



SOUTHERN DOWNS REGIONAL COUNCIL ORDINARY COUNCIL MEETING

Dear Councillors

Your attendance is hereby requested at the Ordinary Council Meeting to be held in the Council Chambers, Southern Downs Regional Council, 64 Fitzroy Street, Warwick on **Monday, 24 July 2023** at **9:00AM**.

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

Dave Burges

CHIEF EXECUTIVE OFFICER

19 July 2023

Attendance

10:30am Presentation of Recognition of Volunteer Certificates to Kathy Payne, Sue Hamlet and Judy Hefferan from Womens Action and Advocacy Team

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MONDAY, 24 JULY 2023 Ordinary Council Meeting

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ACKNOWLEDGEMENT TO COUNTRY

- 1. PRAYER & CONDOLENCES**
- 2. ATTENDANCE**
- 3. APOLOGIES**
- 4. READING AND CONFIRMATION OF MINUTES**
- 4.1 Ordinary Council Meeting - 12 July 2023**


Recommendation

THAT the minutes of the Ordinary Council Meeting held on Wednesday 12 July 2023 be adopted.

5. ACTIONS FROM COUNCIL MEETINGS

5.1 Actions from Ordinary Council Meeting 28 June 2023

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council receive the report and note the contents.

REPORT

The purpose of this report is to provide a summary of Actions resulting from resolutions from the Ordinary Council Meeting held 28 June 2023.

A copy of the Actions Report is attached.

ATTACHMENTS

1. Actions from Ordinary Council Meeting 28 June 2023 [↓](#)



ACTIONS FROM ORDINARY COUNCIL MEETING 28 JUNE 2023

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
28/06/2023	3.1	Apology - Cr Gliori	Burges, Dave	13 Jul 2023 9:59am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 13 July 2023 at 9:59:14 AM - Noted.	13/07/2023
28/06/2023	5.1	Actions from Ordinary Council Meeting 24 May 2023 and Special Council Meeting 7 June 2023	Burges, Dave	13 Jul 2023 9:59am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 13 July 2023 at 9:59:20 AM - Noted.	13/07/2023
28/06/2023	6.1	Declaration of Conflicts of Interest - Cr McNally - Agenda Item 11.6	Burges, Dave	13 Jul 2023 9:59am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 13 July 2023 at 9:59:28 AM - Noted.	13/07/2023
28/06/2023	6.1	Declaration of Conflicts of Interest - Cr Pennisi - Agenda Items 13.1, 13.2, 13.3 and 13.4	Burges, Dave	13 Jul 2023 10:00am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 13 July 2023 at 10:00:45 AM - Noted.	13/07/2023
28/06/2023	8.1	Correspondence	Burges, Dave	13 Jul 2023 10:01am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 13 July 2023 at 10:01:23 AM - Noted.	13/07/2023
28/06/2023	8.1.1	Correspondence - Valuer General	Burges, Dave	13 Jul 2023 10:03am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 13 July 2023 at 10:03:53 AM - Correspondence sent to the Valuer General supporting a revaluation being conducted for the region in 2023/2024.	13/07/2023
28/06/2023	10.1	Organisation Information Reports 28 June 2023	Burges, Dave	13 Jul 2023 10:01am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 13 July 2023 at 10:01:35 AM - Noted.	13/07/2023
28/06/2023	11.1	Financial Services - Financial Report as at 31 May 2023	Dowie, Brooke	17 Jul 2023 10:47am Dowie, Brooke - Completion Completed by Dowie, Brooke (action officer) on 17 July 2023 at 10:47:15 AM - May 2023 Finance Report noted by Council.	17/07/2023
28/06/2023	11.2	Adoption of Schedule of General Fees and Charges 2023/24	Savins, Belinda	17 Jul 2023 11:17am Savins, Belinda - Completion Completed by Savins, Belinda (action officer) on 17 July 2023 at 11:17:04 AM - Noted	17/07/2023



ACTIONS FROM ORDINARY COUNCIL MEETING 28 JUNE 2023

^MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
28/06/2023	11.3	Review of Policies	Gross, Helen	18 Jul 2023 12:45pm Keir, Dianna - Completion Completed by Keir, Dianna on behalf of Gross, Helen (action officer) on 18 July 2023 at 12:45:32 PM - Council resolution noted.	18/07/2023
28/06/2023	11.3.1	Review of Policies - Procurement Policy	Singh, Gurbindar	17 Jul 2023 2:11pm Keir, Dianna - Completion Completed by Keir, Dianna on behalf of Singh, Gurbindar (action officer) on 17 July 2023 at 2:11:42 PM - Council resolution noted.	17/07/2023
28/06/2023	11.3.2	Review of Policies - Related Party Disclosure Policy	Singh, Gurbindar	17 Jul 2023 2:11pm Keir, Dianna - Completion Completed by Keir, Dianna on behalf of Singh, Gurbindar (action officer) on 17 July 2023 at 2:11:32 PM - Council resolution noted.	17/07/2023
28/06/2023	11.3.3	Review of Policies - Contributed Asset Policy	Singh, Gurbindar	17 Jul 2023 2:13pm Keir, Dianna - Completion Completed by Keir, Dianna on behalf of Singh, Gurbindar (action officer) on 17 July 2023 at 2:13:18 PM - Council resolution noted.	17/07/2023
28/06/2023	11.3.4	Review of Policies - Contributed Asset Policy	Singh, Gurbindar	17 Jul 2023 2:13pm Keir, Dianna - Completion Completed by Keir, Dianna on behalf of Singh, Gurbindar (action officer) on 17 July 2023 at 2:13:00 PM - Council resolution noted.	17/07/2023
28/06/2023	11.4	Show Holidays 2024	Keir, Dianna	17 Jul 2023 10:44am Keir, Dianna - Completion Completed by Keir, Dianna (action officer) on 17 July 2023 at 10:44:22 AM - Council Resolution Noted. Form completed and submitted	17/07/2023
28/06/2023	11.5	National Competition Policy	Gross, Helen	18 Jul 2023 12:45pm Keir, Dianna - Completion Completed by Keir, Dianna on behalf of Gross, Helen (action officer) on 18 July 2023 at 12:45:21 PM - Council resolution noted.	18/07/2023
28/06/2023	11.6	Regional Arts Development Fund 2022/23 - Application for Recommendation	Doyle, Alexis	29 Jun 2023 7:58am Doyle, Alexis - Completion Completed by Doyle, Alexis (action officer) on 29 June 2023 at 7:58:04 AM - FOA emailed to applicant.	29/06/2023



ACTIONS FROM ORDINARY COUNCIL MEETING 28 JUNE 2023

^MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
28/06/2023	11.7	Local Roads and Community Infrastructure Funding Program - Phase 4	Doyle, Alexis	30 Jun 2023 10:24am Doyle, Alexis - Completion Completed by Doyle, Alexis (action officer) on 30 June 2023 at 10:24:45 AM - Noted - waiting for further documentation from the Department to make submission.	30/06/2023
28/06/2023	11.8	23_014 - Lawn Maintenance for Water and Waste Water Sites	Parker, Sarah	17 Jul 2023 10:58am Keir, Dianna - Completion Completed by Keir, Dianna on behalf of Parker, Sarah (action officer) on 17 July 2023 at 10:58:51 AM - Contracts for the successful contractors are currently being prepared and will be distributed for signature once complete - Sarah Parker	17/07/2023
28/06/2023	11.9	23_010 - RPQS for Wet/Dry Hire	Parker, Sarah	17 Jul 2023 10:58am Keir, Dianna - Completion Completed by Keir, Dianna on behalf of Parker, Sarah (action officer) on 17 July 2023 at 10:58:29 AM - Supplier/Contractor compliance is ongoing. Our aim is to finalise all compliance issues by 31/07/23. Seven more suppliers have achieved compliance since the Council Meeting on 28 June - Sarah Parker	17/07/2023
28/06/2023	12.1	Request for Water Connection to PID142920	Sweetlove, Graham	04 Jul 2023 11:06am Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 04 July 2023 at 11:06:42 AM - Lapsed. No action required.	4/07/2023
28/06/2023	12.1.1	Request for Water Connection to PID 142920 - Deferral	Sweetlove, Graham	04 Jul 2023 11:08am Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 04 July 2023 at 11:08:56 AM - Deferred for a future meeting. I am preparing the policy to bring this to Council to address the headworks charge issue.	4/07/2023
28/06/2023	12.2	Request for Water Connection to PID87580	Sweetlove, Graham	04 Jul 2023 11:07am Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 04 July 2023 at 11:07:42 AM - Deferred for a future meeting. Graham Sweetlove preparing the policy to bring to Council to address the headworks charge issue.	4/07/2023



