 <b>External Cladding - Steel</b>	An asset in excellent overall condition. There would be only very slight condition decline but it would be obvious that the asset was no longer in new condition.	<ul style="list-style-type: none"> <li>• Excellent condition with only very slight condition decline (but obvious no longer new).</li> <li>• Estimate 80% - 90% design life remaining.</li> <li>• Structurally sound.</li> <li>• Isolated minor structural defects (e.g., cracks, leaks) (Cat 0-1).</li> <li>• Isolated minor protective defects (e.g. minor deterioration of surfaces).</li> <li>• One or two minor functional defects (e.g. operation of doors or windows).</li> <li>• No non-compliance issues (e.g. Disability Discrimination Act, Fire or OH&amp;S issues).</li> </ul>	2
 <b>External Cladding - Brick</b>	An asset in very good overall condition but with some early stages of deterioration evident, but the deterioration still minor in nature and causing no serviceability problems.	<ul style="list-style-type: none"> <li>• Very good condition.</li> <li>• Estimate 70% - 80% design life remaining.</li> <li>• Some early signs of wear and tear (commensurate with age and use).</li> <li>• Minor structural defects (minor cracks (Cat 0-1)/ movement / decay / leaking).</li> <li>• Minor protective defects (evidence of insect</li> </ul>	3

**Buildings Condition Assessment Manual**



Example Photos	Generic Description	Asset Specific	Rating
		<ul style="list-style-type: none"> <li>activity but little or no damage).</li> <li>• Minor functional defects (e.g. door / window operation).</li> <li>• Minor non-compliance issues (e.g. Disability Discrimination Act, Fire or OH&amp;S issues).</li> <li>• Routine maintenance only.</li> </ul>	
 <b>External Cladding – Steel</b>  <b>External Cladding – Timber</b>  <b>External Cladding – Brick</b>	<p>An asset in good overall condition but with some obvious deterioration evident, serviceability would be impaired very slightly.</p>	<ul style="list-style-type: none"> <li>• Good condition.</li> <li>• Estimate 60% - 70% design life remaining.</li> <li>• Obvious signs of wear and tear (e.g. staining / discolouration).</li> <li>• Minor - Moderate structural defects (e.g. cracking (cat 1-2) / decay / leakage).</li> <li>• Minor - Moderate protective defects (e.g. indications of insect, sun or water damage).</li> <li>• Minor - Moderate functional defects (e.g. door / window operation).</li> <li>• Minor - Moderate non-compliance issues that require action (e.g. Disability Discrimination Act, Fire or OH&amp;S issues).</li> <li>• Routine maintenance only.</li> </ul>	4
 <b>External Cladding - Steel</b>	<p>An asset in fair overall condition, deterioration in condition would be obvious and there would be some serviceability loss.</p>	<ul style="list-style-type: none"> <li>• Fair condition.</li> <li>• Estimate 50% - 60% design life remaining.</li> <li>• Evidence of deterioration that could impact upon asset functionality or reduce the asset's remaining design life.</li> <li>• Moderate structural defects (e.g. cracking</li> </ul>	5





**Buildings Condition Assessment Manual**

Example Photos	Generic Description	Asset Specific	Rating
		<ul style="list-style-type: none"> <li>(cat 2) / decay / leakage).</li> <li>• Moderate protective defects (e.g. recent insect activity, signs of sun or water damage).</li> <li>• Staining / discolouration of surfaces.</li> <li>• Moderate functional defects (e.g. door / window operation, door or window location or size issues).</li> <li>• Moderate non-compliance issues requiring action (e.g. Disability Discrimination Act, Fire or OH&amp;S issues).</li> <li>• Maintenance scheduling required.</li> </ul>	
 <b>External Cladding – Steel</b>  <b>External Cladding – Timber</b>  <b>External Cladding - Brick</b>	<p>An asset in fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance costs would be rising.</p>	<ul style="list-style-type: none"> <li>• Fair to poor condition.</li> <li>• Estimate 40% - 50% design life remaining.</li> <li>• Evidence of deterioration that is impacting upon asset functionality or has reduced asset's remaining design life.</li> <li>• Moderate – significant structural defects (e.g. movement / cracking (cat 2) / decay / leakage).</li> <li>• Moderate – significant protective defects (e.g. obvious white-ant activity, loss of insect barrier / waterproofing material / sun damage).</li> <li>• Moderate –significant functional defects (e.g. number, location or size of doors or windows).</li> <li>• Moderate – significant non-compliance issues requiring immediate action (e.g. Disability Discrimination Act, Fire or OH&amp;S issues).</li> <li>• Immediate maintenance required.</li> </ul>	6

**Buildings Condition Assessment Manual**




Example Photos	Generic Description	Asset Specific	Rating
 <b>External Cladding - Brick</b>	<p>An asset in poor overall condition, deterioration would be quite severe and would be starting to limit the serviceability.</p>	<ul style="list-style-type: none"> <li>• Poor condition.</li> <li>• Estimate 30% - 40% design life remaining.</li> <li>• Evidence of significant structural, functional and/or protective failures which has substantially reduced asset functionality and/or will significantly reduce the asset's remaining design life.</li> <li>• Significant structural defects that may jeopardise the structural integrity of the building in the short term (e.g., multiple large cracks (cat 3) or significant structural movement / decay indicating a serious problem).</li> <li>• Significant protective failures (e.g. significant white ant damage, water intrusion / sun damage).</li> <li>• Significant functional defects (e.g. building function significantly affected).</li> <li>• Significant non-compliance issues requiring immediate action (e.g. Disability Discrimination Act, Fire or OH&amp;S issues).</li> <li>• Cost of maintenance would be high.</li> <li>• Renewal or replacement scheduling required.</li> </ul>	7
 <b>External Cladding – Steel</b>	<p>An asset in very poor overall condition with serviceability now being heavily impacted upon by the poor condition. Maintenance costs would be very high and the asset would be at a point where it needed renewal.</p>	<ul style="list-style-type: none"> <li>• Very poor condition.</li> <li>• Estimate 10% - 30% design life remaining.</li> <li>• Major structural or functional defects that may jeopardise structural integrity and/or cause major public health and safety concerns.</li> <li>• Asset cannot satisfactorily perform its original purpose and/or provide the originally intended level of</li> </ul>	8

**Buildings Condition Assessment Manual**

Example Photos	Generic Description	Asset Specific	Rating
 <p><i>External Cladding – Timber</i></p>		<p>service.</p> <ul style="list-style-type: none"> <li>Major structural defects (e.g., multiple major cracks (cat 3-4) or major movement / decay issues).</li> <li>Major protective failures (e.g. major insect damage, water intrusion).</li> <li>Major functional defects (e.g. building function will be compromised without immediate action).</li> <li>Major non-compliance issues requiring immediate action (e.g. Disability Discrimination Act, Fire or WH&amp;S issues).</li> <li>Renewal or replacement required.</li> </ul>	
 <p><i>External Cladding – Steel &amp; Timber</i></p>	<p>An asset in extremely poor condition with severe serviceability problems and needing renewal immediately. Could also be a risk to remain in service.</p>	<ul style="list-style-type: none"> <li>Extremely poor condition.</li> <li>Major risks to public health and safety / building should be taken out of service.</li> <li>Estimate &lt; 10% design life remaining with immediate intervention required.</li> <li>Severe structural failures that jeopardise the structural integrity of the building (e.g. building instability).</li> <li>Severe protective failures (e.g. extensive white ant damage, extensive water intrusion – water ponding on floor).</li> <li>Severe functional defects (e.g. building function compromised).</li> <li>Severe non-compliance issues requiring immediate action (e.g. Disability Discrimination Act, Fire or OH&amp;S issues).</li> </ul>	9



**Buildings Condition Assessment Manual**


Example Photos	Generic Description	Asset Specific	Rating
 <b>External Cladding – Steel</b>	<p>An asset that has failed and is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the asset in service.</p>	<ul style="list-style-type: none"> <li>Asset has failed or there is an extreme public health and safety risk of leaving the asset in service.</li> </ul>	<p><b>10</b></p>
 <b>External Cladding – Timber</b>			
 <b>External Cladding - Brick</b>			

## Buildings Condition Assessment Manual

### 4.5 Roof

Table 4-5 sets out the assessment elements, distress modes / defect types and associated consequences on service levels for roof structures. Table 4-6 sets out the detailed visual condition assessment criteria for these assets.





**Table 4-5 Roof Condition Assessment Elements**

	<b>Asset Types:</b> <ul style="list-style-type: none"> <li>• Roof structure (trusses etc.)</li> <li>• Roof covering <ul style="list-style-type: none"> <li>◦ Tiles,</li> <li>◦ Timber</li> <li>◦ Corrugated metal</li> <li>◦ Colorbond</li> <li>◦ Concrete</li> </ul> </li> <li>• Roof membrane (waterproofing)</li> <li>• Roof insulation</li> <li>• Guttering and downpipes</li> </ul>
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Assessment Elements	Distress Modes / Defect Types	Consequence / Impact on Level of Service
Roof	Structural damage (including decay/corrosion, coatings failure, termites, water leaks), guttering blockage/failure	Jeopardises structural integrity of the building. Increased public health and safety risk. Premature deterioration / early loss of asset. Potential non-compliance with legislative requirements (e.g., workplace health & safety).
	Protective defects (coatings/paint)	Premature deterioration / early loss of asset.

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**Table 4-6 Roof Visual Condition Assessment Criteria**

Example Photos	Generic Description	Asset Specific	Rating
  <i>Roof - Steel</i>	A new or near new asset with no visible signs of deterioration or recently rehabilitated back to new condition...	<ul style="list-style-type: none"> <li>• Roof in new, near new condition or recently rehabilitated back to new condition....</li> <li>• Estimate 90% - 100% design life remaining.</li> <li>• Structurally sound - No structural defects.</li> <li>• No protective defects.</li> </ul>	1
 <i>Roof - Steel</i>	An asset in excellent overall condition. There would be only very slight condition decline but it would be obvious that the asset was no longer in new condition.	<ul style="list-style-type: none"> <li>• Excellent condition with only very slight condition decline (but obvious no longer new).</li> <li>• Estimate 80% - 90% design life remaining.</li> <li>• Structurally sound.</li> <li>• Isolated minor structural defects (e.g., tarnishing / staining, isolated minor tile cracks (cat 0-1)).</li> <li>• Isolated minor protective defects (e.g. minor isolated damage to paintwork / protective coatings).</li> </ul>	2
 <i>Roof - Steel</i>	An asset in very good overall condition but with some early stages of deterioration evident, but the deterioration still minor in nature and causing no serviceability problems.	<ul style="list-style-type: none"> <li>• Very good condition.</li> <li>• Estimate 70% - 80% design life remaining.</li> <li>• Some early signs of wear and tear (commensurate with age and use).</li> <li>• Minor structural defects (minor tile cracks (cat 0-1) / small rust spots).</li> <li>• Minor protective defects (minor damage to paintwork / protective coatings).</li> <li>• Only routine maintenance required.</li> </ul>	3



**Buildings Condition Assessment Manual**

Example Photos	Generic Description	Asset Specific	Rating
 <p><i>Roof – Steel</i></p>	An asset in good overall condition but with some obvious deterioration evident, serviceability would be impaired very slightly.	<ul style="list-style-type: none"> <li>• Good condition.</li> <li>• Estimate 60% - 70% design life remaining.</li> <li>• Obvious signs of wear and tear (e.g. staining / discolouration).</li> <li>• Minor - Moderate structural defects (e.g. tile cracking (cat 0-2)/ isolated pointing defects / numerous small rust spots / rust staining / rusted or issues with guttering e.g. blockages).</li> <li>• Minor - Moderate protective defects (e.g. peeling or missing paint / protective coatings).</li> <li>• Only routine maintenance required.</li> </ul>	4
	An asset in fair overall condition, deterioration in condition would be obvious and there would be some serviceability loss.	<ul style="list-style-type: none"> <li>• Fair condition.</li> <li>• Estimate 50% - 60% design life remaining.</li> <li>• Evidence of deterioration that could impact upon asset functionality or reduce the asset's remaining design life.</li> <li>• Moderate structural defects (e.g. tile cracking (cat 0-2) / displacement missing / pointing defects).</li> <li>• Moderate protective defects (e.g. paint or sealing treatments no longer protecting the underlying structure, but minimal damage being caused e.g. small leaks).</li> <li>• Staining / discolouration of roof surfaces.</li> <li>• Rusted or poorly functioning guttering.</li> <li>• Maintenance scheduling required.</li> </ul>	5
 <p><i>Roof - Steel</i></p>	An asset in fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance costs would be rising.	<ul style="list-style-type: none"> <li>• Fair to poor condition.</li> <li>• Estimate 40% - 50% design life remaining.</li> <li>• Evidence of deterioration that is impacting upon asset functionality or has reduced asset's remaining design life.</li> <li>• Moderate - Significant structural defects (e.g.</li> </ul>	6

**Buildings Condition Assessment Manual**

Example Photos	Generic Description	Asset Specific	Rating
		<p>extensive tile cracking (cat 0-2) / displacement, sections of missing tiles / poorly affixed or missing roof sheets / extensive pointing defects).</p> <ul style="list-style-type: none"> <li>• Moderate - Significant protective defects (e.g. paint or sealing treatments no longer protecting the underlying structure – major damage warrants immediate attention).</li> <li>• Moderate - Significant staining / discolouration of roof surfaces – quite unsightly.</li> <li>• Rusted, blocked or poorly functioning guttering – water ponding in gutters or leaking at joints / through holes. Further degradation of gutters will occur if left untreated.</li> <li>• Immediate maintenance required.</li> </ul>	
 <p><i>Roof – Steel</i></p>	<p>An asset in poor overall condition, deterioration would be quite severe and would be starting to limit the serviceability.</p>	<ul style="list-style-type: none"> <li>• Poor condition.</li> <li>• Estimate 30% - 40% design life remaining.</li> <li>• Evidence of significant structural, functional and/or protective failures which has substantially reduced asset functionality and/or will significantly reduce the asset's remaining design life.</li> <li>• Significant structural defects that may jeopardise the structural integrity of the roof or building in the short term (e.g., multiple large cracks (cat 0-3), large sections of roofing material missing or not firmly affixed. Significant structural issues – bowing, sagging).</li> <li>• Significant protective failures (e.g. significant water or sun damage – roof not protecting underlying structure properly).</li> </ul>	7

**Buildings Condition Assessment Manual**


Example Photos	Generic Description	Asset Specific	Rating
		<ul style="list-style-type: none"> <li>Rusted, blocked or poorly functioning guttering – water ponding in gutters or leaking at joints / through holes. Further degradation of gutters will occur if left untreated.</li> <li>Cost of maintenance would be high.</li> <li>Renewal or replacement scheduling required.</li> </ul>	
 <b>Roof - Steel</b>	An asset in very poor overall condition with serviceability now being heavily impacted upon by the poor condition. Maintenance costs would be very high and the asset would be at a point where it needed renewal.	<ul style="list-style-type: none"> <li>Very poor condition.</li> <li>Estimate 10% - 30% design life remaining.</li> <li>Major structural or functional defects that may jeopardise structural integrity and/or cause major public health and safety concerns.</li> <li>Asset cannot satisfactorily perform its original purpose and/or provide the originally intended level of service.</li> <li>Major structural roof defects that may jeopardise the structural integrity of the building in the short term (e.g., roof fabric losing integrity).</li> <li>Signs of likely roof failure (e.g., deformation, major water ingress to interior)</li> <li>Major protective failures (e.g. little or no protective coating / paint left- totally ineffective).</li> <li>Gutters do not perform their function (missing, blocked or structurally compromised).</li> <li>Renewal or replacement required.</li> </ul>	8
	An asset in extremely poor condition with severe serviceability problems and needing renewal immediately. Could also be a risk to remain in service.	<ul style="list-style-type: none"> <li>Extremely poor condition.</li> <li>Major risks to public health and safety / building should be taken out of service.</li> <li>Estimate &lt; 10% design life remaining with immediate intervention</li> </ul>	9

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Example Photos	Generic Description	Asset Specific	Rating
<i>Roof - Steel</i>		<p>required.</p> <ul style="list-style-type: none"> <li>Severe structural failures that jeopardise the structural integrity of the roof or building (e.g. roof instability – trusses not supporting the roof).</li> <li>Roof in danger of collapsing.</li> <li>Severe protective failures (e.g. no protective coating).</li> </ul>	
 <p><i>Roof - Steel</i></p>	An asset that has failed and is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the asset in service.	<ul style="list-style-type: none"> <li>Roof has failed or there is an extreme public health and safety risk of leaving the building in service.</li> </ul>	<b>10</b>

## Buildings Condition Assessment Manual

### 4.6 Internal Fit-out

Table 4-7 sets out the assessment elements, distress modes / defect types and associated consequences on service levels for Internal fit-outs. Table 4-8 sets out the detailed visual condition assessment criteria for these assets.

**Table 4-7 Internal Fit-out Condition Assessment Elements**




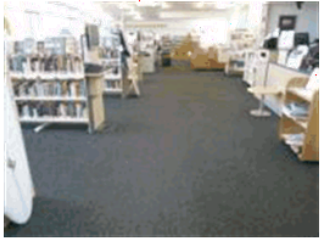
	<p><b>Asset Types:</b></p> <ul style="list-style-type: none"> <li>• <b>Rooms</b> <ul style="list-style-type: none"> <li>○ Kitchens</li> <li>○ Bathrooms</li> <li>○ Meeting rooms</li> <li>○ Offices</li> <li>○ Storage areas</li> </ul> </li> <li>• <b>Passageways</b> <ul style="list-style-type: none"> <li>○ Hallways</li> <li>○ Entry areas</li> <li>○ Internal stairways</li> </ul> </li> <li>• <b>Ceilings (including cornices)</b></li> <li>• <b>Internal doors and windows</b></li> <li>• <b>Wall finishes</b></li> <li>• <b>Floor coverings</b> <ul style="list-style-type: none"> <li>○ Carpet</li> <li>○ Vinyl</li> <li>○ Tiles</li> <li>○ Timber boards</li> </ul> </li> </ul>
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Assessment Elements	Distress Modes / Defect Types	Consequence / Impact on Level of Service
Internal Fit-out	Structural damage (including cracks, breakages, decay, termites, water seepage)	Reduced level of service. Potential public health and safety risk. Premature deterioration / early loss of asset.
	Functional defects (e.g. bathroom / kitchen design), Floor covering failures, DDA noncompliance of fit-outs	Reduced level of service. Public health and safety risk. Increased legal risk (i.e., potential claims from staff or public relating to non-compliance with legislative requirements such as workplace health & safety, DDA).








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**Table 4-8 Internal Fit-out Visual Condition Assessment Criteria**

Example Photos	Generic Description	Asset Specific	Rating
 <b>Floor Covering – Tiles</b>  <b>Internal Cladding – Walls and Ceiling</b>	A new or near new asset with no visible signs of deterioration or recently rehabilitated back to new condition.	<ul style="list-style-type: none"> <li>• New building or recently rehabilitated fit-out (to new or as new condition).</li> <li>• No visible signs of wear and tear.</li> <li>• No structural defects.</li> <li>• No functional defects.</li> <li>• No non-compliance issues ((e.g. DDA, WH&amp;S, electrical safety).</li> <li>• Estimate 90% - 100% design life remaining.</li> </ul>	1
 <b>Internal Fit out - Bathroom</b>	An asset in excellent overall condition. There would be only very slight condition decline but it would be obvious that the asset was no longer in new condition.	<ul style="list-style-type: none"> <li>• Excellent condition with only very slight condition decline (but obvious no longer new).</li> <li>• No structural defects.</li> <li>• No functional defects.</li> <li>• No non-compliance issues (e.g. DDA, WH&amp;S, electrical safety).</li> <li>• Estimate 80% - 90% design life remaining.</li> </ul>	2
 <b>Floor Covering – Carpet</b>	An asset in very good overall condition but with some early stages of deterioration evident, but the deterioration still minor in nature and causing no serviceability problems.	<ul style="list-style-type: none"> <li>• Very good condition.</li> <li>• Some early signs of wear and tear (commensurate with age and use).</li> <li>• Minor structural defects.</li> <li>• Minor functional defects.</li> <li>• Minor non-compliance issues (e.g. DDA, WH&amp;S, electrical safety).</li> <li>• Estimate 70% - 80% design life remaining.</li> <li>• Routine maintenance only.</li> </ul>	3






**Buildings Condition Assessment Manual**

Example Photos	Generic Description	Asset Specific	Rating
 <p><i>Fit out - Kitchen</i></p>  <p><i>Floor Covering – Carpet</i></p>  <p><i>Floor Covering – Tiles</i></p>  <p><i>Floor Covering – Vinyl</i></p>  <p><i>Internal Cladding – Walls</i></p>	<p>An asset in good overall condition but with some obvious deterioration evident, serviceability would be impaired very slightly.</p>	<ul style="list-style-type: none"> <li>• Good condition.</li> <li>• Obvious signs of wear and tear.</li> <li>• Minor – moderate structural defects.</li> <li>• Minor – moderate functional defects.</li> <li>• Minor – moderate non-compliance issues (e.g. DDA, WH&amp;S, electrical safety).</li> <li>• Estimate 60% - 70% design life remaining.</li> <li>• Routine maintenance only</li> </ul>	<p>4</p>





**Buildings Condition Assessment Manual**

Example Photos	Generic Description	Asset Specific	Rating
 <b>Internal Cladding – Ceiling</b>  <b>Internal Cladding - Ceiling</b>			
 <b>Internal Fit out - Laundry</b>	<p>An asset in fair overall condition, deterioration in condition would be obvious and there would be some serviceability loss.</p>	<ul style="list-style-type: none"> <li>• Fair condition.</li> <li>• Evidence of deterioration that could impact upon asset functionality or reduce the asset's remaining design life.</li> <li>• Moderate structural defects.</li> <li>• Moderate functional defects.</li> <li>• Moderate non-compliance issues (e.g. DDA, WH&amp;S, electrical safety).</li> <li>• Estimate 50% - 60% design life remaining.</li> <li>• Maintenance scheduling required.</li> </ul>	5
 <b>Fit out - Kitchen</b>	<p>An asset in fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance costs would be rising.</p>	<ul style="list-style-type: none"> <li>• Fair to poor condition.</li> <li>• Evidence of deterioration that is impacting upon asset functionality or has reduced asset's remaining design life.</li> <li>• Moderate – significant structural defects.</li> <li>• Moderate – significant functional defects.</li> <li>• Moderate – significant non-compliance issues (e.g. DDA, WH&amp;S, electrical safety).</li> </ul>	6

**Buildings Condition Assessment Manual**

Example Photos	Generic Description	Asset Specific	Rating
 <b>Floor – Covering – Carpet</b>		<ul style="list-style-type: none"> <li>• Estimate 40% - 50% design life remaining.</li> <li>• Maintenance required.</li> </ul>	
 <b>Floor Covering – Tiles</b>			
 <b>Floor Covering – Vinyl</b>			
 <b>Internal Cladding – Walls</b>			
 <b>Internal Cladding – Ceiling</b>			

**Buildings Condition Assessment Manual**





Example Photos	Generic Description	Asset Specific	Rating
 <b>Internal Cladding – Ceiling</b>			
 <b>Fit out - Bathroom</b>	<p>An asset in poor overall condition, deterioration would be quite severe and would be starting to limit the serviceability.</p>	<ul style="list-style-type: none"> <li>• Poor condition.</li> <li>• Evidence of significant structural, functional and/or protective failures which has substantially reduced asset functionality and/or will significantly reduce the asset's remaining design life.</li> <li>• Cost of maintenance would be high.</li> <li>• Significant structural defects.</li> <li>• Significant functional defects.</li> <li>• Significant non-compliance issues (e.g. DDA, WH&amp;S, electrical safety).</li> <li>• Estimate 30% - 40% design life remaining.</li> <li>• Renewal / replacement scheduling required.</li> </ul>	7
 <b>Fit out - Kitchen</b>   <b>Floor Covering – Carpet</b>	<p>An asset in very poor overall condition with serviceability now being heavily impacted upon by the poor condition. Maintenance costs would be very high and the asset would be at a point where it needed renewal.</p>	<ul style="list-style-type: none"> <li>• Very poor condition.</li> <li>• Major structural or functional defects that may jeopardise structural integrity and/or cause major public health and safety concerns.</li> <li>• Asset cannot not satisfactorily perform its original purpose / provide originally intended level of service.</li> <li>• Major structural defects.</li> <li>• Major functional defects.</li> <li>• Major non-compliance issues (e.g. DDA, WH&amp;S, electrical safety).</li> </ul>	8



**Buildings Condition Assessment Manual**

Example Photos	Generic Description	Asset Specific	Rating
 <b>Floor Covering – Tiles</b>		<ul style="list-style-type: none"> <li>• Estimate 10% - 30% design life remaining.</li> <li>• Renewal / replacement required.</li> </ul>	
 <b>Floor Covering – Vinyl</b>			
 <b>Internal Cladding – Walls</b>			
 <b>Internal Cladding – Ceiling</b>			
 <b>Internal Cladding - Ceiling</b>			

**Buildings Condition Assessment Manual**

Example Photos	Generic Description	Asset Specific	Rating
 <b>Fit out – Bathroom</b>  <b>Internal Cladding - Walls</b>	<p>An asset in extremely poor condition with severe serviceability problems and needing renewal immediately. Could also be a risk to remain in service.</p>	<ul style="list-style-type: none"> <li>Extremely poor condition.</li> <li>Major risks to public health and safety / building should be taken out of service.</li> <li>Evidence of severe problems which prevent the asset from performing its originally intended purpose.</li> <li>Severe structural defects.</li> <li>Severe functional defects.</li> <li>Severe non-compliance issues (e.g. DDA, WH&amp;S, electrical safety). / poses a severe legal liability.</li> <li>Estimate &lt; 10% design life remaining with immediate intervention required.</li> <li>Urgent renewal or replacement required.</li> </ul>	9
 <b>Internal Cladding – Walls</b>  <b>Internal Cladding - Ceiling</b>	<p>An asset that has failed and is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the asset in service.</p>	<ul style="list-style-type: none"> <li>Asset has failed or there is an extreme risk of leaving the asset in service.</li> <li>Poses an immediate legal risk.</li> </ul>	10

## Buildings Condition Assessment Manual

### 4.7 Services (Buildings)

Table 4-9 sets out the assessment elements, distress modes / defect types and associated consequences on service levels for major plant. Table 4-10 sets out the detailed visual condition assessment criteria for these assets.