ACTIONS FROM ORDINARY COUNCIL MEETING 28 JUNE 2023

^MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
28/06/2023	12.2.1	Request for Water Connection to PID 87580	Sweetlove, Graham	04 Jul 2023 11:10am Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 04 July 2023 at 11:10:10 AM - Lapsed. No action required.	4/07/2023
28/06/2023	12.3	Market Square Sewer Rising Main Replacement	Sweetlove, Graham	04 Jul 2023 11:10am Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 04 July 2023 at 11:10:58 AM - Procurement to prepare letters of award and decline.	4/07/2023
28/06/2023	13.5	Draft Charges Resolution (No. 4.1) 2023	Beck, Sean	05 Jul 2023 8:25am Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Beck, Sean (action officer) on 05 July 2023 at 8:25:25 AM - Relevant Officer forwarded resolution.	5/07/2023
28/06/2023	13.1	Consideration of Change Representations: Infrastructure Charges Notice for 18 Clarke Street, Stanthorpe	Beck, Sean	05 Jul 2023 8:17am Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Beck, Sean (action officer) on 05 July 2023 at 8:17:54 AM - Decision emailed to applicant	5/07/2023
28/06/2023	13.2	Consideration of Change Representations: Infrastructure Charges Notice for 37 Wallangarra Road, Stanthorpe	Beck, Sean	05 Jul 2023 8:18am Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Beck, Sean (action officer) on 05 July 2023 at 8:18:13 AM - Decision emailed to applicant.	5/07/2023
28/06/2023	13.3	Consideration of Change Representations: Infrastructure Charges for 3 Smythe Street, Stanthorpe	Beck, Sean	05 Jul 2023 8:18am Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Beck, Sean (action officer) on 05 July 2023 at 8:18:22 AM - Decision emailed to applicant	5/07/2023
28/06/2023	13.4	Consideration of Change Representations: Infrastructure Charges Notice for 28 Pierpoint Street, Stanthorpe	Beck, Sean	05 Jul 2023 8:18am Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Beck, Sean (action officer) on 05 July 2023 at 8:18:33 AM - Decision emailed to applicant.	5/07/2023
28/06/2023	13.6	Request to Waive Planning Application Fees	Hay, Mitchell	05 Jul 2023 8:25am Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Hay, Mitchell (action officer) on 05 July 2023 at 8:25:37 AM - Relevant officer forwarded resolution.	5/07/2023



ACTIONS FROM ORDINARY COUNCIL MEETING 28 JUNE 2023

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
28/06/2023	13.7	Shaping Southern Downs Advisory Committee Meeting Minutes - 22 May 2023	O'Mara, Angela	05 Jul 2023 8:18am Watt, Jenny - Completion Completed by Watt, Jenny on behalf of O'Mara, Angela (action officer) on 05 July 2023 at 8:18:50 AM - Resolution noted.	5/07/2023
28/06/2023	14.1	Reports from Delegates	Burges, Dave	13 Jul 2023 10:01am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 13 July 2023 at 10:01:51 AM - Noted.	13/07/2023

6. DECLARATIONS OF CONFLICTS OF INTEREST


7. MAYORAL MINUTE

Nil

8. READING AND CONSIDERATION OF CORRESPONDENCE

8.1 Correspondence

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Chief Executive Officer	ECM Function No/s:

Recommendation

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

REPORT

1. **Whakatane District Council** introducing the newly appointed Mayor, Dr Victor Luca, advising that they have re-formed their Sister Cities Committee, and enquiring whether Council would be interested in reconnecting with them through a possible Sister City relationship that had previously existed with the former Warwick Shire Council (copy attached).

ATTACHMENTS

1. Correspondence from Whakatane District Council [↓](#)

FROM THE OFFICE OF HIS WORSHIP THE MAYOR



Vic Pennisi

Mayor of the Southern Downs
Regional Council

By email

vic.pennisi@sdrcl.gov.au

Victor Luca

Mayor of the Whakatāne
District Council

14 Commerce Street

Whakatāne, 3120

New Zealand

11 July 2023

Tēnā koe Mayor Vic Pennisi

Warmest greetings from Whakatāne, New Zealand! By way of introduction, my name is Victor Luca, and I am the recently appointed Mayor of the Whakatāne District in New Zealand. I understand for many years the Whakatāne District and the town of Warwick have enjoyed a close relationship centred around our thriving agricultural sectors, later formalised into a Sister City agreement. However, as the years have passed the Agriculture show the Whakatane District used to host has come to an end. I also understand that in 2008 the Warwick Council merged into the Southern Downs Regional Council. Both factors may have affected the exchange between our towns and wanted to reach out as I know these last years have been challenging for us all.

Whakatāne is somewhat geographically isolated, being small and 'off the beaten track' but nevertheless punches above its weight in tourism, agriculture and boat building. Our remoteness makes us especially appreciate our relationships, both domestic and international – a feeling only strengthened by the pandemic lockdowns. As travel restrictions lift, we are making a concerted effort to reconnect and reaffirm our commitments to our international partners.

Long-serving staff here at Council speak fondly of the exchanges between our towns and the implicit understanding that comes between rural strongholds like our own.

Our newly re-formed Sister Cities committee, alongside our new Economic Development Manager, Danielle Caudwell, whose email address is danielle.caudwell@whakatane.govt.nz and are curious if Warwick are wanting to reconnect and if there is anything proactive we could be doing?

In the meantime, we send our best wishes from Whakatāne and are cheering along for this year's famous Warwick Rodeo!



Dr Victor Luca

KOROMATUA | MAYOR, WHAKATĀNE DISTRICT


9. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

Nil

10. EXECUTIVE SERVICES REPORTS

10.1 Quarterly Organisation Information Reports July 2023

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council note the contents of the attached Information Reports.

REPORT

Background

Recognising that Councillors cannot be involved in operational matters and that it is in the best interests of the elected member body and the community to be provided information on the operations of Council, various Information Reports are provided regularly to Council on a quarterly basis.

These quarterly reports are now placed as early as possible in the agenda and prior to any decision or strategic reports.

Report

Relevant Quarterly Information Reports are provided as attachments to this covering report, and include:

1. People and Culture Quarterly Report – April to June 2023.
2. Workplace Health and Safety Quarterly Report – April to June 2023.
3. Communications and Marketing Quarterly Report – April to June 2023.
4. Community Engagement Activities – April to June 2023.

FINANCIAL IMPLICATIONS

Where relevant and unless noted otherwise, budget provisions have been made for the operational and capital issues discussed in the reports.

RISK AND OPPORTUNITY

Risk

That Councillors are not adequately informed of operational matters that may be of interest.

That members of the public are not adequately informed of operational matters that may be of interest.

Opportunity

These reports present an opportunity to the organisation to demonstrate progress of a wide range of deliverables.

COMMUNITY ENGAGEMENT

Internal Consultation

Consultation is undertaken where deemed appropriate on various matters that may be included in the Quarterly Information Reports.

External Consultation

Consultation is undertaken where deemed appropriate on various matters that may be included in the Quarterly Information Reports.

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

Various matters included in the Quarterly Information Reports contribute to the realization of Council's Corporate Plan themes of *People, Places, Prosperity* and *Performance*.

Policy / Strategy


Various matters included in the Quarterly Information Reports contribute to the realisation of Council's policies and strategies.

ATTACHMENTS

1. People and Culture Quarterly Report - April to June 2023[↓](#)
2. Workplace Health and Safety Quarterly Report - April to June 2023[↓](#)
3. Communications and Marketing Quarterly Report - April to June 2023[↓](#)
4. Community Engagement Activities - April to June 2023[↓](#)

Quarterly People (HR) Department Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Manager People and Safety	ECM Function No/s:

Recommendation

THAT Council receive the report and note the contents.

REPORT

Report

The purpose of this report is to provide Council with HR analytics used for insight into business decisions and improvement processes. This report is for the April to June 2023 quarter.

Workforce Demographics

Council's approved organisational structure as at 30 June 2023 consisted of 391.90 Full Time Equivalent positions (FTE), which includes permanent, temporary and casual roles. A comparison of the FTE from 30 June 2023 to the last quarter shows an increase in the number of approved positions of 2.11 FTE.

Figure 1 outlines the number of approved full time equivalent (FTE) positions within Council at the conclusion of each financial year. As at 30 June 2023, Council has an approved FTE of 391.90 with a current occupancy of 341.58 FTE. Council therefore has 50.32 FTE positions that remain unfilled which equates to 12.84% of Council's total FTE positions.

Figure 1 also indicates that there is a 25.19 FTE position increase from 30 June 2022 to 30 June 2023, indicating a 6.43% increase in positional FTE for the financial year.

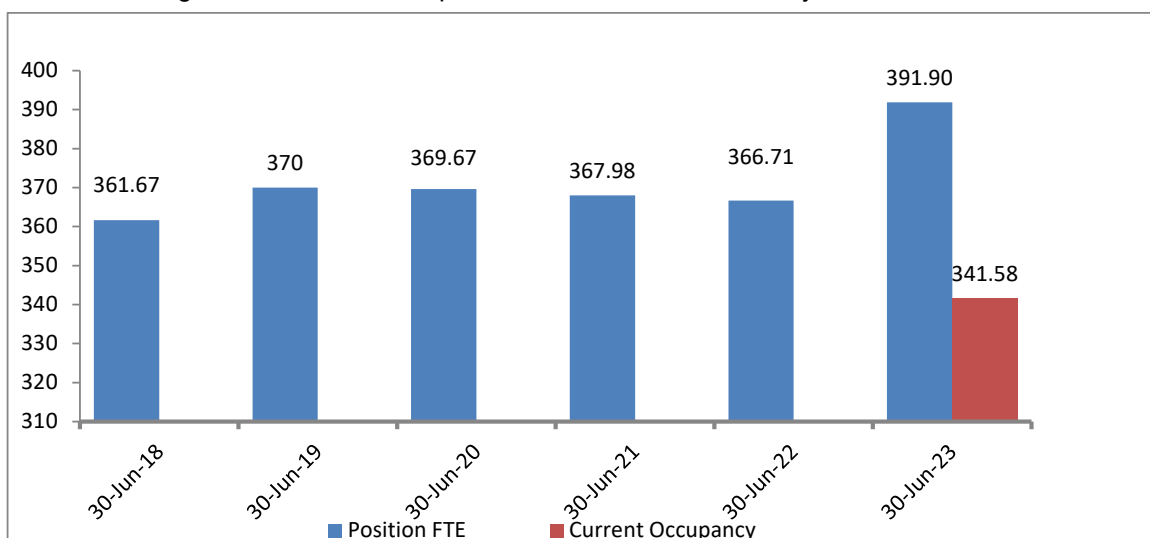


Figure 1: Total number of approved Full Time Equivalent (FTE) positions and current occupancy.