**Table 4-9 Major Plant Condition Assessment Elements**






	<b>Asset Types:</b> <ul style="list-style-type: none"> <li>• <b>Hydraulic services</b> <ul style="list-style-type: none"> <li>○ Toilets, Basins, taps, Hot water Systems</li> </ul> </li> <li>• <b>Mechanical services</b> <ul style="list-style-type: none"> <li>○ Fixed generators</li> <li>○ Lifts / elevators</li> <li>○ Air-conditioning plant</li> <li>○ Mechanical ventilation systems</li> </ul> </li> <li>• <b>Electrical Services</b> <ul style="list-style-type: none"> <li>○ Lighting/Fans</li> <li>○ Switches and Power Outlets</li> <li>○ Switchboards</li> <li>○ ICT Cabling</li> <li>○ Active Security Systems</li> <li>○ Emergency Warning Evacuation Systems</li> </ul> </li> <li>• <b>Fire Services</b> <ul style="list-style-type: none"> <li>○ Fire Extinguishers</li> <li>○ Sprinkler Systems</li> <li>○ Booster Pumps</li> <li>○ Break Glass Alarms</li> </ul> </li> </ul>
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Assessment Elements	Distress Modes / Defect Types	Consequence / Impact on Level of Service
<b>Structural</b>	<b>Corrosion</b>	Workplace health and safety issues Potential reduction in performance / design life of the asset
	<b>Breakages</b>	Workplace health and safety issues Potential reduction in performance / design life of the asset
<b>Performance</b>	<b>Reduced output / flow</b>	Reduction in level of service Public health and safety risks
	<b>Breakdowns</b>	Reduction in level of service Public health and safety risks
	<b>Leaks</b>	Workplace health and safety issues Potential reduction in performance / design life of the asset
	<b>Increased noise / temperature / vibration</b>	Workplace health and safety issues Potential reduction in performance / design life of the asset
	<b>Increased per unit fuel / electricity consumption</b>	Increased costs






**Buildings Condition Assessment Manual**




**Table 4-10 Services Visual Condition Assessment Criteria**

Example Photos	Generic Description	Asset Specific	Rating
 	<p>A new or near new asset with no visible signs of deterioration or recently rehabilitated back to new condition.</p>	<p>New or recently rehabilitated plant (to new or as new condition).</p> <p>No visible signs of wear and tear.</p> <p>No non-compliance issues (e.g. WH&amp;S, fire / electrical safety).</p> <p>Output meets design specification.</p> <p>Estimate 90% - 100% design life remaining.</p> <p>No work required.</p>	1
 	<p>An asset in excellent overall condition. There would be only very slight condition decline but it would be obvious that the asset was no longer in new condition.</p>	<p>Excellent condition with only very slight condition decline (but obvious no longer new).</p> <p>No non-compliance issues (e.g. WH&amp;S, fire / electrical safety).</p> <p>Output within 5% of design specification.</p> <p>Estimate 80% - 90% design life remaining.</p> <p>No work required.</p>	2
	<p>An asset in very good overall condition but with some early stages of deterioration evident, but the deterioration still minor in nature and causing no serviceability problems.</p>	<p>Very good condition.</p> <p>Some early signs of wear and tear (commensurate with age and use).</p> <p>Deterioration has minimal impact on asset performance.</p> <p>Minor non-compliance issues (e.g. WH&amp;S, fire / electrical safety).</p> <p>Estimate 70% - 80% design life remaining.</p> <p>Routine maintenance only.</p>	3

**Buildings Condition Assessment Manual**






Example Photos	Generic Description	Asset Specific	Rating
	An asset in good overall condition but with some obvious deterioration evident, serviceability would be impaired very slightly.	<p>Good condition.</p> <p>Obvious signs of wear and tear.</p> <p>Minor – moderate non-compliance issues (e.g. WH&amp;S, fire / electrical safety).</p> <p>Estimate 60% - 70% design life remaining.</p> <p>Output within 10% of design specification.</p> <p>Minimal short term failure risk but potential for deterioration or reduced performance in the medium term (5 – 10 years).</p> <p>Increasing per unit costs of production (e.g., electricity).</p> <p>Routine maintenance only.</p>	4
	An asset in fair overall condition, deterioration in condition would be obvious and there would be some serviceability loss.	<p>Fair condition.</p> <p>Evidence of deterioration that could impact upon asset functionality or reduce the asset's remaining life.</p> <p>Moderate non-compliance issues (e.g. WH&amp;S, fire / electrical safety).</p> <p>Estimate 50% - 60% design life remaining</p> <p>Output within 15% of design specification.</p> <p>Maintenance scheduling required.</p>	5
	An asset in fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance costs would be rising.	<p>Fair to poor condition.</p> <p>Asset showing signs of diminished performance efficiency, but still providing an adequate level of service.</p> <p>Moderate – significant non-compliance issues (e.g. WH&amp;S, fire / electrical safety).</p> <p>Estimate 40% - 50% design life remaining.</p> <p>Output within 20% of design specification.</p> <p>Significant per unit costs of production (e.g., electricity), Maintenance required.</p>	6

**Buildings Condition Assessment Manual**

Example Photos	Generic Description	Asset Specific	Rating
	An asset in poor overall condition, deterioration would be quite severe and would be starting to limit the serviceability.	<p>Poor condition.</p> <p>Evidence of significant structural or functional failures which has substantially reduced asset functionality and/or will significantly reduce the asset's remaining life.</p> <p>Cost of maintenance would be high.</p> <p>Significant non-compliance issues (e.g. WH&amp;S, fire / electrical safety).</p> <p>Estimate 30% - 40% design life remaining.</p> <p>Output within 30% of design specification.</p> <p>Renewal / replacement scheduling required.</p>	7
	An asset in very poor overall condition with serviceability now being heavily impacted upon by the poor condition. Maintenance costs would be very high and the asset would be at a point where it needed renewal.	<p>Very poor condition.</p> <p>Marked performance deterioration that impacts upon levels of service.</p> <p>Output within 40% of design specification.</p> <p>Major structural or functional defects that may jeopardise structural integrity / safety of the plant or surrounding assets (e.g. buildings) and/or cause major public health and safety concerns.</p> <p>Asset cannot not satisfactorily perform its original purpose / provide originally intended level of service.</p> <p>Major non-compliance issues (e.g. WH&amp;S, fire / electrical safety).</p> <p>Estimate 10% - 30% design life remaining.</p> <p>High per unit costs of production (e.g., electricity)</p> <p>Renewal / replacement required.</p>	8
	An asset in extremely poor condition with severe serviceability problems and needing renewal immediately. Could also be a risk to remain in service.	<p>Extremely poor condition.</p> <p>Major risks to public health and safety / asset should be taken out of service until services rectified</p> <p>Evidence of severe problems which prevent the asset from performing its originally intended purpose.</p>	9



**Buildings Condition Assessment Manual**

Example Photos	Generic Description	Asset Specific	Rating
		<p>Severe non-compliance issues (e.g. WH&amp;S, fire / electrical safety) / poses a severe legal liability.</p> <p>Estimate &lt; 10% design life remaining with immediate intervention required.</p> <p>Output less than 40% of design specification.</p> <p>Urgent renewal or replacement required.</p>	
   	<p>An asset that has failed and is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the asset in service.</p>	<p>Asset has failed or there is an extreme risk of leaving the asset in service.</p> <p>Asset should be removed from service immediately.</p>	<b>10</b>

# Buildings Operations Guide

March 2018

Final Version 1.0



**Southern Downs**  
REGIONAL COUNCIL

## Buildings Operations Guide

### Document Control Information

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### Authorisation

This plan has been approved by Council.

Version	Date adopted by Council	Name	Position	Signature
	TBA			

## **Buildings Operations Guide**

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## **Buildings Operations Guide**

# **1. Introduction**

## **1.1 Purpose of this Guide**

This Guide seeks to identify the processes and requirements to ensure that Council owned/controlled buildings continue to provide the staff, community and public with the service necessary to support the continuation of activities that are considered to be important to Council and the local community.

As the owner of buildings used by employees, community groups, local residents and visitors, Council must ensure that buildings are safe, healthy, and accessible. Council also has a responsibility to support best practice for redefining uses for existing buildings; for retention of heritage features; providing a wide range of facilities as well as spaces for groups unable to pay commercial rates for building spaces to support various community activities. These activities include social, artistic, cultural, educational, sporting and recreational activities. This places pressure on the Council budget for maintenance and capital renewal for Council buildings.

The role of the Community Facilities within SDRC has been to respond to facilities maintenance requests for Council buildings and this manual aims to:

- Clearly define the roles and responsibilities of users and Community Facilities
- Provide an understanding of types of operations and maintenance that are applied to Council Buildings
- Provide some explanation of how maintenance is prioritised to ensure that buildings are managed in a sustainable manner within the context of limited budgets so that we can better match perceptions of expected service provision with actual service support & delivery.
- Link in with other Council documents and plans such as the Buildings Asset & Services Management Plan.
- Provide details and a procedure for getting in contact with Community Facilities for service requests

## **1.2 Background**

SDRC currently maintains approximately 440 individual buildings and structures with a replacement value of approximately \$85 Million. In addition to Council owned sites and/or buildings there are a number of buildings that whilst "owned" by Council are leased to external organisations and are maintained by them.

Council is also required to undertake a certain range of maintenance activities to comply with the requirements of a wide range of Acts, Regulations and Standards.



## **Buildings Operations Guide**

# **2. Maintenance Guide**

## **2.1 Maintenance Definitions**

In terms of maintenance activities, Council utilises the following definitions which are based around internationally recognised asset management practices.

1. **Reactive maintenance** - is unplanned repair work carried out in response to service requests and management / supervisory directions.
2. **Planned maintenance** - is repair work that is or should be identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure / breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance. Periodic statutory type maintenance also falls under this category.
3. **Cyclic / Scheduled maintenance** - Is replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, building roof replacement, etc. This work generally falls below the capital/maintenance threshold. Cyclic maintenance expenditure is included with the planned maintenance expenditure.

There are a number of factors that impact on maintenance, maintenance levels and response times for Council buildings and these are discussed in the following sections.

# **3. Defining Levels of Service**

## **3.1 Introduction**

Given that funding is limited and Council is committed to providing a sustainable and acceptable level of service to the community, Council is utilising a building hierarchy to enable the development of differential levels of service for its buildings and facilities. This will then be used to better optimise future maintenance and renewal planning.

The Buildings hierarchy is a function of the building utilisation, occupancy, heritage value and impact on council operations and the community. The details on the hierarchy methodology are included in the Buildings Assets & Service Management Plan.

The hierarchy scale is a five point scale ranging from low importance buildings (level 5) though to high importance to the community and/or buildings supporting critical services (level 1).

This means in terms of budgeting and asset Management planning, buildings rated as Level 1 are given higher priority than a level 2 - 5 building for example.

## Buildings Operations Guide

**Table 1: Hierarchy – Levels of Service**

Category	Description	Examples
Level 1	High usage/importance/profile site/building, substantial infrastructure. Allows provision of essential services. These buildings are the most critical to Council operations and the community.	<ul style="list-style-type: none"> <li>Major Administration Centres</li> <li>Regional Community Centres</li> <li>Major sporting facilities</li> <li>Buildings containing key Essential Services (ie water, sewer treatment)</li> </ul>
Level 2	Medium usage sites/buildings utilised by the local community and operational council buildings	<ul style="list-style-type: none"> <li>Local Customer Service Centres</li> <li>Key Depots</li> <li>Swimming Pools</li> <li>Town community halls</li> <li>Sporting Facilities</li> <li>Civic Centres</li> <li>Buildings containing Essential Services (ie water, sewer treatment)</li> </ul>
Level 3	Sites/Public Buildings with limited/local use. Buildings built for a specific purpose with limited variety of use.	<ul style="list-style-type: none"> <li>Housing/Accommodation</li> <li>Amenities in tourist/higher use public areas</li> <li>Local/Rural Community Halls</li> <li>Sport &amp; Recreational facilities</li> <li>Minor depot facilities</li> <li>Local Sporting facilities</li> <li>Saleyards</li> </ul>
Level 4	Sites/Buildings with low usage and/or limited access and that have a specific use.	<ul style="list-style-type: none"> <li>Amenities (level 2)</li> <li>Minor Depot Buildings</li> <li>Minor Sporting Facilities (Seasonal demand) or low usage</li> <li>Local low use community facilities</li> </ul>
Level 5	Low use buildings - to be monitored to identify potential problems. Future consideration for usage or disposal	<ul style="list-style-type: none"> <li>Amenities (level 1)</li> <li>Low impact/low use facilities/structures</li> </ul>

The first cut service statements for each of the significant building asset classes (Refer Buildings Asset & Services Management Plan) are based on the hierarchy table and the levels of service (desired levels of service) are identified. These will be refined in future reviews of the service statements.

Council recognises the need to balance stakeholder demand for new and upgraded facilities while concurrently maintaining appropriate and sustainable levels of service on its existing facilities. Consequently, Council intends to use the tables described above to define appropriately differentiated levels of service. Whether assets will be hierarchically or non-hierarchically differentiated depends on the nature of the asset.

Types of assets that are expected to have hierarchically defined levels of service:

- Amenities
- Administration/Customer Service Centres
- Depot Facilities
- Community halls
- Civic Centres
- Sport and Recreational facilities
  - Swimming pools

## **Buildings Operations Guide**

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Types of assets that are expected to have non-hierarchically defined levels of service include:

- Community Housing
- Disaster management buildings
- Key water/wastewater buildings
- Fitness Centres
- Afterschool/Vacation Centres

### **3.2 Service Availability**

Service Hours - Facilities Maintenance Teams provide services between the hours of 7 am – 4 pm, Monday to Friday (excluding public holidays) within identified timelines as identified in Section 3.3.

### **3.3 Reactive Maintenance Service Levels**

The following are the response standards which Facilities Management clients could expect from calls for maintenance via phone or logged on the Merit Customer Response Management (CRM) application utilised by Council. Response times are measured from when a maintenance fault is reported and logged on the Merit CRM application until when a Facilities Team member assesses the issue and/or a trades person attends site to make initial repairs, isolate services and minimise hazard to personnel and property as required.



## Buildings Operations Guide

ACTION	INITIAL RESPONSE PARAMETERS		SERVICE RESPONSE GOAL
	Response Priority	Nominated Hierarchy Level	
<b>Priority 1</b> – Classification of areas for attention Burst Water pipes, Energy outages (levels 1,2,3 buildings) (eg reset circuit breaker, loss of power), Essential air-conditioning (eg main computer rooms), Essential ventilation. Gas leaks, passengers trapped in lifts, fires, broken glass, blocked sewerage, toilets, soil lines (levels 1,2,3 buildings), Electrical faults (identified as potentially dangerous).	Priority 1 – Upon receipt of notification through the Merit CRM system (phone or via Software Application). Response time within 2hrs for high risk issues (VH&S, public risk) and within 24 hrs for other Priority 1 issues	Levels 1,2  Electrical faults identified as potentially dangerous – <u>all levels</u>	95%
<b>Priority 2</b> – classification of areas for attention Blocked stormwater drains, broken doors (external), major roof leaks, broken glass (internal/external), broken locks (external), broken door handle, door jammed, air-conditioning failures (in buildings with inoperable windows (levels 1,2,3)). General Air-conditioning failures (Level 4, 5 buildings), running taps (hot water), no water, flickering fluorescent lamps (level 1,2 buildings), emergency and exit lighting.	Priority 2 – Upon receipt of notification through the Merit CRM system (phone or via Software Application). Response time within 48 hrs.	Levels 1,2 unless air-conditioning failures (in buildings with inoperable windows (Levels 1,2,3))	90%
<b>Priority 3</b> – classification of areas for attention Flickering fluorescent lamps (open areas), failed hot water systems, minor roof leaks, security lighting (external), faulty toilet cistern, toilets running constantly, toilet seat broken, stair lighting, rusted internal box gutters causing leaks	Priority 3 – Upon receipt of notification through the Merit CRM system (phone or via Software Application). Response time within 72 hours	Levels 1-4	90%

### Buildings Operations Guide

<p><b>Priority 4</b> – classification of areas for attention Dripping taps, failed lamps, torn carpets (WH&amp;S trip hazards), pipe work insulation, non essential air conditioning, pest problems, broken door closer, internal painting (essential), external painting (essential), electrical faults (non-dangerous)</p>	<p>Priority 4 – Upon receipt of notification through the Merit CRM system (phone or via Software Application). Response time and assessment within five (5) working days. Repairs programmed to suit budget and coordination with other similar works.</p>	<p>Levels 1-4</p>	<p>90%</p>
<p><b>Priority 5</b> – General non-urgent maintenance reactive, scheduled or renewals. Classification of areas for attention, repairs to caulking, internal painting, external painting, rusted internal box gutters, leaking (external downpipes)</p>	<p>Priority 5 – Upon receipt of notification through the Merit CRM system (phone or via Software Application). Response time and assessment within ten (10) working days. Repairs programmed to suit budget priorities and coordination with other similar works.</p>	<p>All Levels</p>	<p>90%</p>

**Table 2: Reactive Maintenance Levels**

## Buildings Operations Guide

# 4. Scheduled Maintenance

As noted previously, given that funding is limited and Council is committed to providing a sustainable and acceptable level of service to the community, Council is utilising the building hierarchy to enable the development of differential levels of service for its buildings and facilities (ref section 3.1). This will then be used to better optimise future maintenance and renewal planning.

The intervention points for scheduled maintenance and renewals are linked to the current assessed condition of the building and the building hierarchy. These are compared and a maintenance program is then prioritised taking into account, budget constraints and Council overall set priorities. The maintenance program is then included in the long term financial planning process and the annual program established. The following is a summation of the condition rating system and Intervention levels according to the building hierarchy.

## 4.1 Building Condition Assessments

Council's buildings assets are inspected as part of an overall condition inspection program. A condition rating for each major building element is scored and an overall condition rating is then derived from the summation of the individual building elements condition scores weighted by their identified replacement values. The scoring system is a 1-10 scale and the following is a summary of the rating scale:

**Table 3: SDRC Asset Condition Rating Scale**

Rating	Condition Rating Description
1	A new or near new asset with no visible signs of deterioration.
2	An asset in excellent overall condition. There would be only very slight condition decline but it would be obvious that the asset was no longer in new condition.
3	An asset in very good overall condition but with some early stages of deterioration evident, but the deterioration still minor in nature and causing no serviceability problems.
4	An asset in good overall condition but with some obvious deterioration evident, serviceability would be impaired very slightly.
5	An asset in fair overall condition deterioration in condition would be obvious and there would be some serviceability loss.
6	An asset in fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance cost would be rising.
7	An asset in poor overall condition deterioration would be quite severe and would be starting to limit the serviceability of the asset. Maintenance cost would be high.
8	An asset in very poor overall condition with serviceability now being heavily impacted upon by the poor condition. Maintenance cost would be very high and the asset would at a point where it needed to be rehabilitated.
9	An asset in extremely poor condition with severe serviceability problems and needing rehabilitation immediately. Could also be a risk to remain in service.
10	An asset that has failed is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the asset in service.

## Buildings Operations Guide

### 4.2 Scheduled Maintenance Intervention Levels

The following are the set intervention levels for scheduled maintenance and renewals based on the established building hierarchy. These are subject to regular review according to building user feedback and building usage changes.

Building Type	Hierarchy Description	Maintenance Inspection Intervals	Maintenance/Renewals Intervention Levels	Cleaning Services
Administration/Unincorporated Buildings	Key facilities, considered important for centralised Council operations and where the site has a high assessment as being Level 4 buildings.	Maintenance – inspection – and carried out on a regular basis according to the set intervention level (see below): <ul style="list-style-type: none"> <li>Level 1 – Quarterly basis</li> <li>Level 2-3 – Monthly basis</li> <li>Level 4 – Annual Basis</li> </ul>	Level 1-2 Condition Level 6 Level 3-4 Condition Level 7 Level 4-5 Condition Level 8	The Administration facilities are serviced once per day.
Corporate Offices	People – facilities – and – key – facilities, considered – important – for – centralised Council operations and where the site has a high assessment as being Level 4 buildings considering – and – their – functions – and – efficiency.	Maintenance – inspection – and carried out on a regular basis according to the set intervention level (see below): <ul style="list-style-type: none"> <li>Level 1 – Quarterly basis</li> <li>Level 2-3 – Monthly basis</li> <li>Level 4 – Annual Basis</li> </ul>	Level 1 – Condition Level 6 Level 2-3 Condition Level 7 Level 4 – Condition Level 8	The facilities, equipment, and office and cleaning facilities are serviced once per day.
Community Halls	Council provides a wide range of community halls from large urban facilities through to various rural and small halls. These range from Level 4 through to Level 1 facilities.	Maintenance – inspection – and carried out on a regular basis according to the set intervention level (see below): <ul style="list-style-type: none"> <li>Level 1 – Quarterly basis</li> <li>Level 2-3 – Monthly basis</li> <li>Level 4 – Annual Basis</li> </ul>	Level 1-2 Condition Level 6 Level 3-4 Condition Level 7 Level 4-5 Condition Level 8	The community halls are serviced according to the frequency of usage and condition, therefore, it is a case by case scenario. The schedule with the community organisations.  Cleaning services will be reviewed periodically to ensure service standards meet community needs.
Sporting Facilities	Council provides a wide range of sport facilities from the Macquarie Bypass.	Maintenance – inspection – and	Level 1-2 Condition Level 6	The sporting facilities are serviced





## Buildings Operations Guide

	limited to various building users, whose impact from level 1 through to level 4 facilities.	<p>limited to various building users, whose impact from level 1 through to level 4 facilities.</p> <ul style="list-style-type: none"> <li>Level 1-2: Quarterly basis</li> <li>Level 3: Six monthly</li> <li>Level 4: Annually</li> </ul>	Level 3: Up to Level 7 Level 4: Up to Level 8	working together to develop, design and implement a three (3) day house agreement in a way that is satisfying to all parties.
Amendments	Amendments across the region are more classified into a category of five categories (Level 3-5). Amendments in level 1-2 facilities are classified accordingly along with the impact level.	<ul style="list-style-type: none"> <li>Level 1: Quarterly basis</li> <li>Level 2-3: Six monthly</li> <li>Level 4-5: Annually</li> </ul>	Level 1: Up to Level 7 Level 2-3: Up to Level 7 Level 4-5: Up to Level 8	<ul style="list-style-type: none"> <li>Level 1: 7 days per week (maximum 1 hour per day)</li> <li>Level 2-3: 3 days per week</li> <li>Level 4: 3 days per week</li> <li>Level 5: 1 hour per week</li> </ul>



# Buildings Operations Manual Leased Premises

March 2018

Version 1.0



**Southern Downs**  
REGIONAL COUNCIL

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## Buildings Operations Manual – Leased Premises

### Document Control Information

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### Authorisation

This plan has been approved by Council.

Version	Date adopted by Council	Name	Position	Signature
	TBA			

## **Buildings Operations Manual – Leased Premises**

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## **Buildings Operations Manual – Leased Premises**

# **1. Introduction**

## **1.1 Purpose of this Manual**

This manual seeks to identify the processes and requirements to ensure that Council owned/controlled buildings continue to provide the community and public with the service necessary to support the continuation of activities that are considered to be important to the local community.

As the owner of buildings used by employees, community groups, local residents and visitors, Council must ensure that buildings are safe, healthy, and accessible. Council also has a responsibility to support best practice for redefining uses for existing buildings; for retention of heritage features; providing a wide range of facilities to support community/recreational activities. These activities include social, artistic, cultural, educational, sporting and recreational activities. This places pressure on the Council budgets for maintenance and capital renewal for Council buildings.

It is recognised that community organisations are often comprised of volunteers acting in the individual's discretionary time, however organisations need to value, protect and preserve the community assets they enjoy for the ongoing benefit of the community.

Council is committed to ensuring fair and consistent tenure conditions between organisations, however it is acknowledged that some conditions and terms may be negotiated between Council and individual organisations in extenuating circumstances, and at Council's discretion.

This manual aims to:

- Clearly define the roles and responsibilities of users and Council;
- Provide information to assist users to manage, maintain and operate Council owned facilities;
- Provide contact details and a procedure for getting in contact with Council.

## **1.2 Types of Leases**

### **Leases - Exclusive Use of Building/s or Facilities**

A lease provides the lessee with exclusive use of a defined lease area for a specified purpose and term and generally comprises of buildings and associated land.

In all cases, Council reserves the right to determine how a lease and the appropriate lease area is characterised, but will take into consideration the future development plans of the lessee where possible.

### **Licences / Permits or Agreement to Occupy – Shared Use of Building/s or Facilities**

A licence or permit to occupy provides the occupant with non-exclusive use of a defined licence or permit area for a specified purpose and term. Licence or permit areas will generally be defined by building footprints and surrounds where Council determines that exclusive use is not required, or where a facility or space within a facility is shared between two or more organisations.

Where two or more organisations are to exclusively occupy separate parts of the same building, leases may be offered to the organisations.

## **Buildings Operations Manual – Leased Premises**

### **1.3 Types of Lease Documentation**

Council is progressively updating its lease documentation which include the following:

- Standard lease – Exclusive Use of Buildings/Facilities
- Licences/Permit or Agreement to Occupy – Shared Use of Buildings/Facilities

Council will prepare the appropriate documentation in accordance with this Manual, Council's policies and relevant legislation.

### **1.4 Documentation Process**

Once the lease, Licence/Permit or Agreement to Occupy has been prepared, it will be issued to the community organisation for signature. The documents will then be executed by Council and an original copy will be returned to the community organisation. Please refer to Council's Lease Policy.

### **1.5 Length of Leases**

The standard term varies between a lease, agreement or licence. Please refer to Council's Lease Policy.

### **1.6 Rental Fees and Charges**

#### **Lease/Rental Fees**

Fees for rental, are set by Council at the time of the lease agreement is developed, as per Council's Lease Policy or as determined at time of acceptance of tender(s).

#### **Other Fees**

The Lessee or occupant is responsible for all other fees, charges, taxes, duties, levies in respect to the leased, licenced, permit areas. These include, but are not limited to:

- Licencing (food, liquor, gaming etc)
- Electricity
- Internet/Data/Telephones
- Digital/Satellite Streaming Services
- Contents Insurance
- Insurances
- Trade Waste
- Solid Waste

## **2. Lessee/Occupant Responsibilities**

### **2.1 Insurances**

Lessees, occupants and any community organisations applying to lease or occupy Council's facilities must hold the following insurances:

- Public Liability Policy of no less than \$10 million (or as determined by Council or Council's Lease Policy).
- Contents Insurance
- Workers Compensation Insurance
- Volunteers Insurance

## **Buildings Operations Manual – Leased Premises**

### **2.2 Workplace Health and Safety**

Council is committed to ensuring a safe work place and requires that Lessees and occupants be aware of their responsibilities for Workplace Health and Safety (WH&S) tasks in relation to the lease, licence or permit areas. Lessees and occupants must ensure that all risks are appropriately managed to ensure that its members, spectators, guests, hirers and the public are kept safe at all times.

Lessees and occupants as well as users should be aware of:

- Their personal responsibilities under the legislation.
- Penalties for infringements and negligence.

Issues required to be aware of include:

- Provision and operation of amenities.
- Maintenance access – eg fragile roofing, confined spaces.
- Fire prevention and evacuation.
- Lighting and ventilation.
- Electrical installations.
- Noise issues.
- Safety of plant.
- Hazardous substances.
- Asbestos.

### **2.3 Appropriate Use**

Facilities are to be used for their intended purpose which is to assist Lessees, occupants in their operation of the designated activities. Lessees, occupants are not to conduct any activity that will cause offense or that is considered illegal or immoral. As the majority of facilities are situated in residential areas, noise should be kept to an acceptable level.

### **2.4 Sub-leasing**

An organisation that is allocated a facility by way of a lease, licence, agreement or permit is not permitted to sub-lease or sub-let any part of that facility including a ground, without the prior consent of Council.

### **2.5 Electrical Equipment**

Users are responsible for the test and tag of appliances in their facilities in accordance with the *Electrical Safety Act 2002*. Council is not responsible for damage that occurs from appliances that have not been tested and tagged in accordance to the abovementioned Act. Further to this, all portable electrical equipment must be connected to a portable safety switch.

### **2.6 Keys and Security**

Council facilities are on a master key system which allows Council to retain access to the facilities for capital works, inspections and emergencies. Keys are issued to Lessees or occupants following the payment of a key bond.

If a key to a facility is lost, damaged or broken, or locks need to be changed Council should be notified immediately. Lessees or occupants are not permitted to change locks, add additional locks or make copies of Council issued keys. If Lessees or occupants change locks without permission, they will be required to pay all costs associated with changing them back to the Council master key system.



## **Buildings Operations Manual – Leased Premises**

All keys must be returned to Council at the completion of the lease, licence, agreement or occupation period. Keys are not to be held. Keys are not to be given or loaned to any other club, association, organisation, school or person. In the instance that this occurs, the Lessees or occupants who has been Issued the key by Council will be held responsible for any damage to property, loss of key/locks etc.

Council requires that Lessees, occupants keep a key register of who in the organisation holds keys. The register must include the names of key holders, their respective titles, phone numbers and an email address. A copy of this signed register must be sent to [mail@sdrc.qld.gov.au](mailto:mail@sdrc.qld.gov.au). Council should be notified of any changes to the key register.

### **2.7 Liquor Licence**

Lessees, occupants shall not permit the sale or consumption of liquor within Council facilities without Council permission and the relevant liquor licences required by statutory law (*Liquor Act 1992*).

### **2.8 Smoking in Council Buildings**

Smoking is prohibited in and within 4 metres of an entrance to all enclosed buildings in accordance with the *Queensland Tobacco and Other Smoking Products Act 1998*. This includes all Council owned facilities and other buildings provided. Lessees or occupants must ensure that all users, visitors, players, officials and spectators are aware of and comply with this legislation.

### **2.9 Improvements, Additions and Alterations**

Lessees and occupants must obtain Council's approval before making any improvements, additions or alterations within or to the lease, licence, agreement or permit area. Council may approve, approve with conditions or refuse applications for approval at its discretion.

Council may require the lessee or occupant to remove any illegal, non-conforming or unapproved structures (permanent or temporary), equipment or property.

### **2.10 Ownership of Fixed Assets**

Fixed improvements and structures constructed or installed upon the lease, licence, agreement or permit area become the property of Council even though the lessee or occupant will have control of the fixed Improvements and structures during the term of their tenure.

Council approval must be obtained before any fixed improvements or structures are removed from the land.

### **2.11 Access by Council**

Council officers, contractors or tradespersons are entitled to enter any lease licence, agreement or permit area at all reasonable times, to inspect or make repairs and alterations as Council deems necessary for the safety, preservation and improvement of the facility. Accordingly, where required, the tenant will be required to provide Council with a service key and security alarm codes and procedures to enable independent access to undertake these activities.

Council will make every endeavour to provide appropriate notice where access to a facility is required.

## **Buildings Operations Manual – Leased Premises**

### **3. Maintenance Processes**

This Manual forms part of the maintenance management process of Council's assets. The following identifies who is responsible for the maintenance of leased / licensed Council facilities, whether it is the Lessee's, occupant's responsibility or Council's.

Timely maintenance and proper management of buildings is essential in ensuring existing assets and potential future assets are managed effectively across their life cycle.

Building maintenance work covers a range of varied tasks, including setting performance standards for an asset, formulation and delivery of preventative repairs, renewals and responding to repair needs.

#### **3.1 Maintenance Responsibilities**

The various maintenance responsibilities of Council and Lessees or occupants are outlined in the following table (Table 4.1).

Please note the following:

1. The term 'all damages' means any damages caused by the Lessee, occupants or any invitees using a Council facility.
2. The maintenance responsibilities are subject to variation at the discretion of Council and the conditions outlined in the actual lease or permit to occupy.



## Buildings Operations Manual – Leased Premises

**Table 4.1 – Maintenance Responsibilities**

Item	Lessee's/Occupant's Responsibility	Council's Responsibility
<b>STRUCTURE</b>		
Building	<ul style="list-style-type: none"> <li>Determine and document the specific need of the building relating to any requests to Council for building alterations.</li> <li>Prepare plans and obtain quotes for requests for minor improvements.</li> </ul>	<ul style="list-style-type: none"> <li>Accept all requests submitted.</li> <li>Undertake works required to bring premises and surrounds to appropriate standards and meet the required regulations. This excludes items identified as the lessee's responsibility in this document or in the lease agreement.</li> <li>Preparation of long-term development plans, design of major building alterations or major structural works.</li> </ul>
Main building frame, foundations, stumps, bearers, joists, brickwork, etc.	<ul style="list-style-type: none"> <li>All damages by Lessee / Occupant</li> <li>Fair wear and tear</li> </ul>	Renewal / Replacement / repair due to structural failure, storm damage, decay, insect attack as budgeting constraints permit.
Security and fire alarm system (new buildings only)	<ul style="list-style-type: none"> <li>Monitoring</li> <li>Call out and service costs</li> </ul>	Installation or replacement costs of current systems.
<b>INTERNAL MAINTENANCE</b>		
Air conditioning and Heating Appliances	<ul style="list-style-type: none"> <li>Annual service and repairs when required.</li> <li>Documentation required for proof of service.</li> </ul>	Replacement of unit in accordance to Asset Management Plan (AMP) and annual renewal/works programming.
Ceilings, walls and skylights (internal)	<ul style="list-style-type: none"> <li>Cost of repairs due to major or continue use.</li> <li>Regular cleaning.</li> </ul>	Major repair and/or replacement due to structural faults/age.
Cleaning	<ul style="list-style-type: none"> <li>Keep premises in clean, sanitary and fresh condition.</li> <li>Removal of all rubbish from site or by designated subcontractor.</li> <li>Cleaning kitchen exhaust filters and canopy.</li> </ul>	Nil responsibility
Curtains/Drapes/Blinds	<ul style="list-style-type: none"> <li>Repair costs</li> <li>Replacement costs</li> <li>Supervision of installation of replacement</li> </ul>	Nil responsibility even if installed by Council

### Buildings Operations Manual – Leased Premises

Item	Lessee's/Occupant's Responsibility	Council's Responsibility
	<ul style="list-style-type: none"> <li>items.</li> <li>Regular cleaning.</li> </ul>	
<p>Door Locking, Keys and locks (Internal)</p> <p>All locks must be Aysa Adloy – Disklock-pro</p>	<ul style="list-style-type: none"> <li>Replacement of lost or damaged keys.</li> <li>Supply of keys for user groups.</li> <li>Repair and replacement of locks.</li> <li>No additional locks, padlocks, slide bolts are to be installed by lessee without the Council's prior consent.</li> <li>No locks to be changed or tampered with.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with works program and AMP data.</li> </ul>
Fire Extinguishers	<ul style="list-style-type: none"> <li>Full responsibility - Service/annual inspection and maintenance charge. Fill when discharged and replace if stolen.</li> </ul>	<ul style="list-style-type: none"> <li>Nil responsibility</li> </ul>
Floor surfaces and coverings	<ul style="list-style-type: none"> <li>All regular cleaning and maintenance of floor coverings.</li> <li>Steam clean carpets.</li> </ul>	<ul style="list-style-type: none"> <li>Replacement in accordance with AMP's</li> </ul>
Fly screens	<ul style="list-style-type: none"> <li>Maintain and replace fly wire.</li> <li>Install additional fly screens.</li> </ul>	<ul style="list-style-type: none"> <li>Nil responsibility</li> </ul>
Garbage	<ul style="list-style-type: none"> <li>Normal fee for service waste collection.</li> </ul>	<ul style="list-style-type: none"> <li>Nil responsibility</li> </ul>
Internal appliances (Kitchen)	<ul style="list-style-type: none"> <li>Replace as required (fridges, coldroom, kitchen equipment)</li> </ul>	<ul style="list-style-type: none"> <li>Replacement in accordance with AMP's and annual renewal/works programming</li> </ul>
Internal fittings (coat bags, towel rails, soap and paper towel dispensers, toilet roll holders, perforator walls, mirrors and toilet seats)	<ul style="list-style-type: none"> <li>Full Responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Nil responsibility</li> </ul>
Painting	<ul style="list-style-type: none"> <li>Internal painting all areas. (Colour to be approved by council).</li> <li>Painting of premises every 5 years or at termination of lease/licence agreement.</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
Permanent fixtures	<ul style="list-style-type: none"> <li>Regular cleaning of all fixtures.</li> <li>Repair and or replace through continue use.</li> <li>Any structure installed by lessee/occupier.</li> </ul>	<ul style="list-style-type: none"> <li>Replace when required the following items: <ul style="list-style-type: none"> <li>Hot water system</li> </ul> </li> </ul>
Pest control	<ul style="list-style-type: none"> <li>Keep all areas in a clean and hygienic state.</li> <li>All pest control as required both internal</li> </ul>	<ul style="list-style-type: none"> <li>Nil responsibility</li> </ul>

### Buildings Operations Manual – Leased Premises

Item	Lessee's/Occupant's Responsibility	Council's Responsibility
	and external	
Smoke detectors (Where applicable)	<ul style="list-style-type: none"> <li>Repair and replacement of batteries.</li> </ul>	<ul style="list-style-type: none"> <li>Installation when hardwire system is required.</li> </ul>
Wall Tiles	<ul style="list-style-type: none"> <li>All damages by users.</li> </ul>	<ul style="list-style-type: none"> <li>Capital renewal only and as identified by AMP</li> </ul>
<b>EXTERNAL MAINTENANCE</b>		
Door locking, Keys and locks (External)  All locks must be Assa Aclay – Disklock pro	<ul style="list-style-type: none"> <li>Replacement of lost or stolen keys.</li> <li>No additional locks, padlocks, slide bolts are to be installed by lessee without the Council's prior consent.</li> <li>No locks to be changed or tampered with.</li> </ul>	<ul style="list-style-type: none"> <li>Repair/replace locks from exterior doors only when deemed to secure building.</li> <li>Supply of locks &amp; Keys All keys supplied by Council.</li> </ul>
Graffiti	<ul style="list-style-type: none"> <li>Removal of all graffiti to be removed within two (2) business days.</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
Painting	<ul style="list-style-type: none"> <li>Hopping down of external walls periodically.</li> <li>All damages by users.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance to AMPs or annual works program</li> </ul>
Roof, external walls, gutters and down pipes	<ul style="list-style-type: none"> <li>All damages by users.</li> <li>Cleaning of roof, external walls, down pipes and guttering.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance to AMPs or annual works program.</li> </ul>
Windows, frames and door framework (including glass, fly screens, blinds and security screens).	<ul style="list-style-type: none"> <li>All damages by users.</li> <li>Window glass to be kept clean and replacement if damaged by users.</li> </ul>	<ul style="list-style-type: none"> <li>Minor adjustment due to normal building movement/shrinkage etc.</li> </ul>
<b>Services &amp; Utilities</b>		
Water (to meter)	<ul style="list-style-type: none"> <li>All damages by users.</li> </ul>	<ul style="list-style-type: none"> <li>Council infrastructure, not on leased premises</li> </ul>
Water (meter to building)	<ul style="list-style-type: none"> <li>All damages by users.</li> </ul>	<ul style="list-style-type: none"> <li>Renewal as identified through AMP</li> </ul>
Sewerage (including septic tanks)	<ul style="list-style-type: none"> <li>Blockages caused by user group activities.</li> <li>Pumping costs in association with emptying septic tanks.</li> </ul>	<ul style="list-style-type: none"> <li>Renewal as identified through AMP</li> </ul>
Gas (to meter)	<ul style="list-style-type: none"> <li>Utilities</li> </ul>	<ul style="list-style-type: none"> <li>Nil responsibility</li> </ul>

### Buildings Operations Manual – Leased Premises

Item	Lessee's/Occupant's Responsibility	Council's Responsibility
Gas meter to building	<ul style="list-style-type: none"> <li>All damages by users.</li> </ul>	<ul style="list-style-type: none"> <li>Renewal as identified through AMP</li> </ul>
Gas cylinders and bottles (and all associated fittings)	<ul style="list-style-type: none"> <li>Full responsibility – must be maintained to relevant standards.</li> </ul>	<ul style="list-style-type: none"> <li>Nil responsibility</li> </ul>
Electricity (to meter)	<ul style="list-style-type: none"> <li>Utilities</li> </ul>	<ul style="list-style-type: none"> <li>Renewal as identified through AMP</li> </ul>
Security to building	<ul style="list-style-type: none"> <li>Cost of call outs and service.</li> <li>Monitoring of system</li> </ul>	<ul style="list-style-type: none"> <li>Nil responsibility</li> </ul>
Telephones/Internet	<ul style="list-style-type: none"> <li>Internet/Telephony Service Provider / full responsibility – ensure lines are maintained if a security system is installed as Council will not take responsibility for damage caused if the building is not alarmed due to the non payment of bills.</li> </ul>	<ul style="list-style-type: none"> <li>Nil responsibility</li> </ul>
<b>ELECTRICAL</b>		
Electrical Tagging	<ul style="list-style-type: none"> <li>Full responsibility - All electrical appliances must be tested and tagged in accordance to Australian Standard AS/NZS 3760</li> </ul>	<ul style="list-style-type: none"> <li>Nil responsibility</li> </ul>
Emergency Lights and exit signs	<ul style="list-style-type: none"> <li>Inspection and replacement of signs and luminaires (bulbs)</li> </ul>	<ul style="list-style-type: none"> <li>Installation of signs and initial luminaires (bulbs)</li> </ul>
Fixtures (e.g. Kove exhaust fans, urns, etc.)	<ul style="list-style-type: none"> <li>All damages by users.</li> <li>Clearing of canopy and filters.</li> </ul>	<ul style="list-style-type: none"> <li>Renewal as identified through AMP</li> </ul>
Internal appliances (minor e.g. fans, kettles etc)	<ul style="list-style-type: none"> <li>Full responsibility - Replace as required</li> </ul>	<ul style="list-style-type: none"> <li>Nil responsibility</li> </ul>
<b>DRAINAGE AND PLUMBING</b>		
Plumbing / Gas	<ul style="list-style-type: none"> <li>Cost of internal repairs for maintenance.</li> <li>Replacement and repair of internal surface plumbing (gas fittings such as toilet seats, taps and washers).</li> <li>Removal of waste from septic tanks and grease interceptors</li> </ul>	<ul style="list-style-type: none"> <li>Replacement of all plumbing/gas works from mains to point of connection</li> </ul>
Stormwater and general drainage	<ul style="list-style-type: none"> <li>All damages and blockages in waste pipes caused by user activities</li> </ul>	<ul style="list-style-type: none"> <li>Blockages due to tree roots and subsidence.</li> <li>Renewal as identified through AMP</li> </ul>
Gas heating (incl. screen, flue, gas plumbing and hot water service)	<ul style="list-style-type: none"> <li>All damages by user and cyclical maintenance (incl. ensuring pilot light remains lit)</li> </ul>	<ul style="list-style-type: none"> <li>Replacement / repair due to malfunction</li> </ul>
Guttering including down pipes	<ul style="list-style-type: none"> <li>All damages caused by users</li> <li>Programmed cleaning</li> </ul>	<ul style="list-style-type: none"> <li>Renewal as identified through AMP</li> </ul>

## Buildings Operations Manual – Leased Premises

Item	Lessee's/Occupant's Responsibility	Council's Responsibility
Internal blockages – sinks, toilets, etc.	<ul style="list-style-type: none"> <li>Full responsibility – must be kept clear of foreign objects, mud, and debris by users.</li> </ul>	<ul style="list-style-type: none"> <li>Nil responsibility.</li> </ul>
Plumbing fixtures	<ul style="list-style-type: none"> <li>All damages by users and blockages in waste pipes caused by user activities.</li> </ul>	<ul style="list-style-type: none"> <li>Replacement and repairs due to malfunction, eg. Washers and leaking cisterns.</li> </ul>
RPT valve annual inspections	<ul style="list-style-type: none"> <li>All damages caused by users.</li> </ul>	<ul style="list-style-type: none"> <li>Annual inspection by Council.</li> </ul>

Council reserves the right to conduct inspections and condition audits on all Council owned or controlled facilities from time to time. Council will issue rectification orders for any items which the Lessee, occupants has not maintained to Council's expectations.