Diversity and Inclusion

Understanding the demographic makeup of Council's community and workforce helps to foster strategies that attract, retain and embed people into Council's work environment thereby creating an inclusive and diverse workforce. Establishing specific strategies for demographic groups such as the improvement of the employee value proposition and the employee experience will occur through the Workforce Strategy which is yet to be developed. Table 1 represents the groups in our community who are represented in Council's workforce. The groups are not all inclusive of every representation. The data is obtained through self-identification.

As at 30 June 2023		
Description	Headcount	Percentage of total headcount
Women	131	34.66%
Men	246	65.08%
Other ethnic groups	5	1.32%
First Nations Peoples	1	0.26%
People with Disability	14	3.70%

Table 1: Council's Workforce Representation

The current challenges in attracting candidates has continued to impact the filling of positions across Council. The People and Safety department are working with line managers to further streamline recruitment and selection processes to ensure Council proceeds quickly to offer. The department is actively working to implement a recruitment and selection system (ELMO) to facilitate efficiencies in the recruitment and selection process and to reduce manual handling processes.

Figure 2 further demonstrates the percentage breakdown of the 391.90 FTE positions across the Directorates in Council with the Infrastructure services Directorate (comprising of the Works Department, Water Department and Parks and Operations Department) holding 60.1% of the FTE positions and Executive Services (People and Safety Department, Marketing and Communications Department and Executive Leadership Team) holding 5.1% of the FTE positions.

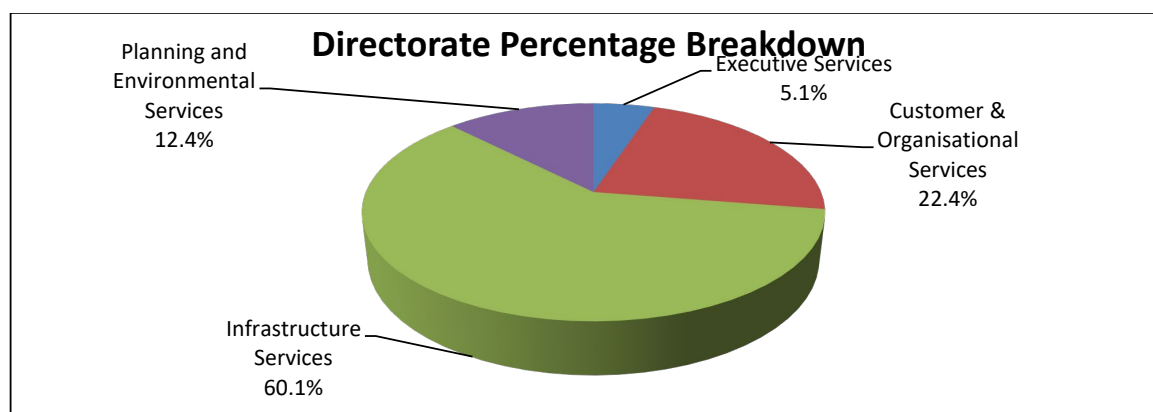


Figure 2: % Approved organisational structure (FTE) distribution per Directorate as at 30 June 2023.

The majority of staff are employed permanently, with 9.4% employed in a short term or casual capacity where Department's operational requirements call for this type of employment as outlined in Figure 3.

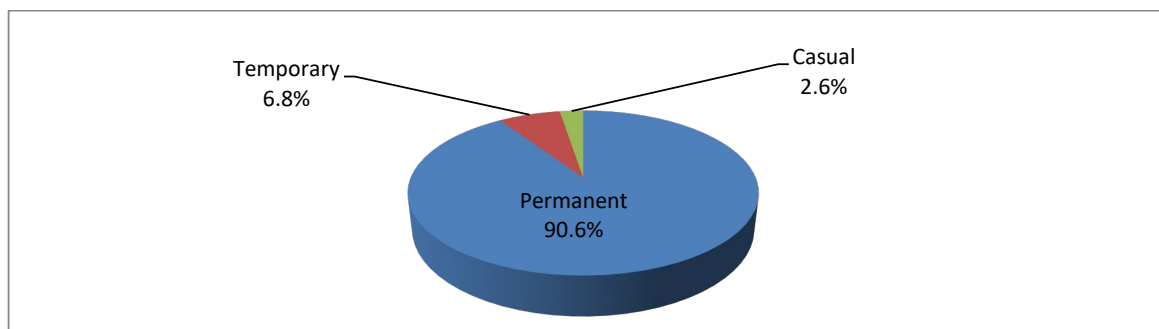


Figure 3: Employment Type Percentage Breakdown

Separations

Council's annual rate of separation has increased progressively at each reporting period across the 2022/2023 financial year with the annualized separation rate being 22.1%.

28 employees resigned within the first 52 weeks of their employment during the financial year.

9.5% of the total separations during the current reporting period were attributed to employee retirements.

Further review of reasons for employee separations is being undertaken to develop retention and transition to retirement strategies for current Council employees.

Training and Development

Table 2 outlines the formal training and development attendances supported by Council across the quarter. The data does not include Elected Member training and development.

Learning & Development			
Professional Development	Safety	Skills	Total
57	46	0	103

Table 2: Staff Learning and Development Attendances

During this quarter Council supported 36 staff to undertake studies at certificate level or higher (Table 3) and 4 staff in higher level accredited study under the Study Assistance scheme (Table 4).

Staff Supported Studies Traineeships & Apprenticeships – Current	
Course	Staff Number
Certificate III - Civil Construction	13
Certificate III - Business	5
Certificate IV - Library & Information Services	2
Certificate III - Parks and Gardens	3
Certificate III - Mobile Plant Technology	3
Certificate II in Automotive Air Conditioning	1
Certificate III - Water Industry Operations (TP)	6
Certificate III - Plumbing	3
Total	36

Table 3: Certificate or higher qualification

Study Assistance	
Course	Staff Number
CPA	1
Bachelor Information Technology	1
Certificate IV in Plumbing & Services	1
Diploma Business	1
Total	4

Table 4: Higher level accredited studies – Study Assistance

In total, 41.86% of Council's current staff received some form of training during this reporting period.

People and Safety

Strategy and Policy

People and Culture continues to review employee related policies and procedures to minimise or mitigate risk to the organisation and its employees. The Higher Duties Policy is currently under review. Forms and documents are also under review with a view to improve processes.

Corporate Induction

The newly developed corporate induction was delivered on 11 May 2023. Positive feedback was received.

Employee Assistance Program

Acacia EAP has been engaged by Council to offer wellbeing and counselling services to Council's employees. Acacia EAP is a confidential and free service to our employees, with services commencing on 1 July 2023. Acacia EAP provides easy access to their services by offering a self-service platform with 24/7 availability. Core services includes Counselling, Financial Coaching, Nutritional Support, Legal Referral, critical debrief and manager assist. Access is via telephone, virtual or face to face.

Contact Officers

During this quarter, the Contact Officers met as a network. The Contact Officers received the Human Rights Commission training during May 2023. The Contact Officers met as a group and received insight into the new employee assistance program provided by Acacia EAP.

Leadership Development Program

Both 2023 Leadership Development Programs have commenced with a total 39 employees participating. A number of sessions have been facilitated during this quarter. The feedback from both programs has been positive to date. Participants also undertake one-on-one coaching as part of the program.

Workplace Values

The Values and Behaviours have now been finalised during this quarter following extensive collaboration and involvement of employees. The agreed values are:

- Act with Integrity
- Our People, Our Strength
- One Region, One Team
- Lead by Example
- Service Excellence

The launch of the Values and Behaviours, and the production of collateral are now under consideration.

Achievement and Development Plan

A contemporary Achievement and Development Plan is currently being introduced, with work groups starting to trial the process. The Plan is based on clarifying role responsibilities, identifying team and individual goals with measures of success and timeframes, development plans to build capability, succession plans and a commitment to quarterly progress discussions.

Team Building/Development Sessions

A number of team development sessions have been delivered, along with upskilling Managers to confidently deliver sessions with their teams to improve communication, team dynamics and capability.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

There are considerable opportunity to improve the efficiency and understanding of people processes and implementation.

To continue to develop middle managers in people practices including Performance Management, Recruitment and Selection, and Performance Improvement.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Queensland Local Government Industry Award - State 2017

Public Service Act 2009

Australian Human Rights Commission Act 1986 (Cwth)

Industrial Relations Act 2015 (Qld)

Anti-Discrimination Act 1991 (Qld)

Southern Downs Regional Council Certified Agreement 2018 - Operational Employees

Southern Downs Regional Council Determination 2019 - Stream A Employees

Work Health and Safety Act 2011

Corporate Plan

Theme: Performance

Focus Area: Customer Focus

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

Focus Area: Organisational Excellence

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

Policy / Strategy


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

ATTACHMENTS

Nil

Workplace Health and Safety Quarterly Report - Quarter 4 FY22/23 (1 April to 30 June 2023)

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Safety Coordinator	ECM Function No/s:

Recommendation

THAT Council accept the Workplace Health and Safety Quarterly Report for the reporting period 1 April 2023 to 30 June 2023 (Q4 FY22/23).

REPORT

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

Background

Figures 1 - 3 represent an overview of health and safety statistics for the period 1 April 2023 until 30 June 2023 (Q4 FY22/23) with comparisons to previous year reporting periods.