Should the lessee or occupant not undertake the maintenance, repair or replacement identified in a rectification order within the designated timeframe, Council may complete the required works and issue an invoice to the lessee or occupant for the cost of the works.

The lessee or occupant must engage registered and suitably qualified tradespeople to undertake maintenance works where required, for example, when completing electrical works.

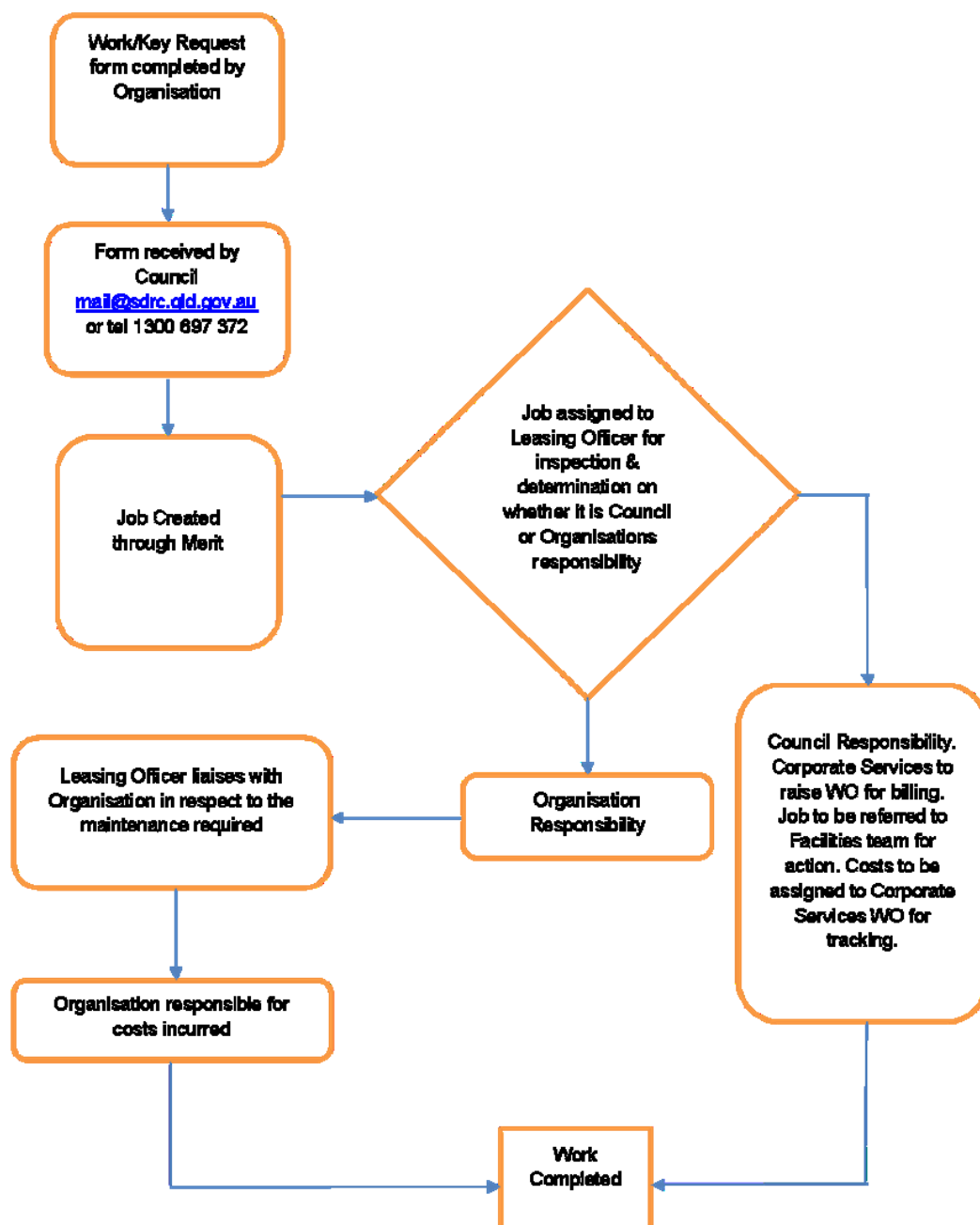
### 3.2 Maintenance Request Process

There are a number of differing types of maintenance that are required to ensure that a facility is maintained in a sustainable and appropriate manner. These are:

- **Reactive Maintenance** (also known as **Corrective** or **Breakdown Maintenance**) involves all unscheduled work that is a result of unpredictable works that are required to be actioned urgently or immediately to rectify the problem or issue.
- **Cyclic (Preventative) Maintenance.** Maintenance is a part of a preventative maintenance strategy that includes routine preventative and cyclic maintenance activities to avoid maintenance issues and or to identify defects that could lead to future maintenance issues. This work is scheduled.

The following is the maintenance process that should be followed in regards to Maintenance or Key Requests.

**Buildings Operations Manual – Leased Premises**



**Table 1: Maintenance Process**

---

**Buildings Operations Manual – Leased Premises**

## **4. Appendix 1 –Forms**

**Buildings Operations Manual – Leased Premises**

**COMMUNITY FACILITIES**  
**COMMUNITY / SPORTING ORGANISATIONS**  
**MAINTENANCE / KEYS REQUEST FORM**

**Date:**

**Job Number:**

**ORGANISATION DETAILS**

**Name:**

**Contact Details**

**Ph:**

**Email:**

**Organisation**

**DETAILS OF MAINTENANCE / KEY REQUEST**

**SIGNED:**

**PRINT NAME:**

**Submit Form to [mail@sdrc.qld.gov.au](mailto:mail@sdrc.qld.gov.au) or Contact: or tel 1300 697 372**



**Buildings Operations Manual – Leased Premises**

**COMMUNITY FACILITIES**  
**COMMUNITY / SPORTING ORGANISATIONS**  
**CONTACT INFORMATION**

**ORGANISATION DETAILS**

**Name:**  
**Organisation**

**Address:**

**Contact Details:**

**Email:**

**Telephone:**

**Mobile:**

**ORGANISATION REPRESENTATIVES**

<b>Name:</b>	<b>Position</b>	<b>Key Number Issued</b>

**SIGNED:**


**PRINT NAME:**

**Note:** Organisations will be issued with 4 keys only. Any additional keys/locks may be billed to the organisation.

**Submit Form to [mail@sdrcl.gld.gov.au](mailto:mail@sdrcl.gld.gov.au) or Contact: or tel 1300 697 372**

## 11.4 Event, Sport & Recreation Advisory Committee

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 March 2018
	Manager Community Services and Major Projects	<b>ECM Function No/s:</b> 26.37.01

### Recommendation

THAT Council approve the following:

- *Note the minutes taken of the informal Event, Sport & Recreation Advisory Committee meeting, which did not have a sufficient quorum to be held officially; and*
- *Council spill those positions on the Committee where a member has failed to attend for 50% of the time or greater and call for those vacated positions to be filled through an Expression of Interest.*

### Report

The Southern Downs Event, Sport & Recreation Advisory Committee met on 27 February 2018. There were not enough members present to make a quorum for the meeting.

Attendance at the Committee meetings has been low since the group's inception in November 2016. Statistics tabled at the meeting detail that two Committee members have less than a 50% attendance rate.

Out of the nine Committee Meetings held during the past 12 months only one meeting has had full attendance.

At the 16 May 2017, 10 October 2017 and 27 February 2018 Event, Sport & Recreation Advisory Committee Meetings the lack of attendance was noted in the Minutes and the importance of attending meetings was reiterated.

Follow up emails previously were sent to all Committee members by the Chair and portfolio Councillor reiterating the importance of attending meetings.

The following recommendations are for Council's consideration and approval:

1. Note the minutes taken of the informal Event, Sport & Recreation Advisory Committee meeting, which did not have a sufficient quorum to be held officially; and
2. That Council spill those positions on the Committee where a member has failed to attend for 50% of the time or greater and call for those vacated positions to be filled through an Expression of Interest.

Attached to this report are the notes taken at the meeting.

## **Budget Implications**

\$1,000 to re-advertise the positions.

## **Policy Consideration**

The Advisory Committee Policy states under section 5.2 *Membership of Advisory Committees*:

- *5.2.7 If any Member of the Committee is absent for three (3) consecutive meetings without having obtained leave of absence from the Committee, the Member's continued membership of that Committee will be referred to Council for determination.*

## **Community Engagement**

Nil

## **Legislation/Local Law**

Nil

## **Options**

1.
  - a. *Note the minutes taken of the informal Event, Sport & Recreation Advisory Committee meeting, which did not have a sufficient quorum to be held officially; and*
  - b. *That Council spill those positions on the Committee where a member has failed to attend for 50% of the time or greater and call for those vacated positions to be filled through an Expression of Interest.*
2.
  - a. *Not Note the minutes taken of the informal Event, Sport & Recreation Advisory Committee meeting, which did not have a sufficient quorum to be held officially; and*
  - b. *That Council not spill those positions on the Committee where a member has failed to attend.*

## **Attachments**

1. Notes taken at the Event, Sport & Recreation Advisory Committee Meeting held on 27 Feburay 2018 [View](#)



**1. PRESENT**

Cr Yve Stocks, Craig Magnussen, Amy Walker, Michael Smail

**OBSERVERS**

Michael Bell (Manager of Community Services & Major Projects), Sue Organ (Minute Secretary),

**2. APOLOGIES**

Mayor Tracy Doble, David Keenan (CEO), Cr Cameron Gow, Susan Tyrrell, Warwick Fraser, Michael Dwan, Cr Jo McNally, Cr Rod Kelly, Cr Marika McNichol, Cr Neil Miedejohn

**3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

The Chair welcomed everyone to the meeting.

The Minutes from the previous meeting held on 31 October 2017 could not be confirmed as there were not enough Committee Members present to make a quorum.

**4. SPORT & RECREATION DEBRIEF (16 NOVEMBER 2017)**

The Chair explained that there would be no debrief of the Sport & Recreation Forum held on 16 November 2018 as there were not enough Committee members present to do so.

He expressed his disappointment in yet another meeting where there was not a quorum to allow the meeting to go ahead.

**5. DISCUSSION**

Those present discussed the need to have a Committee Member drive.

It was agreed to advise Council of continued poor attendance and that some Committee Members do not advise of their inability to attend.

There are a number of current Committee Members who are not following the Terms of Reference and the Committee request Council's approval to call for Expressions of Interest for new Committee Members.

Discussion took place around meeting start times. It was suggested that all future meetings start at 10.00am.

The Minute Secretary is to send a reminder to the Committee the day before each Committee meeting.

The below date has been set for the next Committee Meeting to include a debrief of the Sport & Recreation Forum (held back in November 2017). The Forum Notes will be emailed to the Committee once again.

**Recommendation:** Council spill those positions on the Committee where a member has failed to attend for 50% of the time or greater and call for those vacated positions to be filled through an Expression of Interest.

#### **6. NEXT MEETING**


**Tuesday, 20 March 2018 at 9.30am in the Warwick Council Chambers Meeting Room.**

#### **7. CLOSURE**

The meeting closed at 10.10am

## 11.5 Community Services Advisory Committee (CSAC) Meeting held 16 February 2018

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 March 2018
	Manager Community Services and Major Projects	<b>ECM Function No/s:</b> 13.52.01

### Recommendation

THAT Council:

1. Receive the minutes of the Community Services Advisory Committee Meeting held on 16 February 2018.
2. Endorse the following recommendations made by the Community Services Advisory Committee:
  - a) That the Community Services Advisory Committee accepts the resignation of committee member John Bylicki and that Cr Meiklejohn, Cr Windle and the Chair nominate a replacement committee member.
  - b) That Council adopt the suite of Community Services documents (Community Development Policy, Community Services Strategic Plan and Community Services Advisory Committee Action Plan) to allow these to become a framework for Council, the Community Services Advisory Committee and the community. The documents are to be reviewed annually.

### Report

The Community Services Advisory Committee (CSAC) met on 16 February 2018. Attached to this report are the minutes of that meeting, Community Development Policy, Community Services Strategic Plan and Community Services Advisory Committee Action Plan.

### Budget Implications

Nil

### Policy Consideration

Advisory Committees Policy

### Community Engagement

Nil

### Legislation/Local Law

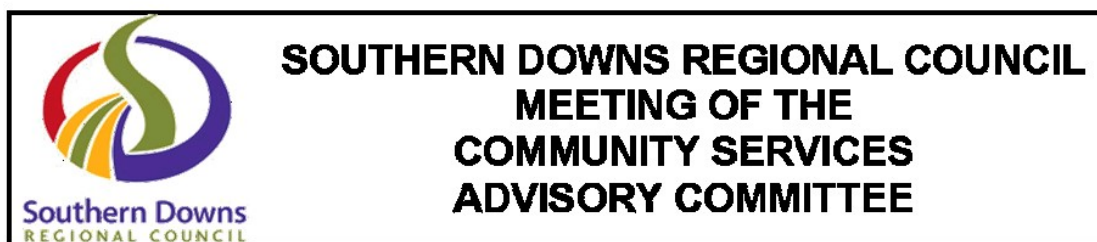
Local Government Act 2009  
Local Government Regulation 2012

## **Options**

1. Receive the minutes of the Community Services Advisory Committee Meeting held on 16 February 2018 including the recommendations.
2. Do not receive the minutes of the Community Services Advisory Committee Meeting held on 16 February 2018.

## **Attachments**

1. Minutes of the Community Advisory Committee Meeting held on 16 February 2018 [View](#)
2. Community Development Plan [View](#)
3. Community Services Strategic Plan [View](#)
4. Community Services Advisory Committee Action Plan [View](#)



**MINUTES OF THE COMMUNITY SERVICES ADVISORY COMMITTEE (CSAC)**

**Held in the Council Chambers, Stanthorpe & Warwick Video Conferencing Room on**

**Friday, 16 February 2018 at 10:00am**

**ORDER OF BUSINESS:**

1.	PRESENT.....	3
2.	APOLOGIES .....	3
3.	READING AND CONFIRMATION OF MINUTES .....	3
4.	DECLARATION OF CONFLICT OF INTEREST.....	3
5.	RESIGNATION OF COMMITTEE MEMBER.....	3
6.	INCOMING CORRESPONDENCE .....	4
7.	OUTGOING CORRESPONDENCE.....	4
8.	ACTIONS FROM PREVIOUS MEETING.....	4
9.	COMMUNITY SERVICES STRATEGIC PLAN AND COMMUNITY DEVELOPMENT POLICY.....	5
10.	CYBER BULLYING.....	5
11.	GENERAL BUSINESS.....	5
12.	NEXT MEETING.....	5
13.	CLOSURE.....	5



**1. PRESENT**

Cr Sheryl Windle, Cr Neil Melkjohn, Thomas Upton, Fiori Cruz, Anthony Rixon

**Observers**

Michael Bell (Manager Community Services and Major Projects), Kerry Marsden (Community Services Co-Ordinator), Zoë Dunlop (Minute Secretary).

**2. APOLOGIES**

Gary Kelly, Cr Jo McNally, Cr Cameron Gow, Cr Marika McNichol

**3. READING AND CONFIRMATION OF MINUTES**

**3.1 CSAC Meeting – 15 September 2017**

**Recommendation**

THAT the minutes of the CSAC Meeting held on Friday, 15 September 2017 be adopted.

**Moved:** Fiori Cruz

**Seconded:** Cr Sheryl Windle

**Carried**

**4. DECLARATION OF CONFLICT OF INTEREST**

Nil.

**5. RESIGNATION OF COMMITTEE MEMBER**

The Committee noted that Council had received notice of the resignation of John Bylicki from the Community Services Advisory Committee.

There is a possibility of revisiting the original committee nominations for a replacement though many are now on other advisory committees. It was mentioned that a community member named David Leech is potentially interested in joining the committee.

**Recommendation**

THAT the Community Services Advisory Committee accepts the resignation of committee member John Bylicki and that Cr Melkjohn, Cr Windle and the Chair nominate a replacement committee member.

**Moved:** Thomas Upton

**Seconded:** Anthony Rixon

**Carried**

**6. INCOMING CORRESPONDENCE**

Nil.

**7. OUTGOING CORRESPONDENCE**

Nil.

**8. ACTIONS FROM PREVIOUS MEETING**

The committee reviewed the second draft of the Community Services Action Plan. The first two columns of the action plan are directly linked to the strategic plan and policy, the third column are the actions required to meet the objectives. Discussion was held on various items within the plan including the following;

- Youth Council which is replacing the young leaders program - there was a suggestion that the youth council should target 18-25 year olds rather than school age because they are likely to invest their future in the region. Council has already started the program and it is targeted at Year 10 students for this initial stage. This allows for additional schools outside of Warwick and Stanthorpe to be included, such as Allora and Killamey who go up to Year 10. Schools will host the youth council meetings and set the agenda which allows for local issues to be tabled and for other students to attend the meetings as audience members. It will be noted in the action plan that possible future initiatives of the youth council will be to involve 18-25 year olds.
- Developing community hubs – although there are many community halls which aren't Council owned, it was suggested that Council could provide a community hall improvement program. This could include suggestions to increase usage and strategies for finding replacement committee members. In addition, Council services could be added to halls to create strong community hubs.
- Strengthen communication networks – establish a programming committee to coordinate events throughout the year to ensure events don't clash and enable smaller events to leverage off larger events by targeting the same market. The Southern Downs Community Directory (online portal for community groups/organisations to add their details and services) requires a project to reinvigorate the directory as it is self-driven.
- Emergency services field day to improve disaster preparation – Council advised that this is already underway with an event in Allora in March including a meet and greet and displays. The event will visit a different area once a quarter, for this year it will be Allora, Pratten, Leyburn, Maryvale and Wallangarra. Areas selected haven't had a lot of coverage in the past. Council also visits schools to talk to kids about disaster management.
- Computer training in libraries – suggestion to use a train the trainer approach so that trained people can then connect with others in the community and continue providing training instead of only when there's funding. It would be ideal to have youth/school children as tutors to encourage intergenerational mentoring.

**9. COMMUNITY SERVICES STRATEGIC PLAN AND COMMUNITY DEVELOPMENT POLICY**

Discussion was held on the purpose of all documents and how they provide the committee with objectives to focus on.

The final version of the Community Services Strategic Plan and the Community Development Policy along with the Community Services Advisory Committee Action Plan require adoption by Council for the documents to become a framework for the Community Services Advisory Committee.

**Recommendation**

THAT Council adopt the suite of Community Services documents (Community Development Policy, Community Services Strategic Plan and Community Services Advisory Committee Action Plan) to allow these to become a framework for Council, the Community Services Advisory Committee and the community. The documents are to be reviewed annually.

**Moved:** Thomas Upton

**Seconded:** Fiori Cruz

**Carried**

**10. CYBER BULLYING**

The Mayor and Councillors are planning an event on Friday 16 March at Rose City Shoppingworld to speak about bullying with a strong focus on cyber bullying. A special guest is being arranged to speak and NGOs will also be in attendance. The event is to coincide with a national day of action against bullying and violence.

The Community Services Advisory Committee supports the approach Council is taking on cyber bullying.

**Moved:** Thomas Upton

**Seconded:** Fiori Cruz

**Carried**

**11. GENERAL BUSINESS**

Council received a letter from the Stanthorpe & Granite Belt Chamber of Commerce stating that all of their representatives are resigning from the advisory committees. The representatives felt that the advisory committees weren't accomplishing anything.

It was discussed that there is a lot of value in the advisory committees and a number of actions and initiatives have been completed in response to feedback from the committees. The engagement, involvement and feedback of committee members is essential and appreciated.

**12. NEXT MEETING**

Friday 20 April 2018 – Council Chambers Warwick – 9.30am to 11.30am

**13. CLOSURE**

The meeting closed at 11.30am.



## Community Development Policy

<b>Policy Number:</b>	Policy Number to be Inserted by Governance
<b>Department:</b>	Engineering Services
<b>Section:</b>	Community Services and Major Projects
<b>Responsible Manager:</b>	Manager Community Services and Major Projects
<b>Date Adopted:</b>	Insert Date adopted
<b>Date to be Reviewed:</b>	
<b>Date Reviewed:</b>	
<b>Date Rescinded:</b>	

### REVISION RECORD

Date	Version	Revision description
1 December 2017	1	New policy

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Policy no: *Policy Number*

Updated:

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## **1 Policy Background**

Community development is a process where people come together to take collective action and generate solutions to common problems. It is a broad term given to the practice of collectively improving various aspects of communities that aim to build stronger and more resilient local communities.

There are many stakeholders involved in community development across the Southern Downs Region. The Southern Downs Regional Council Community Development Policy confirms Council's role in community development in the region.

## **2 Purpose**

The purpose of the Community Development Policy is to guide Council and its employees in decision making with regard to community development or other activities that may impact community development.

## **3 Scope**

This policy has application across Council and the range of activities it undertakes. It also promotes community development practice to the wider community as a public policy of Council.

## **4 Legislative Context**

### ***Local Government Act 2009***

- Section 4(2) details the local government principles that underpin the Act, including:
  - Section 4(2)(c) democratic representation, social inclusion and meaningful community engagement.

### ***SDRC Corporate Plan 2014-2019***

- Relevant sections include, but are not limited to:
  - 1.3 Continue to monitor and stay informed about matters that affect the community;
  - 1.4 Review the Southern Downs Community Plan and Community Engagement Strategy in consultation with other key stakeholders including other levels of Governments;
  - 1.6 Partner with agencies to develop and implement services for young people, people with a disability and our ageing residents;
  - 1.8 Assist community groups to increase their sustainability and build social capacity;
  - 4.7 Lobby State and Federal Governments on issues of concern to the regional community;

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- 4.8 Maximise private and government funding opportunities to foster both community and business growth in the region;
- 4.13 Investigate strategies for the provision of additional infrastructure for regional villages.

## **5 Policy Details**

This policy guides Council's approach to community development. This involves making decisions about protecting and enhancing the wellbeing and quality of life of its citizens, the health of the environment and the capacity of the economy to support the community.

All community members are encouraged to actively participate in community life and to influence the decisions that affect their lives. It is envisaged that communities will drive the community development process as this serves to promote a sense of ownership and local identity and contributes to self-determination in the community.

### **5.1 Principles**

The Community Development Policy is underpinned by the following principles:

- 5.1.1 Inclusiveness** – Provide the wider community with opportunities to meaningfully participate in information gathering, planning, direction setting and decision making regarding outcomes that affect the communities' development.
- 5.1.2 Collaboration** – Assist communities in finding solutions to issues that are important to the people within those communities.
- 5.1.3 Capacity building** – Support communities to identify needs and develop solutions at a local level.
- 5.1.4 Equity** – Ensure that opportunities and resources available to the community are distributed in a just and equitable manner.
- 5.1.5 Responsiveness** – Ensure the changing needs of communities are recognised and responded to efficiently and effectively in line with community development methodologies and practices.
- 5.1.6 Context** – The development of a community is more than the physical infrastructure of a community. Emphasis must also be placed upon identifying and blending the values, needs and aspirations of residents, Council, business and other stakeholders for the benefit of all involved.

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## 5.2 Council Role

Council is committed to the community development process and recognition of community development in Council plans, strategies and decision making and does so by:

- 5.2.1 Providing opportunities for residents to meaningfully participate in decision making processes that affect their community.
- 5.2.2 Providing support through the provision of information and fostering of partnerships between agencies and communities and within and between communities.
- 5.2.3 Providing advocacy, including lobbying government for resources, on behalf of communities in the Region.

## 5.3 Key Response Areas

In line with meeting the expectations and needs of the community the following Key Response Areas have been identified:

- Art and Culture;
- Aged;
- Culturally and Linguistically Diverse (CALD) ;
- Community Safety;
- Disability;
- Family;
- Governance;
- Health & Wellbeing;
- Housing & Homelessness;
- Sport & Rec;
- Women; and
- Youth

## 5.4 Goals and Objectives

Five key themes have been identified for inclusion into the Community Development Policy.

GOAL	OBJECTIVE
Communication & Engagement	<ul style="list-style-type: none"> <li>• To clearly articulate community development concepts and initiatives;</li> <li>• To develop local ownership and community decision making in community development initiatives / planning; and</li> <li>• To promote civic pride.</li> </ul>
Community Infrastructure	<ul style="list-style-type: none"> <li>• To provide a range of accessible, well maintained and appropriately planned community infrastructure.</li> </ul>
Community Participation / Activation	<ul style="list-style-type: none"> <li>• To support community groups / clubs / individuals that contribute to community participation / activation; and</li> <li>• To increase opportunities for positive social interaction and celebration</li> </ul>

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	within the community.
Community Services	<ul style="list-style-type: none"> <li>To assist in enabling the provision of adequate services to the community.</li> </ul>
Organisational Development & Planning	<ul style="list-style-type: none"> <li>To continue to improve internal operations to support our function; and</li> <li>To develop frameworks that guide priorities.</li> </ul>

## 6 Actions

Council, through the Community Development Policy, aims to deliver benefits to the community through the following actions:

### Goal 1 Communication & Engagement

Objective	Action
To clearly articulate community development concepts and initiatives	<ul style="list-style-type: none"> <li>Clearly defining the role of community development by Council through promotion of Community Services; and</li> <li>Develop a matrix of community services activities, linked to the Community Services Strategic Plan (CSSP).</li> </ul>
To develop local ownership and community decision making in community development initiatives / planning	<ul style="list-style-type: none"> <li>Form an internal working team;</li> <li>Develop Communications Strategy; and</li> <li>Implementation of the communication strategy to stakeholders (integrating strategies from CSSP and Community Engagement Policy).</li> </ul>
To promote civic pride	<ul style="list-style-type: none"> <li>Implement strategies from Arts and Culture Policy; and</li> <li>Investigate appropriate projects and seek capital expenditure into future budgets.</li> </ul>

### Goal 2 Community Infrastructure

Objective	Action
To provide a range of accessible, well maintained and appropriately planned community infrastructure / facilities	<ul style="list-style-type: none"> <li>Coordinate a review of the region's community halls;</li> <li>Continue to fund community hall infrastructure improvements through Council's Grants to Community funding; and</li> <li>Support the progression of community facility planning, ensuring integration with community development planning principles and management practices.</li> </ul>

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### **Goal 3 Community Participation / Activation**

Objective	Action
To support community groups / clubs / individuals that contribute to community participation / activation	<ul style="list-style-type: none"> <li>• Review existing programs and services (databases, online portal, funding programs) offered to community groups / clubs and volunteers;</li> <li>• Continue to engage with and support service providers and community organisations through networking; and</li> <li>• Coordinate a Forum for community groups / clubs and volunteers to identify priority needs for skill development.</li> </ul>
To increase opportunities for positive social interaction and celebration within the community	<ul style="list-style-type: none"> <li>• Implement the Youth Council model;</li> <li>• Implement the actions in the Youth Action Plan;</li> <li>• Develop and Implement a Community Events Calendar that complements and promotes events already occurring in the Shire;</li> <li>• Continue to implement community projects as identified by Council and officers; and</li> <li>• Continue to implement annual community events.</li> </ul>

### **Goal 4 Community Services**

Objective	Action
To assist in enabling the provision of adequate services to the community	<ul style="list-style-type: none"> <li>• Develop a research / consult approach to determine gaps in community service delivery (e.g. child care, transport) ; and</li> <li>• Develop appropriate links to limit shortfalls in community service delivery.</li> </ul>

### **Goal 5 Organisational Development & Planning**

Objective	Action
To continue to improve internal operations to support our function	<ul style="list-style-type: none"> <li>• Review current and create relevant policies, guidelines and procedures to support the business unit; and</li> <li>• Review current position descriptions.</li> </ul>
To develop frameworks that guide priorities	<ul style="list-style-type: none"> <li>• Establish a reporting mechanism for the outcomes of the Community Services Section;</li> <li>• Investigate priority needs for the (12) twelve Key Response Areas; and</li> <li>• Conduct the annual review the outcomes of the Community Services Section.</li> </ul>

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## **7 Definitions**

Term	Meaning
Community Development	Community development is a systematic approach to building social capital, sustainable communities, community networking, business and community partnerships.
Social Capital	The networks of relationships among people who live and work in a particular society, enabling that society to function effectively.

## **8 Related Documents**

SDRC Community Engagement Policy PL-CS059

SDRC Corporate Plan 2014-2019

## **9 References**

- City of Casey – Community Development Principles
- City of Onkaparinga – Community Development Statement
- City of Townsville – Inclusive Community Policy
- Fraser Coast Regional Council – Inclusive Communities Policy
- Greater Shepparton City Council – Community Development Framework
- Shire of Augusta-Margaret River – Community Development Plan

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**Southern Downs**  
REGIONAL COUNCIL

# Community Services Strategic Plan

2017 – 2022

**REVISION RECORD**

Date	Version	Revision description
09.12.16	1	Development of draft document
15.12.16	2	Development of draft document
15.12.16	3	Development of draft document
10.01.17	4	Development of draft document
12.01.17	5	Development of draft document
13.01.17	6	Final Version

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## 1. Executive Summary

Through an effective Community Services Strategic Plan (CSSP) the Southern Downs community can become more empowered, inclusive, resilient and better connected. The CSSP has been guided by the Southern Downs 2030 Community Plan which provided a frame of reference for council to implement its activities and programs in the following areas:

- Aboriginal and Torres Strait Islander
- Arts and Culture
- Community Safety
- Community Sport and Recreation
- Disability Inclusion
- Families
- Multicultural
- Seniors
- Women's
- Youth

It is proposed that one comprehensive and inclusive CSSP (2017 – 2022) be developed to enhance the current Southern Downs 2030 Community Plan. The purpose of the CSSP is to set the strategic direction for Community Services and to inform and guide decision making about the goals and directions of Council's Community Services delivery over the next five years from 2017 – 2022.

The CSSP has eight visions:

1. The Southern Downs Sense of Community
2. The Healthy and Active Southern Downs
3. The Southern Downs Learning Community
4. The Economically Strong, Sustainable and Diverse Southern Downs
5. Destination Southern Downs
6. The Environmentally Sustainable Southern Downs
7. The Well-connected Southern Downs
8. The Well-governed Southern Downs

Five priority outcome areas have been identified as key components of council's CSSP. These are:

1. People in Southern Downs take pride and contribute to their community
2. People in Southern Downs enjoy a safe, active and healthy lifestyle
3. An Inclusive, Involved and engaged community
4. People in Southern Downs are skilled, resourceful and resilient
5. A sustainable, innovative and creative community.

Council's CSSP, delivered through the Council's Community Services is committed to building an inclusive and connected Southern Downs community. Combining these eight visions and five priority outcomes will enhance the capacity to effectively deliver Council's principles of working with our community and business stakeholders to help build a healthy, progressive and prosperous region throughout the next five years. This will lead to the enhancement of relationships and formal partnerships with the community and a range of organisations and businesses. Opportunities also exist to capitalise on diversifying funding sources from outside council, including seeking new funding and sponsorship opportunities for council as a partner.

For the next five years the Council's focus will be on opportunities to better engage with the community and work with other government and Non-Governmental Organisations (NGO's) to embed a culture of engagement across the community. Stronger engagement and connections with the community would provide the public with a better understanding of council processes and provide them with a say on matters and decisions that are important to them. The Community Services Advisory Committee –which Community Services staff facilitate –will be the pivotal point for council to receive information and gain feedback on council's initiatives, policies and proposals.

## **2. Implementation**

The implementation of the CSSP 2017 - 2022, and championed by Council's Community Services and Major Projects Department will play an integral role in delivering Council priorities. The CSSP articulates a set of visions and priority outcomes that will underpin initiatives and programs that enhance community outcomes.

Community development is a process that leads to enhancing the social capital of a community, utilising community engagement strategies to better engage the community for sustainable change.

Community development relies upon the characteristics of the community (physical, financial, human, social and environment functions). It is through engagement, participation and empowerment that community development outcomes can be achieved, preserving existing resources and building resilience within these resources. It is through these visions and priority outcomes that this will be achieved.

## **3. Background**

During 2010/11, the Southern Downs 2030 Community Plan was developed over a number of months involving a wide representation of community members, elected officials and council staff. Approximately 1000 people contributed their ideas through community postcards, workshops, submissions and conversations with staff attending public events and places. The Southern Downs 2030 Community Plan provided a frame of reference for council to implement programs and activities in the following areas:

- Aboriginal and Torres Strait Islander
- Arts and Culture
- Community Safety
- Community Sport and Recreation
- Disability Inclusion
- Families
- Multicultural
- Seniors
- Women's
- Youth

Following the formation of Community Services Advisory Committee, it was proposed that one comprehensive and inclusive CSSP be developed to enhance the current Southern Downs 2030 Community Plan.



The benefits to this new approach include:

- Strengthening the capacity of the Southern Downs community, particularly vulnerable groups who traditionally have difficulty being heard
- Enhancing a strong Southern Downs community that is resilient, resourceful and sustainable
- Building on a synergistic workforce to respond to community needs
- Responding effectively to community issues that may span several areas (e.g. building access for a range of target groups)
- Continue to contribute and respond effectively to the community in the areas of Aboriginal and Torres Strait Islander, Multicultural, Seniors, Disability Inclusion, Youth, Families and Women target groups.

The CSSP 2017 - 2022 creates a strong foundation to contribute to community outcomes in the areas of capacity building, community vitality, empowerment and self-reliance. The CSSP 2017 - 2022 identifies key initiatives that contribute to outcomes in the above aforementioned areas and will be reviewed regularly to ensure initiatives are responsive to the community's changing needs. The Council's Community Services Section continues to provide support and resources required to strengthen the community's capability and continually reassess initiatives to better service the community.

#### **4. Purpose of Community Services Strategic Plan**

The purpose of the CSSP is to set the strategic direction for Council to inform and guide decision making about the goals and directions over the next five years from 2017 – 2022.

The CSSP has identified eight visions and five priority outcome areas which are aligned to Council's Community and Corporate Plan. Furthermore, this (underpinned by an annual Operational Plan) will set the strategic direction and include the identification and implementation of initiatives that will work towards the achievement of the five priority outcome areas.

The eight visions are:

1. The Southern Downs Sense of Community
2. The Healthy and Active Southern Downs
3. The Southern Downs Learning Community
4. The Economically Strong, Sustainable and Diverse Southern Downs
5. Destination Southern Downs
6. The Environmentally Sustainable Southern Downs
7. The Well-connected Southern Downs
8. The Well-governed Southern Downs

The five priority outcome areas are:

1. People in Southern Downs take pride and contribute to their community
2. People in Southern Downs enjoy a safe, active and healthy lifestyle
3. An inclusive, involved and engaged community
4. People in Southern Downs are skilled, resourceful and resilient
5. A sustainable, innovative and creative community.

The eight visions and priority outcomes will support Council's direction on engagement, supporting and working with the community to support Council's commitment via the Southern Downs 2030 Community Plan principles of:

- Meaningful community engagement with the Southern Downs communities
- Clearly communicating the purpose of the engagement
- Encouraging maximum participation
- Reporting on engagement activities
- Being transparent in our processes and honest in our communication.

Providing practical resources, enhancing Council's engagement and building strong partnerships with the community to develop new opportunities, support growth and build social capital. Implementation of the CSSP (2017 – 2022) will enhance Council's ability to:

- Identify and utilise community wellbeing indicators and outcome measures to assist with benchmarking and the evaluation of the services and initiatives undertaken within the five priority outcome areas
- Explore new funding sources and partnership opportunities to expand revenue streams for Council resulting in more effective, innovative and sustainable services and initiatives for the community
- Enhance capacity to better engage with the community, through community networks, the Community Services Advisory Committee, and through council's project management and engagement frameworks and strategies
- Implement the Community Services Policies

Community development is a premise to build the capacity of a community where community members feel safe, proud, are well connected and have adequate accessible resources. Development work within a community setting is complex and requires an integrated and holistic approach with collaborative partnerships. The CSSP 2017 - 2022 strengthens Council's commitment to the community of engagement, empowerment, encouragement, recognition and embracing diversity amongst this vast region.

Council, through its Community Services and Major Projects Department, will continue to enhance capacity within the community, strengthening community connections and access to the community's resources. The CSSP's eight visions provide opportunities that promote engagement, empowerment, encouragement, recognition and diversity and will provide a strategic framework in community development. Interrelationships and correlation between these eight visions are essential to collectively strengthen the community. The goals and directions that underpin each vision are delivered with the overarching aim of strengthening the community.

#### **Vision 1 The Southern Downs Sense of Community**

The people that make up the unique communities of the Southern Downs will be encouraged to participate in community life to build strong social connections. Resilience, inclusiveness and friendliness will characterise a community spirit that welcomes change and difference.

#### **Vision 2 The Healthy and Active Southern Downs**

The Southern Downs will attract and retain a range of high quality healthcare services to cater for the growing needs of the population in the region's major centres as well as smaller communities. Quality

facilities, infrastructure, open space and programs will support health promotion, encouraging active and healthy lifestyles for all.

**Vision 3 The Southern Downs Learning Community**

The Southern Downs as a Learning Community will have equitable access to high quality education opportunities including emerging technologies that meet the learning needs of all ages, abilities, interests and industries. Lifelong learning will encompass a variety of learning environments and will encourage sharing of valuable knowledge and skills amongst our community.

**Vision 4 The Economically Strong, Sustainable and Diverse Southern Downs**

The Southern Downs will be recognised for its diversity of employment opportunities, preservation and support of primary and developing industries and attractive investment opportunities. Understanding and responding to the changing influences of a global economy, the Southern Downs will have thriving economies that are viable in local, national and international markets.

**Vision 5 Destination Southern Downs**

The Southern Downs will offer outstanding tourism experiences. These experiences will utilise the unspoiled natural assets of national parks, biodiversity and natural landscapes, the history and heritage of the region, and local food and wine. Events, festivals, sports and eco-tourism will feature strongly.

**Vision 6 The Environmentally Sustainable Southern Downs**

The Southern Downs will actively work towards expanding and supporting environmentally sustainable practices. The impacts of population and industry growth will be well balanced to preserve the environment that is so valued by our communities.

**Vision 7 The Well-connected Southern Downs**

The Southern Downs will be serviced by accessible, affordable and well-connected transport networks that support residents, visitors and industry. Good connections will support easy access to and from major centres outside of the region.

**Vision 8 The Well-governed Southern Downs**

The Southern Downs community will be meaningfully engaged in decision-making processes at a local, state and federal level. Grassroots community views will influence decisions important to the region, increasing transparency and accountability.

## 5. Role of Council

Council plays an integral role in working towards building the Southern Downs region to become vibrant and prosperous, supporting a great lifestyle. A great place to live, work and play.

Council contributes by:

- Engaging with the community to gain their input into council decisions
- Promoting a planned approach to building inclusive and connected communities across Southern Downs
- Building capacity so its members can provide for their own needs, and where those needs cannot be met, support the community by directly delivering services.
- Planning to better meet the needs of an inclusive and connected community through support, raising awareness, resourcing (including recreational spaces) and funding assistance
- Raising awareness of community safety, health and wellbeing
- Connecting with others and developing strategic partnerships
- Addressing and responding to national and local trends across a range of issues (including social, health and recreation issues) and interpret and analyse data/statistics in order to guide and prioritise work.

In local government, **community development** is a process where council works with residents, community groups and other government agencies to improve the social wellbeing of the community within a social justice framework, making a more inclusive place to live. It is about partnerships, building capacity, resilience and cohesion, listening to and learning from the community and building the future together.

The Council is committed to increase community's choices, address needs collectively, build resources, stimulate sustainability and generate social capital within the community. Capacity building, community vitality, empowerment and self-reliance provide basic platforms for the Council to work effectively with the community and businesses. The Council follows key principles that underpin 'community development':

- Social Justice
- Responsiveness
- Equity and access
- Inclusiveness
- Community ownership
- Capacity building

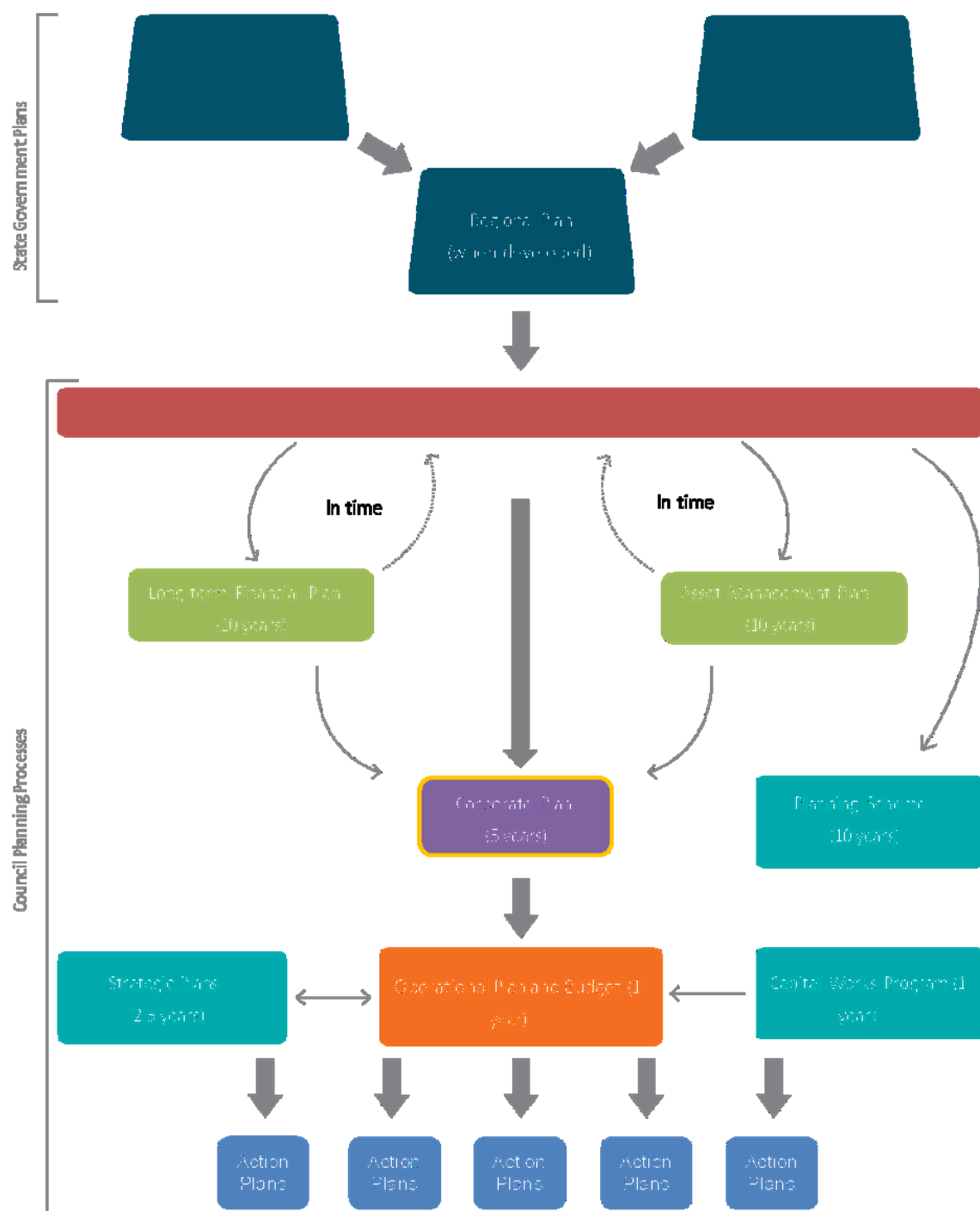
Grant funding to the community is just one component of capacity building, but not the only mechanism.

Council is committed to continuing to work with the community to meet gaps in service delivery, establish local programs, recognise groups and individuals and promote community participation and patronage. Through Council's Community Services Section, Council will continue to work with the community to assist in meeting gaps in local resources, through planning analysis to achieve best outcomes for the community. Through the engagement, network participation, Community Grants and planning initiatives the Council actively works towards capacity building, community vitality, empowerment and self-reliance.

The CSSP 2017 - 2022 is consistent with the Southern Downs Regional Council's Community Plan 2030 and complement existing initiatives and programs within Council. Initiatives support and complement positive

**outcomes for the community and will be evaluated regularly to ensure sustainability and relevance to community's current and projected needs. To support these Initiatives the CSSP 2017 - 2022 draws upon a number of Community and Corporate Plans to achieve strategic goals of Council and to meet community outcomes.**

## 6. Plan Hierarchy



## 7. Conclusions

The CSSP will ultimately support the community of Southern Downs to provide a coordinated and productive engagement to planning, partnerships and innovative approach to the community. Implementing Council's visions and priority requires that council continue to engage with the community to shape programs, activities and projects to building a sustainable community. Success begins with the community, complemented by working with council, working with networks and the Community Services Advisory Committee.

Council will continue to work on developing mechanisms to support the community and facilitate adequate responses in the areas of engagement, awareness and capacity building to work towards a stronger, more resilient and inclusive community. Acknowledgment that there are also parallel work streams that will also provide platforms for this CSSP, in particular:

- Events, Sport & Recreation Strategies
- Regional Promotion, Tourism & The Arts Strategies
- Economic Development Strategies

Interconnections and synergies with these existing and future Strategies are recognised and will proactively drive collaboration across Departments and key stakeholders for community outcomes.

The CSSP will not achieve success unless it is widely communicated in strategic goals and incorporate them into the day-to-day business activities of Council. In order to ensure achievement of strategic goals, the Council sets quarterly and annual performance goals, based on its strategic goals and designed to make continual, measurable progress on objectives during each year.