Figure 1 provides statistical information on the overall number of incidents, injuries and near misses, and total number of hazards reported, per Directorate for Q4 FY22/23. The total number of incident reports received (27) in Q4 22/23 has decreased by 40% since the previous year Q4 21/22 (45). The decreased incident reporting across Council will need to be assessed over time to ensure that incidents are being reported.

Hazard reports represent an opportunity to prevent an injury or incident and also demonstrate a positive reporting and safety culture. The total number of hazard reports in Q4 FY22/23 (17) is lower by 26% than the Q4 FY21/22 (23). Team meetings and supervisor messaging may need to emphasize the importance of reporting hazards.

Directorate	Incident Report Total Q4 FY22/23	Incident Report Total Q4 FY21/22	Hazard Report Total Q4 FY22/23	Hazard Report Total Q4 FY21/22
<i>Infrastructure Services</i>	24	38	8	20
<i>Planning and Environment</i>	0	3	2	0
<i>Corporate and Community Services</i>	3	3	5	1
<i>Finance, Assets and Special projects</i>	1	0		2
<i>Executive Services</i>	0	1	2	0
<i>Total</i>	27	45	17	23

Figure 1: Incident and Hazard reports submitted in Skytrust – Q 4 FY22/23 vs Q4 FY21/22

Figure 2 provides a breakdown of all reported incidents by type, for the reporting period and the previous financial year. This quarter saw a reduction in the number of injuries (11) compared with (19) from the previous year. Property damage for this quarter (13) remains relatively the same as the previous year (11). There were 2 notifiable incidents (truck and dog Trailer incident and grass fire as a consequence of a cigarette butt) for the current reporting period.

Incident by Type	Incident by Type Total Q4 FY22/23	Incident by Type Total Q4 FY21/22
<i>Injury</i>	11	19
<i>Near Miss</i>	2	12
<i>Environment</i>	2	0
<i>Property</i>	13	11
<i>Community</i>	2	0
<i>Hazard</i>	1	2
<i>Other Incident</i>	1	0
<i>Security</i>	1	0
<i>Notifiable</i>	2	0

Figure 2: All incidents by type, for Q4 FY22/23 vs Q4 FY21/22

Workplace Health and Safety Queensland (WHSQ)

There are 2 Notifiable Incidents reported to WHSQ for this Quarter.

Workplace Health and Safety Queensland (WHSQ) has reviewed the information provided in the notifiable incident involving Dangerous incident, collision with truck and dog trailer with a privately

owned utility vehicle and has determined that it does not intend to conduct an investigation of the abovementioned incident at this stage. However, WHSQ may reverse this decision at any stage if additional, relevant information emerges. The duty to preserve the site is now lifted.

“In considering your duties under the Work Health and Safety Act 2011 (the Act), to workers and others affected by your business or undertaking, it is recommended you conduct an internal investigation to determine the cause of the incident and ensure that appropriate control measures are introduced to prevent or minimise the risk of a similar incident occurring in the future”.

In the notifiable incident involving grass fire ignited by cigarette butt incident WHSQ has instructed that the workplace must communicate to all staff, by Safety Alert, covering the following items:-

- smoking is health choice
- hazard / risk, of smoking in the workplace
- those who choose to smoke must consider where this takes place and how smoking items are disposed of appropriately, take litter with you etc
- include/refer to SDRC's smoking policy

Workers Compensation

Local Government Workcare (LGW) has accepted zero (0) workers compensation claims relating to Council employees in Q4 FY22/23. The FY 21/22 also had zero (0) workers compensation claims accepted. A total of 8 active claims have been reported for Q4 FY22/23.

Figure 3 (below), shows Council's Lost Time Injury (LTI) Frequency Rate as lower than that of other councils within Southern Downs Regional Council's group, in addition to the scheme overall. This rate has decreased from the last reporting period FY21/22. This decrease in frequency can be attributed a decrease in the number of active workers compensation claims throughout FY 22/23. The LTI duration rate has decreased since the last reporting period FY21/22. This is due to employees requiring less time off work to recover from injury.

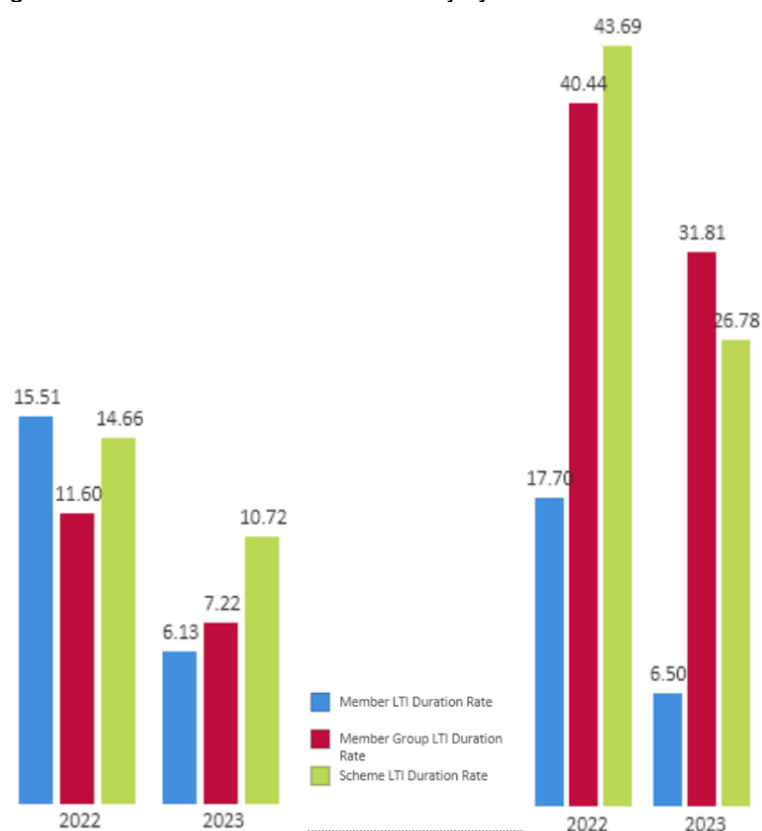


Figure 3: LTI-Frequency-Rate-(left)-and-LTI-Duration-Rate-(right)-Year-to-Date--FY22/23

Safety Survey Action Plan

The Safety Survey Action Plan assigns responsibility across Council areas to address the concerns raised by the WHS staff survey in 2022. Action items continue to be updated across Council work groups to address the concerns raised in the survey. The Plan is a live document which will be constantly monitored and updated to track progress and completion of action items. The Executive Leadership Team (ELT) will continue to monitor progress and ensure completion of action items are acceptable outcomes. The Safety Survey Action plan was reviewed by SLT on 9/02/2023.

Contractor Induction Completions

During Q4 FY22/23, a total of 313 contractor inductions were sent out and returned, with a 'Success Rate' of 80.02%. Of the 313 sent out to contractors, 251 resulted in a 'pass', 41 were incomplete and 21 failed. The Skytrust report only shows 3 potential result that can be obtained: pass, fail and incomplete.

Training

- First Aid (HLTAID011)
- Due Diligence Training
- Foundations in for Building Trauma Awareness
- Before You Dig Awareness Training
- Look Up and Live Awareness Training

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Utilize existing programs such as Skytrust to its full potential eg. Plant prestart, internal training and environmental module. Take 5 learnings are being rolled out and still continuing, All safe work method statements can now be completed in Skytrust. The safety team has delivered training to individual teams on how to complete SWMS's in Sky trust. Plant Induction are also now in Skytrust ready to be implemented as part of the induction process.

WHS Audit

- LGW Y3 Mutual Risk Obligations (MRO) Audit Plan - Risk Essential Pty. Ltd will be conducting the audit from Monday, 14 August to Friday, 18 August 2023.
- The LGW audit schedule is for LGW to keep their certification. This requires LGW to pass their audit. LGW needs to put 16 council through system audits within the period of 3 years which means 6 council needs to be audited through that period. Southern Downs Regional Council is one of the 6 councils.
- All non-conformances identified in the safety gap analysis are still being close out. The safety team will be conducting site visits and hazard inspections the week prior to the audit date to confirm all have been close out.

COMMUNITY ENGAGEMENT

Internal Consultation

Council staff.

External Consultation

- Local Government Workcare
- Workplace Health and Safety Queensland
- Various Council Contractors/Wet Dry/Hire
- Department of Transport and Main Roads

LEGAL / POLICY

Legislation / Local Law

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Work Health and Safety (Psychosocial Risks) Amendment Regulation 2022

This regulation commenced on 1 April 2023. This regulation amends the Work Health and Safety Regulation 2011.

New Code of Practice

Managing the Risk of Psychosocial Hazards at Work – 2022

The Code commenced on the 1st of April 2023.

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

- The Code and Regulations apply to all work and workplaces covered by the WHS Act.
- The Code and Regulations cover employers, workers, contractors, subcontractors, outworkers, the self-employed, apprentices and trainees, work experience students, and volunteers.
- The Code and Regulations also cover other people in workplaces, such as customers and visitors.

A new Code of Practice for Managing Exposure to Silica Dust came into effect 01 May 2023. The Managing Respirable Crystalline Silica Dust Exposure in construction and manufacturing of construction elements Code of Practice 2022 establishes new minimum standards around respirable crystalline silica (RCS) dust for the construction industry as well as manufacturers of materials like bricks and concrete.

Workers Compensation and Rehabilitation Act 2003

Corporate Plan

Theme: Performance

Focus Area: Organizational Excellence


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

Policy / Strategy

Nil

Communications and Marketing Quarterly Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Communications & Marketing Coordinator	ECM Function No/s:

Recommendation

THAT Council receive the Communications and Marketing Quarterly Report.