The CSSP will guide the continuum of long and distinguished tradition of Council's excellence in service to customers and internal stakeholders. The CSSP will provide a unique platform and umbrella for the Council to implement plans and achieve results. For this reason, this Strategy, along with sufficient resources, will help achieve the results for the community.

Success depends upon an ability to shape future, sustain growth, and execute strategies that enable the attainment of goals. The CSSP charts an exciting and challenging course into the future and provides a framework for creativity, innovation, and healthy growth. But in the end a Strategy is only as effective as its implementation, and as a community must commit to that process. With these principles in mind, the CSSP will offer strategic vision for the future of Southern Downs.

## 8. Recommendations

It is recommended that Council work towards achieving the following outcomes.

### Community Development

Strategy	Actions
Leadership and skill development	<ul style="list-style-type: none"> <li>• Provide opportunities for Aboriginal and Torres Strait Islander people and communities to share and celebrate their cultural identity with the wider community.</li> <li>• Develop programs for life skills learning including communication, networking, people skills, leadership, budgeting, first aid, volunteering, health and nutrition.</li> <li>• Build governance capacity in volunteers and community organisations by providing professional development opportunities in funding management, grant and submission writing and up-skilling of community volunteers to share this knowledge.</li> <li>• Provide opportunities for the community to learn about council processes to increase understanding.</li> </ul>
Community action	<ul style="list-style-type: none"> <li>• Encourage intergenerational mentoring opportunities for the sharing of knowledge and skills between people of all ages and interests.</li> <li>• Ensure community facilities, infrastructure, information and engagement activities are accessible, equitable, inclusive and safe for all.</li> <li>• Promote the use of a range of mobile services that provide for people in smaller townships.</li> </ul>
Strengthening community connectedness	<ul style="list-style-type: none"> <li>• Develop community hubs as central meeting places that are driven by the community and used for community activities where a sense of community is fostered.</li> <li>• Increase the sustainability of sporting organisations by building capacity of support volunteers and maximising their skills.</li> <li>• Develop stronger connections between the community and our schools.</li> <li>• Create seamless processes between Southern Downs Regional Council and the community.</li> <li>• Build partnerships with all levels of government. Increase the involvement of state and federal government in local projects.</li> </ul>
Building service networks and organisational infrastructure	<ul style="list-style-type: none"> <li>• Strengthen communication networks within communities and across the region.</li> <li>• Encourage mentoring and the sharing of knowledge and skills between generations of the community by developing stronger supportive social connections.</li> <li>• Encourage reuse and recycling in residential, commercial and industrial settings including the implementation of innovative recycling practices.</li> </ul>
Community building through community services partnerships	<ul style="list-style-type: none"> <li>• Improve disaster preparation, planning, response and recovery practices of Southern Downs Regional Council, community organisations, landowners, industry and the wider community.</li> <li>• Create and sustain community learning hubs that share resources and skills.</li> <li>• Support existing events and festivals and attract new events to cater for a wider range of interests.</li> </ul>



<b>Economic development</b>	<ul style="list-style-type: none"> <li>• Assess potential risks to the economy from outside influences and develop strategies to minimise the adverse impacts of a downturn.</li> <li>• Provide support and assistance to developers and business owners to streamline application processes, outlining costs and requirements for the whole application process.</li> <li>• Promote the advantages of the Southern Downs as a place to work and live.</li> <li>• Encourage local business and industry to develop coordinated approaches for the growth of the economy.</li> <li>• Plan to maintain and encourage agricultural land use, enterprise, business and industry growth.</li> <li>• Ensure a variety of affordable and accessible tourism opportunities are available for all including: people with disabilities, families, pet-friendly experiences.</li> </ul>
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### Service Planning and Development

Strategy	Actions
<b>Social planning</b>	<ul style="list-style-type: none"> <li>• Recognise and respond to the different social needs and influences on various communities within the Southern Downs.</li> <li>• Address social issues of equity and access, bullying, domestic violence, social isolation, mental health, disability and homelessness through education programs, policy debate and targeted services.</li> <li>• Promote the value of physical and social well-being by increasing provision of preventative health programs for target groups and diseases.</li> <li>• Promote an increase in physical activity, social connectedness and education about nutritional eating through programs such as the establishment of community gardens.</li> </ul>
<b>Service planning and development</b>	<ul style="list-style-type: none"> <li>• Establish collaborative health service planning and provision that is responsive to the needs of the community.</li> <li>• Build the capacity of existing community care service providers to increase efficiency in the delivery of services.</li> <li>• Considering industry standards and input from the community, develop appropriate levels of service ensuring the Southern Downs “lives within its means”.</li> </ul>
<b>Building service networks</b>	<ul style="list-style-type: none"> <li>• Improve partnerships between local government, community providers, state agencies and funding bodies to support better health outcomes for the community.</li> </ul>
<b>Infrastructure planning and development</b>	<ul style="list-style-type: none"> <li>• Encourage consolidation and planned growth of existing towns and villages to avoid suburban sprawl and maximize efficient use of infrastructure and facilities.</li> <li>• Maximise facility use and development for continued growth in sports tourism.</li> <li>• Upgrade town centres including streetscapes to provide a sense of place, a focus for community pride, attraction for visitors and increased retail activity.</li> <li>• Develop an extensive network of walking and cycling infrastructure to support alternative, sustainable and accessible transport methods.</li> <li>• Plan for future road networks and parking provision in main centres to</li> </ul>

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	<b>support growth in population and industry.</b>
<b>Policy development and advocacy</b>	<ul style="list-style-type: none"> <li>• Increase awareness of environmentally sustainable practice through community education campaigns.</li> <li>• Promote a community that is active and engaged in governance and able to influence change.</li> </ul>
<b>Community consultation and engagement</b>	<ul style="list-style-type: none"> <li>• Explore transport options for moving visitors throughout the region.</li> <li>• Continue community participation and engagement as a genuine, ongoing process to assist with Southern Downs Regional Council's decision making.</li> <li>• Establish an ongoing mechanism for community engagement to strengthen the partnership between local government and the community.</li> </ul>

**Southern Downs Regional Council**  
**Community Services Advisory Committee (CSAC) – Action Plan**

Strategy	Objective	Actions
<b>Leadership and Skill Development</b>	Provide opportunities for Aboriginal and Torres Strait Islander people and communities to share and celebrate their cultural identity with the wider community	<ul style="list-style-type: none"> <li>▪ Ongoing participation in NAIDOC celebrations</li> <li>▪ Participate in agencies groups such as Warwick Indigenous Network</li> <li>▪ Support Murri Schools Initiative</li> <li>▪ Participate in Reconciliation Week activities e.g. Red Dust</li> </ul>
	Develop programs for life skills learning including communication, networking, people skills, leadership, budgeting, first aid, volunteering, health and nutrition.	<ul style="list-style-type: none"> <li>▪ Continue with Youth Council Program</li> <li>▪ Health &amp; Wellbeing</li> <li>▪ Sport &amp; Recreation – Health &amp; Nutrition</li> </ul>
	Build governance capacity in volunteers and community organisations by providing professional development opportunities in funding management, grant and submission writing and up-skilling of community volunteers to share this knowledge.	<ul style="list-style-type: none"> <li>▪ Develop Community Organisation skill development program focusing on: <ul style="list-style-type: none"> <li>• Effective Meetings</li> <li>• Record Keeping</li> <li>• Accounting</li> <li>• Risk</li> <li>• Succession Planning</li> </ul> </li> </ul>
	Provide opportunities for the community to learn about Council processes to increase understanding.	<ul style="list-style-type: none"> <li>▪ Develop a Youth Council</li> <li>▪ Continue the Cuppa with Councillor Program</li> </ul>
<b>Community Action</b>	Encourage intergenerational mentoring opportunities for the sharing of knowledge and skills between people of all ages and interests.	<ul style="list-style-type: none"> <li>▪ Promote linkages between youth and seniors through shared activities, including; <ul style="list-style-type: none"> <li>▪ Youth Council Program</li> <li>▪ Engage other youth focused community organisations</li> <li>▪ Senior Citizens groups</li> </ul> </li> </ul>
	Ensure community facilities, infrastructure, information and engagement activities are accessible, equitable, inclusive and safe for all.	<ul style="list-style-type: none"> <li>▪ Accessibility Audit of Council facilities (physical and cultural) – Sport &amp; Recreation Committee Community Service Committee should partner.</li> <li>▪ Consider Multicultural Morning Teas – Migrant Refugee Group, Citizenships.</li> </ul>
	Promote the use of a range of mobile services that provide for people in smaller townships.	<ul style="list-style-type: none"> <li>▪ Investigate the expansion of the role of Mobile Library services.</li> </ul>

**Southern Downs Regional Council**  
**Community Services Advisory Committee (CSAC) – Action Plan**

Strategy	Objective	Actions
<b>Strengthening Community Connectedness</b>	Develop community hubs as central meeting places that are driven by the community and used for community activities where a sense of community is fostered.	<ul style="list-style-type: none"> <li>▪ Undertake an audit of community halls and the level of utilisation.</li> <li>▪ Create Hubs in Warwick &amp; Stanthorpe</li> </ul>
	Increase the sustainability of sporting organisations by building capacity of support volunteers and maximising their skills.	<ul style="list-style-type: none"> <li>▪ Leverage off above skills classes for community organisations to improve governance and sustainability in local community organisations.</li> </ul>
	Develop stronger connections between the community and our schools	<ul style="list-style-type: none"> <li>▪ Leverage off mobile libraries.</li> <li>▪ My History/Our History – an Art Gallery/ Library project where senior students pick an elder from the community and write a short history on them – possible partnership with the Chronicle.</li> </ul>
	Build partnerships with all levels of government. Increase the involvement of state and federal government projects.	
<b>Building Service Networks and Organisational Infrastructure</b>	Strengthen communication networks within communities and across the region	<ul style="list-style-type: none"> <li>▪ Establish a Programming Committee and undertake an audit of event timing.</li> <li>▪ Maintain Website &amp; Facebook – Calendar of Events on Website.</li> <li>▪ Southern Downs Community Directory – Online Portal.</li> </ul>
	Encourage mentoring and the sharing of knowledge and skills between generations of the community by developing stronger supportive social connections	<ul style="list-style-type: none"> <li>▪ Leverage off My History/Our History</li> <li>▪ Develop a visiting program for schools to senior citizens centres, old age homes</li> </ul>
<b>Community Building through Community Services Partnerships</b>	Improve disaster preparation, planning, response and recovery practices of Southern Downs Regional Council, community organisations, landowners, industry and the wider community.	<ul style="list-style-type: none"> <li>▪ Conduct an emergency services Field Day for the Community</li> <li>▪ Seek advice from Council on the role of the local disaster recovery committee</li> <li>▪ Seek advice from Council on the Council framework for managing disasters</li> <li>▪ Maintain disaster portal.</li> </ul>

**Southern Downs Regional Council**  
**Community Services Advisory Committee (CSAC) – Action Plan**

Strategy	Objective	Actions
	Create and sustain community learning hubs that share resources and skills.	<ul style="list-style-type: none"> <li>▪ Develop a Library based program on learning how to use the internet, different applications and programs.</li> <li>▪ Consider using school children or youth as tutors.</li> </ul>
<b>Economic Development</b>	Promote the advantages of the Southern Downs as a place to work and live.	<ul style="list-style-type: none"> <li>▪ Local ambassadors/welcomers program to introduce new people to the community – Economic Development.</li> <li>▪ Seek and update from Council on the Regional Branding Process (for Advisory Committee).</li> </ul>
	Ensure a variety of affordable and accessible tourism opportunities are available for all including: people with disabilities, families, pet-friendly experiences.	<ul style="list-style-type: none"> <li>▪ Access and equity audit to be undertaken</li> </ul>
<b>Social Planning</b>	Recognise and respond to the different social needs and Influences on various communities within the Southern Downs.	<ul style="list-style-type: none"> <li>▪ Multicultural Morning teas for developing LOTE community</li> <li>▪ Needs assessments</li> </ul>
	Address social issues of equity and access, bullying, domestic violence, social isolation, mental health, disability and homelessness through education programs, policy debate and targeted services.	<ul style="list-style-type: none"> <li>▪ Council to participate in agency meetings in respect to a broad range of social issues such as: <ul style="list-style-type: none"> <li>▪ Domestic Violence</li> <li>▪ Disability</li> <li>▪ Homelessness</li> <li>▪ Youth Action Plan</li> <li>▪ Mental Health</li> <li>▪ Drugs and Alcohol</li> </ul> </li> </ul>
	Promote the value of physical and social well-being by increasing provision of preventative health programs for target groups and diseases.	<ul style="list-style-type: none"> <li>▪ Continue Health and Wellbeing Program</li> </ul>

**Southern Downs Regional Council**  
**Community Services Advisory Committee (CSAC) – Action Plan**


Strategy	Objective	Actions
	Promote an increase in physical activity, social connectedness and education about nutritional eating through programs such as the establishment of community gardens.	<ul style="list-style-type: none"> <li>▪ Community Health &amp; Wellbeing Program</li> <li>▪ Support Community Garden</li> <li>▪ Promote Stanthorpe Fitness Centre</li> </ul>
<b>Service Planning and Development</b>	Establish collaborative health service planning and provision that is responsive to the needs of the community.	<ul style="list-style-type: none"> <li>▪ Continue to participate in the interagency network groups across the region. Council officers to brief the Community Services Advisory Committee on the function and activities of the Warwick Interagency Group</li> </ul>
<b>Building Service Networks</b>	Improve partnerships between local government, community providers, state agencies and funding bodies to support better health outcomes for the community.	<ul style="list-style-type: none"> <li>▪ Southern Downs Community Directory – Online Portal</li> </ul>
<b>Policy Development and Advocacy</b>	Increase awareness of environmentally sustainable practice through community education campaigns	
<b>Community Consultation and Engagement</b>	Explore transport options for moving visitors throughout the region	<ul style="list-style-type: none"> <li>▪ Possible audit of available transport options and alignment with existing and likely future demand – Engineering currently arranging meetings. Committee to be briefed on the outcomes.</li> <li>▪ Explore leverage marketing opportunities for different attractions and events</li> </ul>
	Continue community participation and engagement as a genuine, ongoing process to assist with Southern Downs Regional Council's decision making.	<ul style="list-style-type: none"> <li>▪ Public Meetings</li> <li>▪ WING (Warwick Indigenous Network Group)</li> <li>▪ Small Community</li> <li>▪ Inter-agency Warwick and Stanthorpe</li> <li>▪ Southern Downs Youth Network</li> <li>▪ Young Leaders</li> </ul>
	Establish an ongoing mechanism for community engagement to strengthen the partnership between local government and the community.	<ul style="list-style-type: none"> <li>▪ Programming Team</li> <li>▪ Community Facility User Groups</li> </ul>

**Southern Downs Regional Council**  
**Community Services Advisory Committee (CSAC) – Action Plan**

Strategy	Objective	Actions
		<ul style="list-style-type: none"><li>▪ Small Community Facebook</li><li>▪ Southern Downs Community Hub</li><li>▪ Inter-agency Warwick &amp; Stanthorpe</li><li>▪ WING (Warwick Indigenous Network Group)</li><li>▪ Southern Downs Youth Network</li><li>▪ Youth Leaders</li><li>▪ Progress/Hall Committees</li></ul>

## 11.6 2018 Southern Downs Youth Council - Appointment of Members

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 March 2018
	Community Development Officer - Youth & Engagement	<b>ECM Function No/s:</b> 03.55.02

### Recommendation

THAT Council:-

1. Endorse the appointment of the following members to the 2018 Southern Downs Youth Council:
  - Chloe O'Halloran and Charli Wolff, Allora P-10 State School;
  - Tori Abood and Rhys Jeffery, Assumption College Warwick;
  - Kira Holmes and Renée Lack, Scots PGC College;
  - Ryan Holly, St Joseph's School;
  - Xsanthia Frith and Riley Mullins, The School of Total Education;
  - Henry Sommerlad, Warwick Christian College;
  - Shaun Kelly and Rani Towson, Warwick State High School; and
2. Accept the late nominations and appoint the nominees from Stanthorpe State High School, and potentially Warwick Christian College, when they are received.

### Report

At its General Meeting held on 26 July 2017, Council resolved to adopt a model for establishment of a Youth Council to replace the Young Leaders program, which concluded at the end of 2017.

Following this action, and the subsequent resignation of the then Youth Development Officer and broadening of the position to include community engagement and disaster recovery, as well as youth, it was recognised that the Youth Council model needed further development.

The new Southern Downs Youth Council (SDYC) is established as an advisory committee whose role is to represent the voice of young people who live, work, study or volunteer in the Southern Downs region, to provide input into Council activities and decisions. The SDYC program aims to provide young people with opportunities to:

- develop a better understanding of the role and function of local government, our community and local issues;
- 'have a voice' - raise issues, exchange ideas, discuss community issues, provide input in to Council planning, programs and services and influence local government decision making processes; and
- have genuine and regular communication about issues that are important to them directly with the Mayor, Councillors and Council Officers.

The SDYC is a one (1) year program for Year 10 students, who **will terminate their membership at the end of their school year.**



The SDYC Terms of Reference (ToR) was developed having regard to input received from all nine schools with Year 10 representation and endeavoured to capture key suggestions or areas of concern. The SDYC ToR is attached for Council's information.

The SDYC ToR and Nomination and Consent Form were issued on 2 March 2018 via email to the nine School Principals inviting nomination of one (1) Year 10 student to be the student member on the SDYC. Nominations closed on 14 March 2018. The short nomination timeframe was flagged with schools during discussions with the principals.

Stanthorpe State High School has advised that it would not be in a position to provide nominations by the closing date, and would submit a late nomination.

Killarney P-10 State School advised that they felt they were not in a position to participate in the program at this time.

Council subsequently received requests from some schools to nominate two students for the Southern Downs Youth Council. Under the current terms of reference, Council has indicated that it would accept one nomination per school. However, it was agreed, that if a school was in a position to nominate two (2) students, then Council would welcome both nominations. This was communicated to each school and the nomination deadline extended to March 20.

As indicated in the SDYC ToR, all nominations are proposed to be accepted without condition, i.e. Council will not seek to change or query the school nominated student member.

### **Budget Implications**

An existing budget allocation for the previous SDRC Young Leaders Program will be utilised for any expenses incurred in relation to the Southern Downs Youth Council in 2017/2018. Budget provision will be requested for 2018/2019.

### **Policy Consideration**

The SDYC program:

- has been developed and implemented in accordance with the section 5.3.3 of the Southern Downs Youth Policy;
- features in several action items of the Community Services Advisory Committee Action Plan; and
- aligns with the following goals and directions of the Southern Downs Community Plan 2030:

#### *The Southern Downs Sense of Community*

- 1.1 Recognise and respond to the different social needs and influences on various communities within the Southern Downs.

#### *The Southern Downs Learning Community*

- 3.9 Develop programs for life skills learning including communication, networking, people skills, leadership, budgeting, first aid, volunteering, health and nutrition.
- 3.15 Develop stronger connections between the community and our schools.

#### *The Well-governed Southern Downs*

- 8.2 Provide a range of opportunities for the wider community to be engaged and get involved in issues that are important to them.
- 8.3 Continue community participation and engagement as a genuine, ongoing process to assist with Southern Downs Regional Council's decision making.
- 8.7 Provide opportunities for the community to learn about council processes to increase understanding.
- 8.11 Promote a community that is active and engaged in governance and able to influence change.

## Community Engagement

At the end of the 2017 SDRC Young Leaders Program, a program review was undertaken with the Young Leaders at which time the proposed new SDYC program was discussed. The Young Leaders provided a range of feedback about their program as well as suggestions for the new program. This feedback has been taken into consideration in the development of the new SDYC program and associated ToR.

The draft SDYC ToR was provided to the Mayor for feedback and then distributed to the principals of the nine schools in the Southern Downs region with Year 10 representation for their consideration.

Subsequently, the Manager Community Services & Major Projects and the Community Development Officer – Youth & Engagement met with each of the nine school principals during February 2018 to discuss the program concept and proposed operation. The final SDYC ToR was developed having regard to the input received from all nine schools and endeavoured to capture key suggestions or areas of concern.

The Manager Community Services & Major Projects also provided an overview of the new SDYC program to Council's Community Services Advisory Committee at its meeting on 16 February 2018.

## Legislation/Local Law

- (a) *Local Government Act 2009 s.4 (2) The local government principles are—*
- (b) transparent and effective processes, and decision-making in the public interest; and
- (c) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (d) democratic representation, social inclusion and meaningful community engagement; and
- (e) good governance of, and by, local government; and
- (f) ethical and legal behaviour of Councillors and local government employees.

## Options

1. THAT Council endorse the appointment of the following members to the 2018 Southern Downs Youth Council:
  - Chloe O'Halloran and Charli Wolff, Allora P-10 State School;
  - Tori Abood and Rhys Jeffery, Assumption College Warwick;
  - Kira Holmes and Renée Lack, Scots PGC College;
  - Ryan Holly, St Joseph's School;
  - Xsanthia Frith and Riley Mullins, The School of Total Education;
  - Henry Sommerlad, Warwick Christian College;
  - Shaun Kelly and Rani Towson, Warwick State High School; and

Accept the late nominations and appoint the nominees from Stanthorpe State High School, and potentially Warwick Christian College, when they are received.

2. Council does not endorse the appointment of members to the 2018 Southern Downs Youth Council and the program does not proceed.

## Attachments

1. Southern Downs Youth Council Terms of Reference [View](#)



## **SOUTHERN DOWNS YOUTH COUNCIL (SDYC)**

### **TERMS OF REFERENCE**

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**Southern Downs Youth Council Terms of Reference**

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## **1. Terms of Reference**

The Terms of Reference for the Southern Downs Youth Council (SDYC) needs to be read in conjunction with Council's Youth Policy, which is available on Council's website [www.sdrcc.qld.gov.au](http://www.sdrcc.qld.gov.au).

## **2. What is the Southern Downs Youth Council?**

Southern Downs Regional Council is committed to proactively involving young people through consultation and decision making processes.

Council has established the Southern Downs Youth Council (SDYC) as an advisory committee whose role is to represent the voice of young people who live, work, study or volunteer in the Southern Downs region, to provide input into Council activities and decisions.

## **3. Purpose**

The SDYC program aims to provide young people with opportunities to:

- develop a better understanding of the role and function of local government, our community and local issues;
- 'have a voice' - raise issues, exchange ideas, discuss community issues, provide input in to Council planning, programs and services and influence local government decision making processes; and
- have genuine and regular communication about issues that are important to them directly with the Mayor, Councillors and Council Officers.

## **4. Membership**

### **Membership Term**

The SDYC is a one (1) year program for Year 10 students. Students will terminate their membership as a SDYC member at the end of their school year.

### **Membership Structure**

The SDYC will comprise up to nine (9) Year 10 student members.

In addition, the Mayor and a minimum of one (1) Councillor will attend each meeting, along with Council personnel as required (e.g. Community Services Department staff).

Each member school is invited, at its discretion, to have a staff member accompany the student member to each meeting. The role of the staff member is as an observer and to provide support to the student member if needed.