REPORT

Background

The purpose of the Communications and Marketing Department (CMD) within Council is to foster community engagement, increase visitation to the region and promote positive communication between internal and external stakeholders.

Through creative and proactive approaches, the department celebrates regional success stories under the **Southern Downs** brand with the aim of building recognition and trust in the brand, and in Southern Downs Regional Council.

Report

This report is sectioned by directorate and it tables the activities of the CMD from 01 April 2023 to 30 June 2023. In summary, the team:

- Coordinated radio and television interviews with the Mayor and Councillors
- Hosted weekly media briefings for local journalists
- Issued 28 media releases
- Responded in detail to 20 media enquiries
- Produced 3 editions of The Scoop staff newsletter
- Circulated 7 *Your Southern Downs* resident email newsletter to the subscriber database
- Promoted employment opportunities at Council through social media
- Delivered marketing support for tender advertisements
- Updated Customer Service Screen messaging
- Attended to 23 @MySDRC Facebook page social media helpdesk requests
- Attended to 126 www.SDRC.qld.gov.au corporate website helpdesk requests
- Delivered on the 2023 Destination Marketing program with the QLD's Wine Country autumn campaign concluding in middle April; QLD's Cold country winter campaign commencing in late April; and QLD's Horsepower Country spring campaign commencing in August 2023.

Directorate: Executive Services

Intradepartmental Support

The CMD is committed to strong collaboration within the **Executive Services** directorate through intradepartmental support of the People and Culture team. Ongoing promotion of employment opportunities at Council through social media (Facebook/LinkedIn) has occurred and, support to the branding and design of SDRC Values was provided.

Media Relations

Council proactively engages with local, regional and national media outlets through media releases, interviews, hosting weekly journalist briefings with the Mayor and CEO and responding in detail to media enquiries. Statistics for the past 6 months of the calendar year are as follows:

	Media Releases	Media Responses	Interviews
APR-JUN	28	20	4WK (monthly Mayoral interview)
JAN-MAR	21	18	Triple M (monthly Mayoral interview) ABC and Channel 7 (ad-hoc requests)

Resident Communication

Your Southern Downs eNews

Council's fortnightly *Your Southern Downs* eNews is a central point of truth for residents through which they can stay up to date with Council's latest media releases, meetings and related news. In June, Council ran an awareness campaign in local print and radio media which resulted in a subscriber **growth of 17%** for the residential eNews. An example of one of the call-to-action adverts:



Seven editions of Council's fortnightly *Your Southern Downs* eNews were issued during this quarter. This newsletter now has an average open rate of 40%. Residents can opt in to the newsletter by visiting Council's website and clicking *Subscribe to our eNews* button at the top of the page.

	JAN-MAR 2023	APR-JUN 2023	Increase/Decrease
Subscribers	1,399	1,679	20% increase

Print Media Advertising

Opportunities for the community to connect with Council and elected members through *In the Loop* and *Connecting with Council* were promoted on Council's @MySDRC Facebook Page, in the event calendar available on www.sdrc.qld.gov.au and in local print media as per the below advert examples:



Additionally, civic events and programs at Southern Downs Libraries are advertised when required and reported on by the Community Services department.

Digital Channels

Council's website (www.sdrc.qld.gov.au) and Council's corporate Facebook page (www.facebook.com/MySDRC) remain two central points of truth for residents about Council activities. During this quarter, the CMD responded to **23 helpdesk** requests from other departments to update content on the website and **126 helpdesk** requests from other departments to distribute information about programs, civic events, workshops or third-party program such as grant funding opportunities.

	JAN-MAR 2023	APR-JUN 2023	Increase/Decrease
Website helpdesk requests	25	23	8% decrease
Facebook helpdesk requests	112	126	12.5% increase
Website users	Av. 15,526 p/m	Av. 14,564 p/m	6% decrease

Social Media statistics:

Platform	Profile	Followers	Average monthly reach (July 22 – June 23)
Facebook	@MySDRC (Council's main page)	12k	46,089
Instagram	@southerndownsrc	1,422	1,392

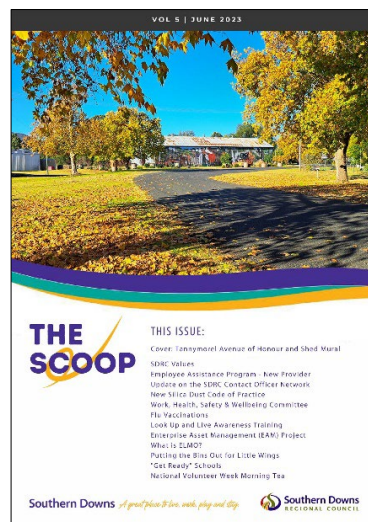
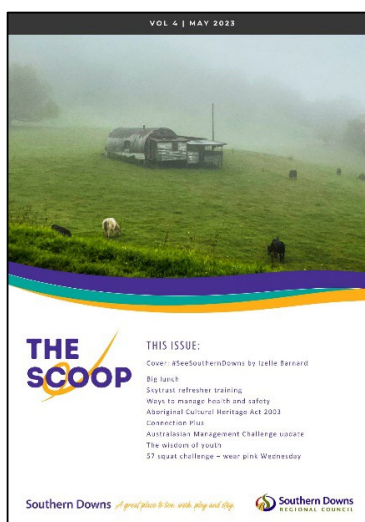
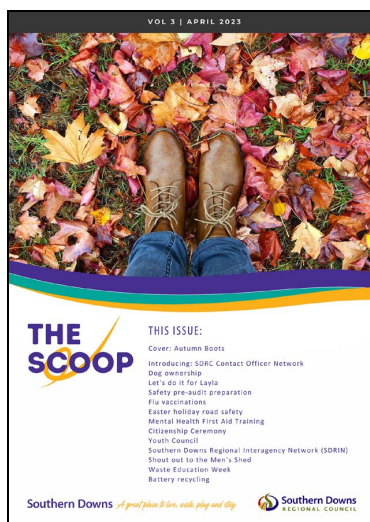
In addition, support was given to other official **SDRC Social Media profiles**, including Washpool Reserve, Stanthorpe Fitness Centre, Stanthorpe Out of School Hours Care, Warwick Saleyards, and Southern Downs Libraries which are maintained by Community Services officers.

Destination marketing profiles that include the *Southern Downs & Granite Belt* brand, Warwick Visitor Information Centre and Stanthorpe Visitor Information Centre is covered later in this report.

Staff Communication

The CMD supports the promotion of Council as an employer of choice through celebrating success stories published monthly in April, May and June editions of staff newsletter, *The Scoop*.

The Scoop contains contributions from other teams about their programs and successes, as well as articles written by staff relating to Workplace Health & Safety and mental wellbeing. The Scoop also promotes opportunities for improved career pathways and strives to promote Council as an employer of choice.



Casual for a Cause

Council Officers are invited to participate in Casual for a Cause on Fridays to support various causes as nominated by staff members. During March and April the charity was MindDog; during May and June the charity was Protea Place Warwick.

SDRC STAFF NEWSLETTER - SNIPPETS

Casual for A CAUSE

MARCH & APRIL 2023



minddog

During March and April 2023, SDRS is raising money for mindDog Australia, as nominated by Caitlin Alley, Library Officer.

mindDog is a not-for-profit organisation that relies on donations to help people procure, train, and certify psychiatric assistance dogs. Their dogs assist people with mental health disorders whose lives are often severely compromised by anxiety and fear. With their mindDogs, they have greater confidence to move around in public and take part in social activities that have previously been closed off to them.

mindDog operates under the Commonwealth Disability Discrimination Act 1992 which guarantees public access for all dogs trained as assistance dogs. In order to make it possible for mindDogs to help their handlers, they are guaranteed access to all public places, including shopping centres, hospitals, public transport and restaurants on the proviso that they are able to meet hygiene and behaviour standards.

A mindDog comes in many different shapes and sizes, with many differing from the more traditionally seen breeds, such as Labrador and Golden Retriever. These incredible dogs are trained to recognise specific signs from their handlers and to provide support in a multitude of ways.

Before your dog becomes a mindDog there are some basic requirements that you have to meet. How good is your dog at basic obedience? Does he/she sit on command? Will he/she drop and stay? If you are in a busy place with lots of distractions, does he/she come when you call him/her? Will he/she walk calmly beside you on a loose lead without pulling or lunging? How is he/she with kids or other dogs? Does he/she bark frantically if he/she's excited? To become a mindDog, your dog must already have some basic obedience training. He/she must sit, down, stay, come, walk, and so on. A dog that demonstrates boisterous behavior, nuisance barking, huddles, growling, showing teeth, lunging, biting, aggression, excessive fear or inappropriate toileting behaviour is not ready for public access work. These are all things you both need to have well under control before he/she gets his/her mindDog training vest.

Caitlin said, "This is a cause that is close to my heart. As a result of a few life-threatening medical events, I developed severe Post Traumatic Stress Disorder (PTSD). My assistance dog, Layla (pictured), is my lifeline, allowing me to continue to access medical care."

"Please support mindDog so they can continue to provide these amazing supports for others in need."



SDRC STAFF NEWSLETTER - CASUAL S

Casual for A CAUSE

MAY & JUNE 2023



Protea PLACE

During May and June 2023, SDRS is raising money for Protea Place Inc., as nominated by Lizzie Bernard, Communications and Marketing Coordinator.

Protea Place Inc. is a Toowoomba charity, established in late 2018 to assist vulnerable women in the region. Founder and CEO, Amanda Dalton, created the initiative based on over 20 years of experience in the social services sector after identifying significant gaps and the need to provide support services specific to women. The organisation was formed by a proactive group of local women who were passionate about creating tangible change for women in need.