### **Responsibilities of the SDYC Student Members**

SDYC student members are encouraged to:

- attend all meetings throughout the year;
- voice opinions, provide feedback on and/or suggestions to Council's policies, local laws, services and programs that affect young people;

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## **Southern Downs Youth Council Terms of Reference**

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- act as representatives from their school and community;
- act as a liaison between Council and young people;
- attend and observe a Southern Downs Regional Council General Meeting; and
- attend and/or participate in civic ceremonies/meetings/events/functions (when invited).

All members are expected to conduct themselves in a responsible and respectful manner.

## **5. Nomination and Appointment of Youth Council Student Members**

### **Nomination**

Each Southern Downs' school with Year 10 students will be invited to nominate one (1) Year 10 student to represent their school on the SDYC. Nomination is encouraged, but not mandatory.

The member school is encouraged to undertake their own internal vetting process in order to determine their Year 10 student nominee.

The nomination is to be completed by the school using the *Southern Downs Youth Council Nomination and Consent Form*, in agreement with the nominated Year 10 student, and with parental or guardian consent.

The nomination must be received by Council by the specified return date and all nominations from the member schools will be accepted without condition.

### **Appointment**

Recommendations for appointment of all nominees as members of the SDYC will be provided to Council for approval.

Following endorsement by Council, each student member will receive a letter confirming their appointment to the SDYC. The member school will also be notified.

## **6. Meetings**

### **Frequency of Meetings**

The SDYC will generally meet five (5) times throughout the year. This includes one (1) Induction workshop and four (4) official meetings, one held each school term.

The induction workshop will be held at the Southern Downs Regional Council's Warwick or Stanthorpe Administration Centre, prior to the first official SDYC meeting. The workshop will provide an opportunity for student members to meet the Mayor and Councillors, Council officers and fellow SDYC members in a relaxed, casual environment.

In addition, SDYC student members will be encouraged to attend a General Meeting of Council and a suggested meeting date/s will be incorporated into the schedule of meetings. Where scheduling allows, consideration will be given to holding the Induction workshop on a Council General Meeting day to minimise the impact on student members' time away from school.

The official SDYC meetings will be held throughout the year during school hours. Each meeting will run for a maximum period of two (2) hours. However, the final meeting of the year may run for a

period of up to three (3) hours to allow for a program review, followed by a luncheon to celebrate the end of the program.

A schedule of SDYC meetings will be developed. This will take into consideration the Mayor's commitments and, where possible, will avoid the last two (2) to three (3) weeks of each school term in consideration of exam and assessment periods. The meeting schedule will be accepted by majority agreement with the member schools and student members.

If required, additional meetings may be convened by agreement as follows:

- During school hours, by agreement of member schools, SDYC members and the Mayor; or
- Outside school hours, by agreement of SDYC members and the Mayor.

#### **Hosting of Meetings by Member Schools**

To foster a sense of ownership by student members, their schools and local community, and to enable accessibility, the SDYC meetings will be held in the member school locations of Warwick, Stanthorpe, Killarney and Allora.

Council encourages and invites the SDYC member schools to host the SDYC meetings on a rotational basis each year, with the majority of schools to host a meeting over a two-year period.

There are a range of benefits and opportunities that may arise from member schools hosting the SDYC meetings including, but not limited to:

- enabling the Mayor and Councillors to develop closer ties with each school community;
- fostering and building on inter-school connections and relationships;
- showcasing their school and enabling the school and their student representative to have influence in setting the agenda for the meeting; and
- providing access to other students at the host school to attend and view the meetings, offering some insight into democracy in action.

#### **Location of Meetings**

The official SDYC meetings will be held in the following locations, and hosted on a rotational basis with the nine (9) member schools as follows:

- 1 to 2 in Warwick (shared between Assumption College, The School of Total Education, The Scots PGC College, Warwick Christian College and Warwick State High School);
- 1 in Stanthorpe (shared between Stanthorpe State High School and St Joseph's School);
- 1 in Killarney (Killarney P-10 State School); and
- 1 in Allora (Allora P-10 State School).

If a SDYC member school is unable to host a SDYC meeting, another member school will be offered the host role. If no member school can host the SDYC meeting, the meeting will be held at Council's Administration Centre in Stanthorpe or Warwick.

### **Transport**

When meetings are to be held outside the geographic school location of the SDYC student member, member schools are encouraged to provide transport assistance to their student representative to attend meetings. However, where this is not possible, and where a parent/guardian is unable to provide transport, arrangements may be made with Council's Community Services Department for authorised Council personnel to transport student members, having regard to the relevant school's permission process.

### **Access via Technology**

While it is preferred that student members attend the SDYC meetings in person, where physical attendance is not possible, Council staff will consider the possibility of using available technology and applications such as 'Skype' or tele/video-conferencing facilities to virtually connect student members to the SDYC meeting.

### **Format of Meetings**

The SDYC meetings will be chaired by the Mayor, and the meeting host SDYC student member will undertake secretariat duties.

Each meeting will normally consist of:

- An update on Council matters from the Mayor (including items for which SDYC feedback is to be sought);
- Host SDYC member items;
- General Agenda Items (Items tabled by members and member schools ahead of the meeting);
- Presentation/s (may be from students, Council officer/s or non-Council person/s);
- Group discussion, reporting back and, where appropriate, recommendations made; and
- Opportunities available for SDYC members to attend and/or participate in Civic or Council events.

The meetings will be an opportunity for Councillors to attend and interact with the group and receive views and opinions on matters relevant to the SDYC.

Council staff are not permitted to vote or move or second recommendations, but can contribute advice during discussions on any subject.

Member school staff retain an observer role and are not permitted to vote.

### **Quorum**

The quorum for the SDYC will be half the number of members of the SDYC, plus one.

Decision making of the SDYC will be primarily decided by a majority vote. Where a quorum is not present at a meeting, decisions will be either carried over to the following meeting or made at the discretion of Council's Community Services Department.

## **7. Support**

Council staff will provide resources, assistance, guidance and support to SDYC members. This support will include coordinating the meetings with the host schools, including access to technology as required.

## **8. Reporting**

The SDYC primary reporting relationship will be to the Community Development Officer - Youth and Engagement, in Council's Community Services Department.

The SDYC will report regularly on its activities, provide Council with its guidance and/or make recommendations to Council through the provision of the SDYC meeting minutes to Council.

The minutes of each SDYC meeting will be submitted to the General Council Meeting following the SDYC meeting.


SDYC student members are also encouraged to report back to their schools and their cohort, and to discuss with their schools and cohort topics or issues for tabling in the SDYC agendas for discussion at the meetings.



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

### 12.1 2018/2019 Draft Operation Plan

#### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 March 2018
	Governance and Grants Officer	<b>ECM Function No/s:</b> 04.11.03

#### Recommendation

THAT Council adopt the 2018/2019 Operational Plan.

#### Report

The Operational Plan, which is prepared each financial year, contains the strategies, actions and service programs that will be implemented by Council over a 12-month period to achieve the long-term goals identified in the Corporate Plan.

Council is driven by eight key visions which are: the Southern Downs Sense of Community; The Healthy and Active Southern Downs; The Southern Downs Learning Community; the Economically Strong, Sustainable and Diverse Southern Downs; Destination Southern Downs; The Environmentally Sustainable Southern Downs; The Well-connected Southern Downs and The Well-governed Southern Downs.

This report is intended to ensure that Council satisfies its statutory obligations under sections 169 and 174 of the *Local Government Regulation 2012* and recommends that the 2018/2019 Draft Operational Plan be approved for eventual adoption by Council at the 28 March 2018 General meeting.

#### Budget Implications

Nil

#### Policy Consideration

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

#### Community Engagement

Nil

#### Legislation/Local Law

Nil

## **Options**

Council:

1. Approve the 2017/2018 Operational Plan as attached to this report.
2. Do not approve the 2017/2018 Operational Plan as attached to this report.
3. Approve an amended 2017/2018 Operational Plan.

## **Attachments**

1. 2018/2019 Operational Plan [View](#)

2018/2019

# Operational Plan



**Southern Downs**  
REGIONAL COUNCIL

## Introduction

The Operational Plan, which is prepared each financial year in accordance with the *Local Government Act 2009*, contains the strategies, actions and service programs that will be implemented by Council over a 12 month period to achieve the long term goals identified in the Corporate Plan. The activities and projects in the Operational Plan are funded from the annual budget. The Plan focuses on projects and initiatives that the Council will be focusing on in the financial year to achieve long term Corporate Objectives.

In accordance with the *Local Government Act 2009*, Council will assess its progress towards implementing its Corporate and Operational Plans on a quarterly basis. The Operational Plan takes into account Council's planned implementation of an Enterprise Risk Management Framework based on International Standard ISO 31000. The Framework will allow identification, assessment and reporting on strategic, operational and project based risks and opportunities. The Framework is a holistic model for managing risks and opportunities at all levels of the organisation and is consistent with Council's legislative obligations.

Copies of this Plan and the Corporate Plan are available in the administration buildings and online.

David Keenan  
Chief Executive Officer





## Executive Services

<i>Key Outcomes</i>		1.1	<i>Undertake best value review of Council's Services.</i>		
<b>ACTION</b>	<b>SERVICES/PROGRAMS</b>	<b>RESPONSIBILITY</b>	<b>START</b>	<b>FINISH</b>	<b>BUDGET TYPE</b>
Deliver the 2018-19 Budget.	Financial Services	Manager Finance and Information Technology	1/07/2018	30/04/2019	Operating
<i>Key Outcomes</i>		1.3	<i>Continue to monitor and stay informed about matters that affect the community.</i>		
<b>ACTION</b>	<b>SERVICES/PROGRAMS</b>	<b>RESPONSIBILITY</b>	<b>START</b>	<b>FINISH</b>	<b>BUDGET TYPE</b>
Provision of timely and accurate Council information to the community.	Communications & Public Relations	Chief Executive Officer	1/07/2018	30/06/2019	Operating
<i>Key Outcomes</i>		1.12	<i>Develop and promote our unique artistic and cultural diversity.</i>		
<b>ACTION</b>	<b>SERVICES/PROGRAMS</b>	<b>RESPONSIBILITY</b>	<b>START</b>	<b>FINISH</b>	<b>BUDGET TYPE</b>
Work with local community volunteers on delivering Civic events in Stanthorpe and Warwick.	Events	Manager Economic Development and Tourism	1/07/2018	30/06/2019	Operating
Review the regional Australia Day arrangements.	Events	Manager Economic Development and Tourism	1/07/2018	30/06/2019	Operating
<i>Key Outcomes</i>		4.4	<i>Apply the Planning Scheme to ensure consistent and balanced decisions are made in relation to lifestyle and growth opportunities.</i>		
<b>ACTION</b>	<b>SERVICES/PROGRAMS</b>	<b>RESPONSIBILITY</b>	<b>START</b>	<b>FINISH</b>	<b>BUDGET TYPE</b>
Continue to provide Interest group forums including Tourism, Economic Development, and Agribusiness.	Economic Development	Manager Economic Development and Tourism	1/07/2018	30/06/2019	Operating
Residential Attraction Program.	Economic Development	Manager Economic Development and Tourism	1/07/2018	30/06/2019	Operating
Regional Promotion Campaigns.	Tourism	Manager Economic Development and Tourism	1/07/2018	30/06/2019	Operating
<i>Key Outcomes</i>		4.12	<i>Explore/review potential efficiencies and opportunities for Council's operations, infrastructure and assets.</i>		
<b>ACTION</b>	<b>SERVICES/PROGRAMS</b>	<b>RESPONSIBILITY</b>	<b>START</b>	<b>FINISH</b>	<b>BUDGET TYPE</b>
Provide overall guidance and direction on Council's operations.	CEO Office	Chief Executive Officer	1/07/2018	30/06/2019	Operating
Support for Elected Members.	Elected Members	Chief Executive Officer	1/07/2018	30/06/2019	Operating
<i>Key Outcomes</i>		6.3	<i>Become an employer of choice – appropriate training, innovative leadership and improved career pathways.</i>		
<b>ACTION</b>	<b>SERVICES/PROGRAMS</b>	<b>RESPONSIBILITY</b>	<b>START</b>	<b>FINISH</b>	<b>BUDGET TYPE</b>
Review workforce profile and conduct skills audit across Council.	Human Resources and Organisational Development	Manager Human Resources	1/07/2018	30/06/2019	Operating
Provide a safe work environment for employees and encourage a proactive approach to Work Health and Safety	Human Resources and Organisational Development	Manager Human Resources	1/07/2018	30/06/2019	Operating
<i>Key Outcomes</i>		8.19	<i>Investigate upgrades to Council's Information and Communication technology network structure.</i>		
<b>ACTION</b>	<b>SERVICES/PROGRAMS</b>	<b>RESPONSIBILITY</b>	<b>START</b>	<b>FINISH</b>	<b>BUDGET TYPE</b>
Implement Capital Prioritisation Module.	Information Technology	Manager Finance and Information Technology	1/07/2018	31/10/2018	Operating

## Engineering Services

Key Outcomes	1.3	Continue to monitor and stay informed about matters that affect the community.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Develop and deliver community development initiatives.	Community Grants	Manager Community Services and Major Projects	1/07/2018	30/06/2019	Operating
Stay informed and deliver activities that assist the community.	Community Services	Manager Community Services and Major Projects	1/07/2018	30/06/2019	Operating
Develop and implement the Southern Downs Youth Council.	Youth Development	Manager Community Services and Major Projects	1/07/2018	30/06/2019	Operating
Key Outcomes	1.12	Develop and promote our unique artistic and cultural diversity.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Develop Art and Culture across the LGA in accordance with the adopted Policy.	Arts & Culture	Manager Community Services and Major Projects	1/07/2018	30/06/2019	Operating
Key Outcomes	2.2	Complete the Footway and Bikeway Master Plan.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Complete Cycle pathway master plans.	Infrastructure Services	Manager Works Maintenance and Open Space	1/07/2018	30/06/2019	Operating
Key Outcomes	2.3	Coordinate and review sport and recreation opportunities and planning.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Continue to work with sport and recreation groups in accordance with the draft Sport and Recreation Strategy.	Community Services	Manager Community Services and Major Projects	1/07/2018	30/06/2019	Operating
Key Outcomes	4.12	Explore/review potential efficiencies and opportunities for Council's operations, infrastructure and assets.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Undertake detailed review and analysis of external plant/fleet hire rates.	Infrastructure Services	Manager Works Construction, Workshops and Assets	3/09/2018	31/01/2019	Operating
Key Outcomes	6.2	Investigate appropriate waste water services and systems.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Deliver the 2018-19 Capital Works Program.	Water & Wastewater	Manager Water and Wastewater	1/07/2018	30/06/2019	Capital
Key Outcomes	6.5	Protect the natural environment of reserves under Council control via strategic natural resource management.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Deliver Environmental Evaluation for Stanthorpe WWTP.	Water & Wastewater	Manager Water and Wastewater	1/07/2018	30/06/2019	Operating

## Engineering Services

Key Outcomes	6.7	Secure a sustainable, reliable water supply to support industry and population growth			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Implement REFLECT for Network Maintenance.	Water & Wastewater	Manager Water and Wastewater	1/07/2018	28/06/2019	Operating
Key Outcomes	7.4	Review Council's level of involvement in aerodromes. Implement strategies to allow for aviation activities at both aerodromes as funding permits.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Management and maintenance of Council's aerodromes.	Aerodromes	Manager Community Services and Major Projects	1/07/2018	30/06/2019	Operating
Key Outcomes	7.10	Analyse current roads and other associated infrastructure to determine priorities.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Review and Refine the 5 year Capital Works Program for Roads and Associated Infrastructure.	Works Construction	Manager Works Construction, Workshops and Assets	1/07/2018	30/11/2018	Operating
Key Outcomes	7.11	Provide well maintained sealed and unsealed roads, including footpaths and stormwater drainage, and determine levels of service as defined in the Asset Management Plan.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Deliver 2018-19 Works Construction Capital Program.	Works Construction	Manager Works Construction, Workshops and Assets	01/07/2018	30/06/2019	Operating
Key Outcomes	8.7	Continue to develop accurate flood mapping studies			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Complete all remaining required sub-plans for the Local Management Disaster Plan.	Disaster Management	Manager Community Services and Major Projects	1/07/2018	30/06/2019	Operating
Key Outcomes	8.12	Manage and develop SDPC's disaster management and recovery responsibilities			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Provide disaster recovery assistance to residents should a disaster occur and provide training to emergency response volunteers.	Disaster Management	Manager Works Maintenance and Open Space	1/07/2018	30/06/2019	Operating
Develop a memorandum of understanding of identified evacuation centres.	Disaster Management	Manager Community Services and Major Projects	1/07/2018	30/06/2019	Operating



## Engineering Services

Key Outcomes					
3.13 Continue to review and expand Asset Management Plans.					
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Develop and implement improvements to the corporate asset management processes and systems.	Asset Management	Manager Works Construction, Workshops and Assets	1/07/2018	30/06/2019	Operating
Continue to work through the Improvement actions of the Building Asset and Services Management Plan.	CMC facilities	Manager Community Services and Major Projects	1/07/2018	30/06/2019	Operating
Develop appropriate and adequate Project Management Plans that allow for the successful delivery of major projects across the region.	Major Projects	Manager Community Services and Major Projects	1/07/2018	30/06/2019	Operating
Manage and maintain Council built assets in accordance with the Building Asset and Services Management Plan.	Facilities	Manager Community Services and Major Projects	1/07/2018	30/06/2019	Operating
Complete a process review of the treatment plants.	Water & Wastewater	Manager Water and Wastewater	1/07/2018	28/06/2019	Operating
Define 4 & 10 year capital program.	Water & Wastewater	Manager Water and Wastewater	1/07/2018	28/06/2019	Operating
Produce Water and Wastewater Strategy.	Water & Wastewater	Manager Water and Wastewater	1/07/2018	30/06/2019	Operating



## Planning, Environment and Corporate Services

Key Outcomes	1.1	Undertake best value review of Council's Services.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Overall Direction of the Planning, Environment and Corporate Services Directorate and Implementation of Operational Plan.	Environmental Health Services	Director Planning, Environment and Corporate Services	1/07/2018	30/06/2019	Operating
Ensure Planning and Environment Capital Works are constructed and completed generally in accordance with the Budget and Operational Plan.	Planning, Environment and Corporate Services	Director Planning, Environment and Corporate Services	1/07/2018	30/06/2019	Operating
Key Outcomes	1.7	Review Council's long term involvement in Council housing.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Identify land within the region that could potentially be utilised for the expansion of Council's community housing portfolio.	Community Housing	Manager Corporate Services	1/07/2018	30/06/2019	Operating
Identify funding opportunities for the continued development of Council's community housing portfolio.	Community Housing	Manager Corporate Services	1/07/2018	30/06/2019	Operating
Key Outcomes	3.2	Further develop libraries to become active community hubs of learning and social inclusion.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Deliver the requirements of the first 5 year grant as set out by State Library.	Libraries	Manager Corporate Services	2/07/2018	30/06/2019	Operating
Develop a strategy for the multi-purpose use of the library vehicle for community purposes.	Libraries	Manager Corporate Services	1/07/2018	30/06/2019	Operating
Progressively implement the recommendations from the Library Strategic Plan.	Libraries	Manager Corporate Services	1/07/2018	30/06/2019	Operating
Key Outcomes	6.3	Utilise 'best practice' waste management practices and further develop regional facilities in accordance with the Waste Management Plan.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Develop and tender the documents and appoint a new Contractor for Waste Collection and disposal services.	Environmental Services	Acting Manager Environmental Services	1/07/2018	30/06/2019	Operating
Undertake Capital Works in accordance with the Waste Reduction and Recycling Plan.	Environmental Services	Acting Manager Environmental Services	1/07/2018	30/06/2019	Operating
Implement new Waste Reduction and Recycling Plan.	Environmental Services	Acting Manager Environmental Services	1/07/2018	30/06/2019	Operating
Key Outcomes	6.9	Continue to promote, educate and implement awareness and best practice waste collection, recycling, environmental health and environmental protection strategies.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Continue to promote, educate and implement awareness and best practice Environmental Health and Environmental protection strategies.	Environmental Services	Acting Manager Environmental Services	1/07/2018	30/06/2019	Operating
Continue to promote, educate and implement awareness and leading practice waste collection and recycling.	Environmental Services	Acting Manager Environmental Services	1/07/2018	30/06/2019	Operating

## Planning, Environment and Corporate Services


Key Outcomes	7.4	Review Council's level of involvement in aerodromes, implement strategies to allow for aviation activities at both aerodromes as funding permits.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Continue the promotion of the sale of land at the Warwick and Stanthorpe aerodromes.	Property Management	Manager Corporate Services	1/07/2018	30/06/2019	Operating
Key Outcomes	6.1	Review the Planning Scheme in accordance with State legislation			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Commence preparation of the new Southern Downs Planning Scheme.	Planning Services	Director Planning, Environment and Corporate Services	1/07/2018	30/06/2019	Operating
Key Outcomes	6.4	Develop and implement customer focussed policies and processes in keeping with Council's commitment to customer service			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Implement the permanent expansion of community contact operations into library services.	Corporate Services	Manager Corporate Services	1/07/2018	31/07/2019	Operating
Key Outcomes	6.10	Develop and implement Council land management strategies.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Manage Council's land holdings to maximise return, particularly in relation to disposal and leasing of surplus freehold land.	Property Management	Manager Corporate Services	1/07/2018	30/06/2019	Operating
Ensure all available Trustee land is assessed in order to maximise leasing opportunities for Sporting/Community and Commercial leasing purposes.	Property Management	Manager Corporate Services	1/07/2018	30/06/2019	Operating
Key Outcomes	6.15	Continue to review and expand Asset Management Plans			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Oversee the completion of an advanced Asset Management Plan for assets within the Environmental Services Department.	Environmental Services	Acting Manager Environmental Services	1/07/2018	30/06/2019	Operating
Key Outcomes	6.15	Review pest management services in accordance with legislative requirements, community expectations and to ensure the protection of the environment.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYP
Review pest management services in accordance with legislative requirements, community expectations and to ensure protection of the environment, and construct related Capital Works.	Environmental Services	Acting Manager Environmental Services	1/07/2018	30/06/2018	Operating
Continue implementation of the Invasive Pest Control Scheme.	Environmental Services	Acting Manager Environmental Services	1/07/2018	30/06/2019	Operating
Continue to implement the Pest Management Plan.	Environmental Services	Acting Manager Environmental Services	1/07/2018	30/06/2019	Operating
Continue to support the Pest Management Advisory Committee.	Environmental Services	Acting Manager Environmental Services	1/07/2018	30/06/2019	Operating

## Planning, Environment and Corporate Services

Key Outcomes		3.16	Promote a proactive approach to risk management, including business continuity.			
ACTION	SERVICES/PROGRAMS	RESPONSIBILITY	START	FINISH	BUDGET TYPE	
Manage the Insurance functions of Council.	Governance	Manager Corporate Services	1/07/2018	30/06/2019	Operating	
Ensure the recommendations accepted by Council from the Audit and Risk Management Committee are implemented.	Governance	Manager Corporate Services	1/07/2018	28/06/2019	Operating	
Implement the LGAQ Legislative compliance service within Council.	Governance	Manager Corporate Services	1/07/2018	30/06/2019	Operating	
Undertake a review of Council's risk management framework.	Governance	Manager Corporate Services	1/07/2018	30/06/2019	Operating	

## 12.2 Appeal to Development Tribunal - Alpha Planning Applications Pty Ltd, Tummaville Road, Leyburn

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 March 2018
	Planning and Compliance Coordinator	<b>ECM Function No/s:</b> MCU\01900

### Recommendation

THAT Council note that Alpha Planning Applications Pty Ltd has lodged an appeal with the Development Tribunals in relation to Council's refusal of a development application for a Dwelling house proposed to be constructed on land at Lot 15 L187, Tummaville Road, Leyburn.