As Toowoomba's only Women's Centre, Protea Place quickly established itself as a hub for women in need with referrals coming in from numerous funded programs, Government agencies and word of mouth self-referrals. Commencing initially with 2 days of service per week, and quickly expanding to 5 days per week within 6 months of opening due to demand. This was possible thanks to the generosity and support of the Toowoomba community and a number of successful community grants.

All women over 18 without accompanying children are welcome at Protea Place. Women who present in crisis with children are warmly welcomed in and assisted with appropriate referrals. No one is left on the doorstep.

Nationally, 122,494 people were estimated to be experiencing homelessness at the time of the 2021 Census, an increase of 6,067 people (5.2%) since 2016. Homelessness amongst women is on the rise and often this vulnerable sector of the community are victims of domestic violence that prevent them from seeking the help they need to get out.

Many women in the Southern Downs are also at risk. They can't access support and find the phone services do not meet the needs of regional women. It was therefore identified that the Southern Downs needs a door and a safe place for women to connect.

Protea Place currently receives no government funding. The services they provide made possible by community financial donations, sponsorship, community grants and active fundraising. They have committed to work with the Uniting Church to bring the service to Warwick under the same fundraising and community support model. For this to be achieved the first step is for the church to raise \$130,000 for the first 12 months of operational expenses by June 2023. This covers costs for skilled professionals, utilities, insurances and the usual expenses of running any service. As at March 2023, the tally stands at \$70,000 to date with funds raised in Warwick raising in Warwick.



Lizzie said, "I choose Protea Place not because I have experienced homelessness, but because I know from my work in South Africa with the Toowoomba Place of Safety Association what it means when vulnerable women are in need. Standing up for the rights of women and children is very close to my heart and I thank you in advance for supporting this worthy cause."

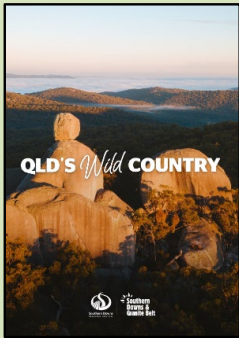



Destination Marketing

In line with the regional marketing and branding strategies outlined in the 2022-2026 SDRC Economic Development Strategy, and the Southern Downs and Granite Belt Events Strategy 2021-2025, destination marketing activities under Council's tourism brand *Southern Downs and Granite Belt* (SDGB) are delivered by the Communications and Marketing department.

Objective: Drive awareness of Southern Downs in our feeder markets: Brisbane, Gold Coast, Toowoomba, Ipswich and Sunshine Coast through the use of:

- Targeted social media adverts
- Influencer marketing
- Dedicated email newsletter (13 000 qualified subscribers)

The 2022/23 campaign launched in December 2022 comprises four themes to highlight the unique seasons of the Southern Downs. Each theme is accompanied by a dedicated look book that presents an all-of-region approach to the theme, groups related activities and drives traffic to the SDGB website, whilst promoting the regional hashtags #SeeSouthernDowns and #southerndownsandgranitebelt. High level results for the various seasonal sprints can be see below:

QLD's Wild Country (Summer) 5/12/22 to 4/2/23	QLD's Wine Country (Autumn) 17/2/23 to 21/4/23	QLD's Cold Country (Winter) 23/4/23 to 30/07/23	QLD's Horsepower Country (Spring) 25/07/203 – 30/9/2023
			
Top post reached 159,652 Facebook and Instagram users with 777 downloads of the look book.	Top post reached 179,747 Facebook and Instagram users	Results to follow at next quarterly report	Results to follow at next quarterly report
31.20% eNews open rate	46.05% eNews open rate		

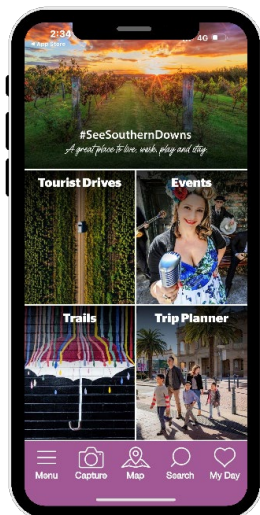
www.southerndownsandgranitebelt.com.au	JAN-MAR 2023	APR-JUN 2023	Increase/Decrease
Website users	Av. 8,659 p/m	Av. 16,422 p/m	89% increase

Southern Queensland Country Tourism visitor reports (April 2022 to April 2023) indicate that the Southern Downs remains a firm favourite for the intrastate drive market, with figures as follows:

553,254	\$380	73%	25%
Daytripper's and overnight visitors to Southern Downs in a 12-month period	Av. spend p/stay	Intrastate visitors	Interstate visitors (of which 69% from NSW)

Official Destination App

Council's official *Southern Downs & Granite Belt App* is a high value visitor resource that provides up to date data on events, accommodation and attractions in the Southern Downs as pulled through via an integration with the Australian Tourism Data Warehouse. This data is mirrored on Council's tourism website at www.southerndownsandgranitebelt.com.au and local business listed benefit from added exposure on regional and national website using ATDW as a source.



Ongoing maintenance and development support for the App is delivered by officers in the Communications and Marketing Department who manually improve the App and add new walking trails to the App to increase its value and useability. Trails encourage visitors to walk or drive through our towns to view specific attractions and thereby support local café's and businesses on their travels. In the last quarter three new trails have been added to the App:

- Artistic Warwick Walking Trail
- Artistic Stanthorpe Walking Trail
- Warwick CBD Heritage Walking Trail

In addition, a collaboration with the Jumpers and Jazz in July Festival has delivered a prototype for a festival trail on the App. The *Jumpers and Jazz 2023 Venue Trail* is a digital wayfinding map that shows every one of the 50+ festival venues on a map, together with the events that will occur at that venue during the festival.

User statistics for the App are as follows:

	JAN-MAR 2023	APR-JUN 2023	Increase/Decrease
Active users	511	649	27% increase
Downloads	556	684	23% increase

Social Media

Council currently focusses destination marketing activities on Facebook and Instagram under the *Southern Downs & Granite Belt* brand. A presence for the two regional Visitor Information Centres is also maintained on Facebook with localised content shared when appropriate.

Social Media statistics for the period July 22 – June 23 are as follows:

Platform	Profile	Followers	Average monthly reach
Facebook	@SouthernDownsandGraniteBelt	18k	147,604
Instagram	@southerndownsandgranitebelt	8,981	20,600
Facebook	@WarwickQLDInfo	5.1k	1,550
Facebook	@StanthorpeVisitorInformation	3.5k	1,460

Tourism Industry Representation

Through the Communications and Marketing department Council maintained positive relationships with external stakeholders, including but not limited to officers attending:

- SQCT Tourism Crisis Communications Workshop (11/05)
- QTIC Micro Credential Training (31/05)
- Jumpers and Jazz in July program launch and pre-event planning meetings

- Snowflakes in Stanthorpe pre-event planning meetings. Council further funded roving reporters who attended Friday and Saturday of the festival and provided live coverage of the event on Councils corporate and destination marketing social media accounts.

Training or Conferences Attended

- LGAG LGx Communications Conference (Coordinator)

FINANCIAL IMPLICATIONS

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

RISK AND OPPORTUNITY

Risk

Current and future demands on the Communications and Marketing team to deliver professional and timely services and strategic brand implementation to all stakeholders is impacted by team resources.

Opportunity

Retaining the services of one of the contract Communications Officer on a permanent basis once the contract expires in August 2024 will provide much needed ongoing support in the tourism, digital communications and social media services provided by the team.

COMMUNITY ENGAGEMENT

Internal Consultation

The Communications and Marketing department engage extensively with internal stakeholders to facilitate communications outcomes for interdepartmental programs to benefit of the community.

External Consultation

The Communications and Marketing department represents Council as required on stakeholder engagement and working groups as required.

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

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

Theme	:	People
<i>Focus area</i>	:	<i>Community Engagement</i>
Deliverable 2	:	Review Council's Media and Communication Engagement Strategy to

		increase its effectiveness in improving trust with the community and building Council's brand.
Outcome	:	Improved community sentiment and continued good relationships with local media.
<i>Focus area</i>	:	<i>Wellbeing and Diversity</i>
Deliverable 9	:	Develop and promote our unique artistic and multicultural diversity whilst acknowledging and maintaining local heritage.
Outcome	:	Increased visitation.
Theme	:	Performance
<i>Focus area</i>	:	<i>Partnerships and Collaboration</i>
Deliverable 53	:	Proactively engage with media outlets to promote information that is accurate and beneficial for all stakeholders.
Theme	:	Prosperity
<i>Focus area</i>	:	<i>Economic Development and Tourism</i>
Deliverable 30	:	Implement regional marketing and branding strategies as outlined in the 2022-2026 SDRC Economic Development Strategy, and Southern Downs and Granite Belt Events Strategy 2021-2025.

Policy / Strategy

[Advertising Expenditure Policy PL-GV012](#)

[Social Media Policy PL-EX082](#)


[Media Relations Policy PL-EX004](#)

ATTACHMENTS

Nil

Community Engagement Activities - 1 April 2023 to 30 June 2023

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Community Services Coordinator	ECM Function No/s:

Recommendation

THAT Council note the details of community engagement activities undertaken during the period 1 April to 30 June 2023.

REPORT

Background

In accordance with Council's *Community Engagement Policy PL-CS059*, the Community Services Department is reporting to Council about the community engagement activities undertaken each quarter.

The purpose of the policy is to define Council's commitment to community engagement and the principle and processes that Council will follow to encourage active participation by the community in Council's decision-making.

Each Council department is required to provide the Community Services department at the end of each quarter (March, June, September, December) with the activities that required engagement, the type and format of engagement used, the outcome achieved and how the outcome was communicated. The Community Services department will collate all departmental reports and report these as a Council-wide overview of engagement.

Report

A summary of community engagement activities undertaken in the 4th quarter of the 2022/2023 financial year for the period 1 April 2023 to 30 June 2023 is provided in Attachment 1.

It is noted that some engagement activities will continue on in further periods and that the report may also not necessarily capture all community engagement activities during the period, where notification was not provided.

FINANCIAL IMPLICATIONS

Please refer to attachment.

RISK AND OPPORTUNITY

Risk

Nil.

Opportunity

Please refer to attachment.

COMMUNITY ENGAGEMENT

Internal Consultation

All departments of Council.

External Consultation

Nil.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Local Government Regulation 2012

Corporate Plan

Theme:	People
Focus Area:	Learning and Developing
Deliverable:	6. Engage with community groups to assist them to increase their connection to Council and their effectiveness and sustainability.
Focus Area:	Wellbeing and Diversity
Deliverable:	8. Partner with relevant sport and recreation stakeholders to encourage active lifestyles throughout the region.
Deliverable:	10. Actively support community initiatives to enhance general community wellbeing.
Theme:	Performance
Focus Area:	Customer Focus
Deliverable:	35. Be a 'Customer Led' organisation and embody excellence in customer service, interaction and positive outcomes for our customers.
Focus Area:	Partnerships and Collaboration
Deliverable:	52. Commit to strong collaboration between Council's organisational units to integrate service and connectivity with the community.

Policy / Strategy

PL-CS059 - Community Engagement Policy

ATTACHMENTS

1. Quarterly Community Engagement Activities - April - June 2023

Summary of Council's Community Engagement Activities undertaken in the Quarter 1 April to 30 June 2023

Community Services					
Community Engagement Plan Name	Engagement Purpose	When was engagement undertaken?	Engagement Strategies/Activities Used	Engagement Costs	Engagement Outcome
Southern Downs Anzac Day Services	<p>Anzac Day is held on the 25th April every year to commemorate the sacrifices made by servicemen and women in defence of Australia and the pursuit of peace and safety.</p> <p>This is a national day of remembrance which the Council supports both in principal and in practice.</p>	25 April 2023	<p>Inform: SDRC website, media release, social media, direct emails, paid advertising</p> <p>Consult: Discussion and engagement with key agencies, such as RSL, and local stakeholders. Responsibilities and tasks developed from this consultation.</p> <p>Involve: Key Stakeholder meetings</p> <p>Collaborate: Shared preparation responsibilities throughout event lead up. Shared responsibilities during event.</p>	Staff time used in organisation, administration, and implementation.	<p>A commemorative service facilitated for community members of the Southern Downs</p> <p>Recognition of service men and women from the local community and nationally.</p>
Older Persons Mental Health First Aid Course Killarney Memorial Aged Care (KMAC)	Council received funding to facilitate Mental health First aid courses for the community of Southern Downs.	22 nd and 29 th May 2023	<p>Inform: Provided training and resources older persons Mental Health First Aid to staff at KMAC.</p>	<p>Funded by Tackling Regional Adversity through Integrated Care.</p> <p>Staff Time: Preparation for course, administration and course facilitation.</p>	Positive feedback provided outlining takeaways of valuable information from the course.
Southern Downs Citizenship Day	<p>Council facilitates numerous Citizenship ceremonies on behalf of the Department of Home Affairs.</p> <p>This is where Migrants officially become Australian Citizens</p>	22 nd June 2023	<p>Inform Conferees, Media release, direct emails.</p> <p>Collaborate Department of Home Affairs</p>	<p>\$736</p> <p>Staff time used in organisation, administration, and implementation</p>	<p>Civic event provided/facilitated for community members of the Southern Downs</p> <p>6 new Australian Citizens</p>

	through a formal ceremony.				
LGMA Village Exchanges: - Sport & Recreation - Community Services	To build relationships with officers from other Queensland Councils. To share and gain knowledge in the Sport & Recreation and Community Services sectors through discussion with other Council Officers and guest speakers organised by LGMA.	Ongoing	Consult: ZOOM meetings, 3 – 4 times throughout the year	Staff time	Building relationships and shared knowledge.
Seniors Month – Elder Abuse Prevention Information Sessions Working Group	To collaborate in planning and delivering a series of information sessions across the Southern Downs region during Seniors Month (October 2023).	May & June 2023 Ongoing	Collaborate: Stakeholder meetings to plan and deliver the events.	Staff time	Building and strengthening relationships between Council, agencies and service providers, local and external to the region. Building community knowledge and capacity in understanding and responding to elder abuse, pathways to help and support, prevention strategies (EPOAs, Advance Health Directives) and how to have difficult conversations with family.

<p>Southern Downs Regional Interagency Network (SDRIN)</p>	<p>SDRIN comprises representatives of agencies and service providers and provides a space to build and enhance professional relationships and form partnerships to work on change. It supports the sharing of information and referrals, improves awareness and understanding of services, projects, upcoming events, and available support, as well as providing a platform for members to seek support and advice, share ideas and learn from others. It provides a space to identify and discuss needs and gaps, share ideas and work on issues and opportunities, and to discuss and explore emerging and systemic issues. The network provides a voice and area to advocate for the community to report on actions completed and invite engagement and contributions from others. These network meetings are held three (3) times each year.</p>	<p>Ongoing</p> <p>1st Meeting 7 March 2023 in Warwick</p> <p>Next meeting, 25 July 2023 in Stanthorpe</p>	<p>Inform: Emails – sharing of information with and on behalf of agencies/providers.</p> <p>Involve: Network Meetings (3 times per year)</p>	<p>Staff time: to support meetings, administration and other work, and liaise with network members.</p>	<p>Strengthening relationships between Council, agencies and service providers.</p> <p>Preparations underway for July meeting.</p> <p>Ongoing.</p>
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Stanthorpe 150 th Anniversary Celebration Project – Restoration of Roberts Tree original survey marker blaze shield	To ensure preservation of an historical artefact along with accurate information for public display on completion.	Ongoing	Consult/Involve: Liaison with relevant local residents and former Qld Surveyor	Staff time and budget allocation for preservation project.	Council passed a resolution at its Ordinary Meeting on 23 November 2022 for an S150 project for the restoration of Roberts Tree original survey marker blaze shield. Restoration phase completed. Liaison with former Qld Surveyor ongoing. Official unveiling to be planned once the Stanthorpe Library/Art Gallery extensions are finalised and the facility is opened, as the survey marker will be housed at this facility.
The Aboriginal and Torres Strait Islander Voice and Referendum	To build a shared understanding of the principles behind the Aboriginal and Torres Strait Islander Voice and Referendum.	June 2023	Inform/Consult: Online TEAMS Presentation to Community Services staff by the National Indigenous Australians Agency.	Staff time	Building relationships and shared understanding.
The University of Queensland – Rural Community Immersion program for 1 st Year Medicine Students –	To collaborate to identify opportunities for a program of activities to “sell the rural lifestyle” to the students.	May & June 2023 Ongoing	Consult/Involve: Liaison with: - Artworks Granite Belt & Stanthorpe Regional Art Gallery - Granite Belt Growers Association - Granite Belt Wine Tourism - Italian Australian Welfare Association	Staff time	Building and strengthening relationships. Sharing of local knowledge and

Stanthorpe – August 2023			<ul style="list-style-type: none"> - Stanthorpe & Granite Belt Chamber of Commerce - SDRC Executive Services (Office of the Mayor) <p>Collaborate: Email and phone liaison with University of Queensland</p>		<p>networks to build the Immersion program.</p> <p>Highlighted Council’s tourism website and app and various tourism opportunities in the region and, particularly the Stanthorpe and Granite Belt areas.</p> <p>Supported promotion of the benefits of a rural lifestyle.</p>
Walking Network Plan Stakeholder Engagement	To support the engagement activities through identification of stakeholders and provision of contact details	May 2023	<p>Inform: Provision of contact details to Infrastructure Services for identified stakeholders</p>	Staff time	<p>Building and strengthening relationships.</p> <p>Providing opportunities for stakeholder participation and input.</p>
Southern Downs Regional Libraries	Southern Downs Regional Libraries provide a range of programs to members of the community.	<p>Warwick Storytime weekly (Wed) Jan-Mar</p> <p>Baby Rhyme Time</p>	<p>Involve: Southern Downs Libraries Facebook Southern Downs Regional Libraries WPAC Internal posters Notices on internal TV screens</p> <p>Collaborate: Qld health</p> <p>Empower: Young parents empowered to support early childhood development</p>	<p>Staff time: to plan session and prepare activities, create posts, images, documents and code WPAC</p> <p>Staff time</p>	<p>Number of attendees</p> <p>Stronger community relationships, early literacy advocacy</p>

		Story session / outreach	Collaborate: HIPPY / Mercy Services Empower: Young parents empowered to support early childhood development	Staff time	Stronger community relationships, early literacy advocacy
		Storytime / outreach fortnightly (Fri)	Collaborate: Kids Korner	Staff time	Stronger community relationships, early literacy advocacy
		Outreach/Under 8s	Collaborate: Warwick West State School	Staff time	Community awareness of library services and support for children and parents Number of craft packs taken by children, number of attendees
		School holiday activities	Involve: Southern Downs Libraries Facebook Southern Downs Regional Libraries WPAC Posters Displays Treasure hunt Flyers Notices on internal TV screen	Staff time: to plan and prepare activities, posts, images, documents and code WPAC Cost of competition prizes	Community awareness of library services and support for children and parents Number of craft packs taken by children, number of attendees
		Deano Yipadee	Collaborate: Deano Yipadee Involve: Southern Downs Libraries Facebook Southern Downs Regional Libraries WPAC Internal posters	Staff time Entertainer/Author costs	Community awareness of library services and support for children and parents. Relationship established with Author Increased community awareness