### Report

On 2 March 2018, Council received a notice of appeal with the Development Tribunals under the *Planning Act 2016*.

Alpha Planning Applications Pty Ltd has lodged an appeal with the Development Tribunals in relation to Council's refusal of a development application for a Dwelling house proposed to be located within the Flood hazard overlay on Lot 15 L187, Tummaville Road, Leyburn.

The grounds of appeal are that the 'proposed use is generally consistent with the Southern Downs Regional Planning Scheme and its applicable codes and it has been demonstrated that the proposed use can adequately mitigate flood risk to persons and property'.

Council has delegated authority to the Chief Executive Officer to appear as a party to a tribunal proceeding and to make submissions to the tribunal. The Chief Executive Officer has sub-delegated this authority to the Director Planning, Environment and Corporate Services.

As this is an appeal to the Development Tribunals, the parties will not be represented by legal counsel. Council officers will attend the tribunal hearing.

### Budget Implications

Possible costs for legal advice.

### Policy Consideration

The application was refused in accordance with the Southern Downs Planning Scheme.

### Community Engagement

Nil

### Legislation/Local Law

*Planning Act 2016*

Southern Downs Planning Scheme

**Options**


1. Council notes the content of the report.

**Attachments**

Nil

## 12.3 Pest Management Advisory Committee Minutes - 20 February 2018

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 March 2018
	Local Laws Officer (Pest Management)	<b>ECM Function No/s:</b> 11.23.01

### Recommendation

THAT Council endorse the minutes of the Pest Management Advisory Committee meeting held at Stanthorpe on 20 February 2018, and

1. Consider providing meat bait for SDRC coordinated ground baiting programs, either through Council's operational budget or via a grant.
2. Provide funding (\$5,000) to engage QMDC to enable the deployment of the six donated collars to collect GPS dispersal data of wild dogs in our region, as part of the 3<sup>rd</sup> Quarter Budget Review.
3. Note the Pest Management Advisory Committee has endorsed the changes to the Invasive Pests Strategic Plan 2016–2020 noting further internal discussion on details of the hygiene protocol is undertaken before Council is asked to adopt the amended Strategic Plan.

### Report

The minutes of Council's Pest Management Advisory Committee are submitted for Council's consideration of recommendations each three (3) months. The minutes of the meeting held on 20 February 2018 are attached for Council's consideration. The recommendations arising from the meeting were as follows:

1. That Council consider providing meat bait for SDRC coordinated ground baiting programs, either through Council's operational budget or via a grant.
2. That Council provide funding (\$5,000) to engage QMDC to enable the deployment of the six donated collars to collect GPS dispersal data of wild dogs in our region.
3. That Council note the SDRC Pest Management Advisory Committee has endorsed the changes to the Invasive Pests Strategic Plan 2016 – 2020 noting further internal discussion on details of the hygiene protocol is undertaken before Council is asked to adopt the amended Strategic Plan.

### Budget Implications

There are minor operational budget implications included in the Committee's recommendations. These are anticipated to be \$5,000 to enable the collection of wild dog dispersal data via GPS collaring and \$10,000 per annum to provide meat bait for coordinated wild dog ground baiting.

The additional \$5,000 can be considered as part of the 3<sup>rd</sup> Quarter Budget Review.

### Policy Consideration

Invasive Pests Strategic Plan 2016 – 2020

## **Community Engagement**

The Pest Management Advisory Committee is a community Consultative Group.

## **Legislation/Local Law**

*Biosecurity Act 2014*

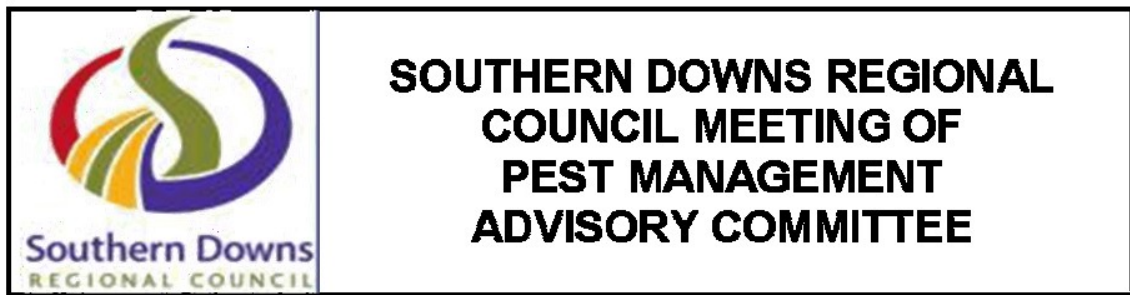
## **Options**

Council:

1. Receive the report and endorse the recommendations in whole or in part, or
2. Not receive the report and not endorse the recommendations.

## **Attachments**

1. Pest Management Advisory Committee Minutes - 20 February 2018 [View](#)



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

**Held in the Council Chambers, Stanthorpe on**

**Tuesday 20 February 2018 at 10.00 am**



**TUESDAY 20 FEBRUARY 2018**

**ORDER OF BUSINESS:**

<b>1. PRESENT.....</b>	<b>3</b>
<b>2. APOLOGIES .....</b>	<b>3</b>
<b>3. BUSINESS ARISING FROM PREVIOUS MINUTES .....</b>	<b>3</b>
<b>4. UPDATE ON PEST ANIMAL FUNDING INITIATIVES .....</b>	<b>3</b>
<b>5. WILD DOG MANAGEMENT ADVISORY COMMITTEE .....</b>	<b>3</b>
<b>STANTHORPE DINGO SPUR FENCE ASSOCIATION.....</b>	<b>3</b>
<b>7. IPCS UPDATE.....</b>	<b>4</b>
<b>8. AMENDMENTS TO INVASIVE PEST STRATEGIC PLAN 2016 - 2020 .....</b>	<b>4</b>
<b>9. SDRG PEST MANAGEMENT OFFICERS ACTIVITY REPORTS.....</b>	<b>4</b>
<b>10. UPDATE BY MEMBER GROUPS .....</b>	<b>4</b>
<b>11. GENERAL BUSINESS .....</b>	<b>4</b>
<b>12. FURTHER MEETING.....</b>	<b>4</b>
<b>13. CLOSURE .....</b>	<b>4</b>

**1. PRESENT**

Cr Yve Stocks, Mr Ray Lambert, Mr Craig Magnussen, Mr Clive Smith, Mr Pedro Hodgson, Mr Ken McCray and Mr John Agnew.

**Observers**

Mayor Tracy Dobie, Ms Birgit Schade and Mrs Michelle Anderson (Minute Secretary).

**2. APOLOGIES**

Cr Cameron Gow, Ms Jayne Thorpe, Mr Glyn Rees, Ms Holly Hosie and Cr Rod Kelly.

**Recommendation:**

That the minutes of the previous meeting held on 28 November 2017 are a true and accurate record.

**Moved:** Clive Smith

**Seconded:** John Agnew

**CARRIED**

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

It was agreed that matters arising from the Minutes would be discussed during the meeting at the relevant agenda items.

**4. UPDATE ON PEST ANIMAL FUNDING INITIATIVES**

Craig provided an update on externally funded pest animal control projects, which include collaborative, cross-border, Council led wild dog control and landholder planning and training projects and Queensland Murray Darling Committee (QMDC) led rabbit and feral deer Feral Pest Initiative (QFPI) projects. The wild dog project funded under round one of the QFPI has been completed, with a subsequent round two project, which includes three aerial baiting programs, now commenced.

**5. WILD DOG MANAGEMENT WORKING GROUP  
STANTHORPE DINGO SPUR FENCE ASSOCIATION**

Clive Smith updated the Committee on current activities. In particular, he spoke about the success of the recent wild dog ground baiting program where Council trialed a pre-order system of bait provision for landholders. This system, whereby a quantity of leftover meat bait was pre-prepared according to orders provided by baiting syndicate leaders and provided free of charge to landholders (landholders usually provide their own meat). This system resulted in a marked increase in the number of landholders participating in the baiting program. Craig advised that meat bait can be obtained locally for as little as \$1/kg. Clive advised that based on the trial it may be beneficial for Council to supply meat bait for coordinated ground baiting, as it seems to have been more effective at increasing landholder participation than other initiatives Council and the Working Group have tried in the past.

**Recommendation:**

That Council consider providing meat bait for SDRC coordinated ground baiting programs, either through Council's operational budget or via a grant.

**Moved:** Clive Smith

**Seconded:** John Agnew

**CARRIED**

**6. WILD DOG GPS DATA CAPTURE PROJECT**

Craig gave a presentation detailing the benefits of using GPS tracking collars to gather data on wild dog movements in our region. The presentation highlighted how this type of work has been extensively used to great effect in similar country in NSW and the value of gathering such data to increase the effectiveness of control programs.

Council has been provided four GPS collars by Dr Ben Allen of the University of Southern Queensland and QPWS has pledged to provide a further two collars for use in our region.

**Recommendation:**

That Council provide funding (\$5,000) to engage QMDC to enable the deployment of the six donated collars to collect GPS dispersal data of wild dogs in our region.

**Moved:** Clive Smith

**Seconded:** John Agnew

**CARRIED**

**7. INVASIVE PESTS CONTROL SCHEME UPDATE**

Craig gave an overview on the implementation of the Invasive Pests Control Scheme (IPCS). Of the 5,814 eligible properties, 5,238 Control Works Forms have been returned (90.1%). To date, 2,949 have been approved. A number of issues have been highlighted for improvement to enable a more efficient implementation of the IPCS in 2018/2019, for which planning is underway.

Council is awaiting the outcome of several applications for external funding to augment implementation of the IPCS. Formal notification was received in September 2017 that Council's application to the Local Government Capacity Building round of the QFPI was successful and that \$280,000 would be provided for employment of an additional IPCS officer for three years. Council is awaiting the grant deed for execution.

**8. AMENDMENTS TO INVASIVE PESTS STRATEGIC PLAN 2016 - 2020**

Craig advised amendments had been made to this plan to make provision for the IPCS and for implementation of a vehicle and plant hygiene protocol, as approved by Council at the 13 December 2017 General Meeting.

**Recommendation:**

That Council note the SDRC Pest Management Advisory Committee has endorsed the changes to the Invasive Pests Strategic Plan 2016 – 2020 noting further internal discussion on details of the hygiene protocol is undertaken before Council is asked to adopt the amended Strategic Plan.

**Moved:** John Agnew

**Seconded:** Clive Smith

**CARRIED**

**9. SDRC PEST MANAGEMENT OFFICERS ACTIVITY REPORTS**

Craig Magnussen spoke to his pre-circulated report.

**10. UPDATE BY MEMBER GROUPS**

Four members gave their reports to the meeting.

**11. GENERAL BUSINESS**

No further general business.

**12. FURTHER MEETING**


The next meeting of the Southern Downs Regional Council Pest Management Advisory Committee Meeting will be held on 5 June 2018 at the Warwick Council Chambers, 64 Fitzroy Street, Warwick at 10.00am.

**13. CLOSURE**

As there was no further business the meeting closed at 12.15pm.

## 12.4 Repeal of Temporary Local Planning Instrument 01/2017 (Amendment of the Flood Hazard Overlay)

### Document Information

 Southern Downs REGIONAL COUNCIL	Report To: General Council Meeting	
	Reporting Officer:	Meeting Date: 28 March 2018
	Planning and Compliance Coordinator	ECM Function No/s: 18.15.11

### Recommendation

THAT Council repeals the *Temporary Local Planning Instrument 01/2017 (Amendment of the Flood hazard overlay)*.

### Report

At its meeting on 22 November 2017, Council made *Temporary Local Planning Instrument 01/2017 (Amendment of the Flood hazard overlay)* ('the TLPI') to amend the Flood hazard overlay of the Southern Downs Planning Scheme by incorporating flood studies undertaken by Council. The TLPI commenced on 6 January 2018 and expires two years after its commencement, unless repealed prior to that date.

As the major amendments recently made to the Southern Downs Planning Scheme included changes to the Flood hazard overlay to accord with the TLPI, the TLPI is no longer required and should be repealed.

### Budget Implications

Nil

### Policy Consideration

Nil

### Community Engagement

The major amendments to the Planning Scheme underwent extensive public consultation.

### Legislation/Local Law

*Planning Act 2016*

Minister's Guidelines and Rules 2017

Southern Downs Planning Scheme

### Options

Council:


1. Repeals the TLPI; or
2. Does not repeal the TLPI, and the TLPI lapses on 6 January 2020.

### Attachments

Nil

## 12.5 Various Funding - Building Our Regions, Regional Growth Fund and Maturing the Infrastructure Pipeline Project

### Document Information

 <b>Southern Downs</b> REGIONAL COUNCIL	<b>Report To: General Council Meeting</b>	
	<b>Reporting Officer:</b>	<b>Meeting Date:</b> 28 March 2018
	Governance and Grants Officer Governance and Risk Officer Manager Corporate Services	<b>ECM Function No/s:</b> 15.24

### Recommendation

THAT Council submit funding applications for the following projects:

1. Building Our Regions:
  - a. Warwick Effluent Reuse project
  - b. Warwick Saleyards Improvements
2. Regional Growth Fund:
  - a. Southern Downs Water Sustainability
3. Maturing the Infrastructure Pipeline Program:
  - a. B double access to agricultural properties
  - b. Amiens Historical Society Interpretation Centre
  - c. Cemetery Crematorium and Stanthorpe expansion of cemetery
  - d. Solar facilities
  - e. Stanthorpe pool cover
  - f. Extend low cost housing
  - g. Saleyards Master Plan
  - h. Business Plan or design for connecting Connolly Dam to Storm King Dam
  - i. Business Plan for the Australian Federal Police Interpretation Centre and Steam Rail precinct
  - j. Business Plan for the best use of the semi treated water going to Lyndhurst Lane Stud
  - k. Business Plan or design for both Aerodromes for industrial development

### Report

There are numerous funding opportunities currently open which Council is eligible to apply for.

**Building Our Regions (BOR)** is a \$445 million targeted regional infrastructure program for local government projects. The primary purpose of BOR is to provide funding for critical infrastructure in regional areas of the state, while also generating jobs, fostering economic development and improving the livability of regional communities. Round 4 of BOR will be allocated following a two stage assessment process—an expression of interest (EOI) stage and a business case stage for shortlisted projects. EOI's close on 27 April 2018.

Funding is only available for construction of infrastructure projects. Local governments should submit projects that will deliver enduring economic outcomes for regional communities and create and sustain long term jobs. Council can apply for \$250,000 to \$5 million in funds with a 50% contribution requirement.

Council unsuccessfully applied under Building Our Regions Round 3 for stage 2 of the Warwick Effluent Reuse project with an estimated cost of \$2,216,000. It is proposed to apply for of this whole project under round 4, with an estimated cost of \$3,500,000. This project will extend the water from Slade Park to the industrial precinct while ensuring security of supply as an alternative source.

Another potential project under BOR would be the sealing of the access area at the Warwick Saleyards along with the construction of stormwater infrastructure. Initial estimates for this project are \$500,000.

The **Regional Growth Fund (RGF)** will provide grants of \$10 million or more for major transformational projects which support long-term economic growth and create jobs in regions undergoing structural adjustment.

The RGF will fund projects across a range of key economic categories including, but not limited to: transport and communications, tourism, manufacturing and primary industries. The RGF is also a two stage assessment process with the first stage closing on 27 April 2018. Applications must be for a minimum of \$10 million with proponents required to contribute at least 50% funding towards the project. Projects must be complete and acquitted by 30 June 2022.

Council is able to leverage other funding in order to fulfill the contribution requirements for the RGF. It is proposed to use the \$6,565,000 Storm King Dam pipeline project, comprising of \$3,939,000 approved funding under the Grants and Subsidies Program and Council's \$2,626,000 contribution, as part of Council's \$10 million contribution for a major water and wastewater project under the RGF. Council has received advice from the funding body that this project is able to be delayed in order to conform with the required timeframes under the RGF.

Using this approved funding, it is proposed to submit a suite of water and waste water projects combined together based on future agricultural sustainability and water security for business in the southern downs region, including:

- The design and construction of raw water from Grove Juice Factory to Warwick Saleyards to provide the Saleyards with an alternative use to potable water and enabling other commercial businesses to access the raw water.
- As the Warwick Wastewater Treatment Plant is nearing its capacity due to its trade waste, Council staff has identified that the Warwick Saleyards currently has a high volume of trade waste. This project will address the trade water issues on site, hence prolonging the life of the Warwick Wastewater Treatment Plant.
- Council's Water and Wastewater Engineer Coordinator previously provided a briefing about the current capacity of the Warwick Wastewater Treatment Plant and advised that Council is nearing its 2030 design capacity now. This project will consider how the Warwick Wastewater Treatment Plant can meet the future growth of Warwick industry and potentially Allora.

The **Maturing the Infrastructure Pipeline Program (MIPP2)** supports the development of a robust project pipeline by enabling projects to be matured. The State Infrastructure Plan (SIP) was released in March 2016. It outlines the Queensland Government's commitment to addressing infrastructure needs across the state in a timely, sensible and cost effective way while working within a fiscally constrained environment.

The State Infrastructure Fund (SIF) supports implementation of the SIP – facilitating the delivery of the infrastructure that Queensland needs to drive economic growth and jobs across the state. The \$20 million MIPP2, established under the SIF, aims to provide early assessment of proposals that will progress through to the next stages of the infrastructure pipeline.

The program was developed to help identify a pipeline of robust projects and enable them to be matured from conceptually good ideas into proposals supported by solid evidence and sound strategic thinking, and to consider projects at an early stage that would be suited to further investment. There are two categories of activities under MIPP2, being strategic planning for infrastructure and development of a business case and/or detailed design for an infrastructure project. There is no co-contribution requirement for Council at the time of making a submission under MIPP2. Submissions close on 9 April 2018 and multiple submissions can be made.

The following list of proposed projects are considered to be eligible under MIPP2:

- B double access to agricultural properties
- Amiens Historical Society Interpretation Centre
- Cemetery Crematorium and Stanthorpe expansion of cemetery
- Solar facilities
- Stanthorpe pool cover
- Extend low cost housing
- Saleyards Master Plan
- Business Plan or design for connecting Connolly Dam to Storm King Dam
- Business Plan for the Australian Federal Police Interpretation Centre and Steam Rail precinct
- Business Plan for the best use of the semi treated water going to Lyndhurst Lane Stud
- Business Plan or design for both Aerodromes for industrial development

### **Budget Implications**

Building Our Regions – Under the Regional Capital Fund, eligible local governments can apply for funding of \$250,000 up to a maximum of \$5 million per project. Should Council choose to submit the Warwick Effluent Reuse project, a contribution of \$1,750,000 will be required.

Part of Council's co-contribution for the Warwick Saleyards project could be sourced from the current Saleyards reserves (\$150,000), while the stormwater component could be funded from the current Water and Wastewater Capital Budget.

Regional Growth Fund – A co-contribution of \$10 million from Council is required under this Program. The following breakdown of costs for the proposed water project is:

Council's contribution for the Storm King Dam project (allocated within the current Capital budget)	\$2,626,000
Grants and Subsidies approved funding for the Storm King Dam project	\$3,939,000
Council's contribution for the Warwick Effluent Reuse project (not allocated within the current Capital budget)	\$1,685,000
Building Our Regions Round 4 funding (if successful)	\$1,750,000
Regional Growth Fund funding (if successful)	\$10,000,000
<b>Total Project cost</b>	<b>\$20,000,000</b>

It is noted that should the BOR funding for the Warwick Effluent Reuse project application be unsuccessful and the RGF application is successful, Council will need to allocate a further \$1,750,000 to the larger water project or consider whether to decline the funding offer.

Due to their complexity, it is proposed that Council engage the services of an experienced consultant to complete the application process for the BOR and RGF applications. Council sought quotations for this service and it is estimated to cost \$10,000.

Council staff will draft the various MIPP2 submissions.

## **Policy Consideration**

Corporate Plan 2014-2019 (Revised Edition)

### **4. The Economically Strong, Sustainable and Diverse Southern Downs:**

- 4.1 Identify new external revenue sources, including grants, to fund regional infrastructure and services
- 4.8 Maximise private and government funding opportunities to foster both community and business growth throughout the region.

## **Community Engagement**

Nil

## **Legislation/Local Law**

All projects must be completed in accordance with applicable laws, including normal procurement practices.

## **Options**

### **A. Council submit funding applications for the following projects:**

- 1. Building Our Regions:
  - a. Warwick Effluent Reuse project
  - b. Warwick Saleyards Improvements
- 2. Regional Growth Fund:
  - a. Southern Downs Water Sustainability
- 3. Maturing the Infrastructure Pipeline Program:
  - a. B double access to agricultural properties
  - b. Amiens Historical Society Interpretation Centre
  - c. Cemetery Crematorium and Stanthorpe expansion of cemetery
  - d. Solar facilities
  - e. Stanthorpe pool cover
  - f. Extend low cost housing
  - g. Saleyards Master Plan
  - h. Business Plan or design for connecting Connolly Dam to Storm King Dam
  - i. Business Plan for the Australian Federal Police Interpretation Centre and Steam Rail precinct
  - j. Business Plan for the best use of the semi treated water going to Lyndhurst Lane Stud
  - k. Business Plan or design for both Aerodromes for industrial development

### **B. Council submits funding applications for other projects as nominated.**

## **Attachments**

Nil



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

Nil

**14. NOTICES OF MOTION**

Nil

**15. GENERAL BUSINESS**

**16. CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS**

In accordance with the provisions of Section 275(1) of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public and move 'into Committee' to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

## **Recommendation**

THAT the meeting be closed to the public and move into committee to discuss the following items, which are considered confidential in accordance with Section 275(1) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following, as indicated:

### **16.1 Extension of CCTV**

#### **Reason for Confidentiality**

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

### **16.2 Ties Group Pty Ltd & UKL Pty Ltd (St George Springs) – Request to Waive Rates & Charges**

#### **Reason for Confidentiality**

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

### **16.3 Saleyards Advisory Committee Meeting Minutes 23 February 2018**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 275(1)(h) of the *Local Government Regulation 2012*, as it contains information relating to business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

### **16.4 Reports from Warwick Indoor Recreation and Aquatic Centre from YMCA Brisbane**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 275(1)(h) of the *Local Government Regulation 2012*, as it contains information relating to business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

### **16.5 Warwick Aerodrome - Sale of Land to the Warwick Gliding Club**

#### **Reason for Confidentiality**

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

### **16.6 Audit and Risk Management Committee membership**

#### **Reason for Confidentiality**

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

### **16.7 Prosecution in Relation to Unlawful Use of Land - Wallace Court, Glen Aplin**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 275(1)(f) of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving Southern Downs Regional Council.

### **16.8 Prosecution for Unlawful Use of Land and Unlawful Building Works - 14135 Cunningham Highway, Rosenthal Heights**

#### **Reason for Confidentiality**

This item is considered confidential in accordance with section 275(1)(f) of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving Southern Downs Regional Council.