		<p>Southern Living Monthly advertisement and editorial</p> <p>eNews</p> <p>Stanthorpe Library operations from Admin building/Delivery services</p> <p>STEAM activities: Tech Assist (Wck/Stp) Turing Tumbles (Wck) Mindfulness (Wck)</p>	<p>Notices on internal TV screens Warwick Today and Stanthorpe Today Publications</p> <p>Empower: Parents to support early childhood development</p> <p>Involve: Warwick Today and Stanthorpe Today Publications</p> <p>Collaborate: SDRC media officers</p> <p>Involve: Southern Downs Libraries Facebook Southern Downs Regional Libraries WPAC Flyers</p> <p>Involve: Southern Downs Libraries Facebook Southern Downs Regional Libraries WPAC Flyers</p>	<p>Staff time to prepare and promote</p> <p>Staff time</p> <p>Staff time to prepare and promote</p> <p>Staff time: to plan and prepare activities, posts, images, documents and code WPAC</p>	<p>Increased community awareness</p> <p>Increased community awareness</p> <p>Increased community awareness Number of attendees</p>
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Environmental Services					
Community Engagement Plan Name	Engagement Purpose	When was engagement undertaken?	Engagement Strategies/Activities Used	Engagement Costs	Engagement Outcome
In-Class Lessons and Let's Sort It Out programs	Educate school age and pre-school age children and educators, on waste management practices	April-May 2023	Inform: SDRC Social Media, direct emails, promotional flyers Involve: Schools in SDRC area, Early Learning Centres in SDRC area Empower: Children and educators learn how to manage waste at home and school	Funded via Waste Collection contract. Staff time for approval of promotional materials.	Number of schools and kindies participating
Community Workshop	Educate community members on home composting and worm farming	April-May 2023	Inform: SDRC Social Media, direct emails, promotional flyers Empower: Community members learn how to compost/worm farm at home	Funded via Waste Collection contract. Staff time for approval of promotional materials.	Number of participants.
Waste education- In-class lessons and Let's Sort It Out programs	Educate school age and pre-school age children and educators, on waste management practices	15-19 May 2023	Inform: SDRC Social Media, direct emails, promotional flyers Involve: Schools in SDRC area, Early Learning Centres in SDRC area Empower: Children and educators learn how to manage waste at home and school	Funded via waste collection contract. Staff time for approval of promotional materials and attending lessons.	14 schools and kindies participating, with 369 students involved.
Community Workshop	Educate community members on home composting and worm farming	15-19 May 2023	Inform: SDRC Social Media, direct emails, promotional flyers Empower: Community members learn how to compost/worm farm at home	Funded via waste collection contract. Staff time for approval of promotional materials and attending workshop.	9 residents attended and participated.

Works Department					
Community Engagement Plan Name	Engagement Purpose	When was engagement undertaken?	Engagement Strategies/Activities Used	Engagement Costs	Engagement Outcome
Roads and Places Naming Policy PL-IS092	To obtain community feedback on the proposed new road name of "Hillview Road", Thanet Creek	Opened on 01/03/2023 Closed on 22/03/2023	Consult: Online 'Have Your Say' feedback opportunity Seek community response to the proposed new road name	<ul style="list-style-type: none"> Developing the Council report Developing the media release Developing the 'Have Your Say' online article 	Responses considered at Ordinary Council Meeting on 12/04/2023
Black Spot Program	To obtain community feedback on the proposal to change the eastern end of Willi Street into a cul-de-sac to remove the confusing Y-shaped intersection of Willi Street/Glen Road, Warwick	Opened on 29/03/2023 Closed on 28/04/2023	Involve: Online 'Have Your Say' feedback opportunity Seek community response to the proposal to reconfigure the intersection of Glen Road/Willi Street by converting the eastern end of Willi Street into a cul-de-sac to improve road safety	<ul style="list-style-type: none"> Developing the mail out to affected property owners and residents Postage Developing the 'Have Your Say' online feedback facility Developing the media release Compiling the feedback Drafting Council Report 	Feedback has been collated and will be considered at the Ordinary Council Meeting on 21/06/2023
Black Spot Program	Coe Street Drainage – Notification of Works	06/04/2023	Inform: Letter Drop – Notification of Works Provide affected residents with information regarding drainage works on Coe St	<ul style="list-style-type: none"> Preparation of Notification Hand delivering the notice 	
Black Spot Program	Coe Street Drainage – Notification of Works	19/04/2023	Inform: Letter Drop – Notification of Works Provide affected residents with additional information regarding drainage works on Coe St	<ul style="list-style-type: none"> Preparation of Notification Hand delivering the notice 	


Works Department					
Community Engagement Plan Name	Engagement Purpose	When was engagement undertaken?	Engagement Strategies/Activities Used	Engagement Costs	Engagement Outcome
Condamine River Road Communication Plan	Condamine River Road engagement with Githabul People	Since Feb 2023	Involve: Undertook extensive engagement with the Githabul People to establish stakeholder relationship Githabul People are present onsite during the works	<ul style="list-style-type: none"> Daily cost for Githabul representatives to attend onsite 	
Condamine River Road Communication Plan	Condamine River Road – Notice to Road Users	18/05/2023	Inform: Emailed Notice to Road Users Advise affected property owners and other interested stakeholders of the construction of four crossings and how this project will impact road users	<ul style="list-style-type: none"> Developing the notice Updating the list of stakeholders to include emergency services and other interested parties Developing Facebook post/ Media Release 	
Black Spot Program	Nominate a road safety Black Spot potential project for 24-25 program	Opened on 23/05/2023 Closed on 07/06/2023	Involve: Online 'Have Your Say' feedback opportunity Seek community input into hazardous road safety locations for potential Black Spot project funding submissions	<ul style="list-style-type: none"> Developing the media release Collating the feedback Investigating each nomination 	Feedback provided at Council Information Session on 21/06/2023
Flood Recovery Program	Harris St/Johnson St – Repairs to Harris and Johnson Streets, Stanthorpe	09/03/2023	Inform: Letter Drop – Notice of Road Works Advise affected property owners of major pavement repairs	<ul style="list-style-type: none"> Developing the notice Hand delivering the notice 	

Works Department					
Community Engagement Plan Name	Engagement Purpose	When was engagement undertaken?	Engagement Strategies/Activities Used	Engagement Costs	Engagement Outcome
Flood Recovery Program	Harris St/Johnson St – Repairs to Harris and Johnson Streets, Stanthorpe	06/04/2023	Inform: Letter Drop – Notice of Road Works Advise affected property owners of amended program for major pavement repairs	<ul style="list-style-type: none"> Developing the notice Hand delivering the notice 	
Bridge Renewal Program	Homestead Road Bridge – Notice to Road Users	17/05/2023	Inform: Letter Drop and Post – Notice of Road Works Advise affected property owners of construction of bridge	<ul style="list-style-type: none"> Developing the notice Postage Hand delivering the notice Developing the Media Release Reissuing an updated version of the Media Release upon delay of the project 	The construction project has since been delayed. Another notice is being developed
SDRC Capital Road Works	Davadi St – Notice to Road Users	07/06/2023	Inform: Letter Drop – Notice of Road Works Advise affected property owners of major pavement repairs	<ul style="list-style-type: none"> Developing the notice Hand delivering the notice Developing the Facebook Post 	
Local Government Walking Grants Program	Walking Network Plan Warwick CBD – Workshop	12/06/2023	Involve: Community workshop by invitation Discuss the proposed Walking Network Plan for Warwick CBD and gather information from the identified stakeholders	<ul style="list-style-type: none"> Facilitator Preparation and sending out invitations Setting up Town Hall for workshop Morning tea and bottled water 	TBA

Works Department					
Community Engagement Plan Name	Engagement Purpose	When was engagement undertaken?	Engagement Strategies/Activities Used	Engagement Costs	Engagement Outcome
Local Government Walking Grants Program	Walking Network Plan Stanthorpe CBD – Workshop	13/06/2023	Involve: Community workshop by invitation Discuss the proposed Walking Network Plan for Stanthorpe CBD and gather information from the identified stakeholders	<ul style="list-style-type: none"> • Facilitator • Preparation and sending out invitations • Setting up Civic Centre for workshop • Morning tea and bottled water 	TBA

10.2 2023 LGAQ Annual Conference Attendance

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council consider the attendance of Councillors to the 2023 LGAQ Annual Conference being held in Gladstone from 16 - 18 October 2022.

REPORT

Background

Nil

Report

The purpose of this report is to consider the attendance of Councillors at the upcoming LGAQ Annual Conference.

The annual LGAQ conference is scheduled for 16 – 18 October in Gladstone. The theme for this year's conference is "Stronger Councils Stronger Communities".

A copy of the conference program is provided as **Attachment 1**.

Council's LGAQ membership subscription entitles Council to be represented at the Conference by two delegates. Council is asked to consider the endorsement of delegates to represent Council at this Conference.

FINANCIAL IMPLICATIONS

Registration for two delegates is included in the annual LGAQ subscription.

Other costs will include travel, accommodation and meals.

Council makes provision in the annual budget for attendance by elected members at various conferences and events.

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

The LGAQ Annual Conference provides a unique opportunity to network with peers, external agencies and State members.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

Theme: Performance

Focus Area: Partnerships and collaboration

Deliverable: 51. Commit to strategic alliances between Council, other local governments and key agencies.

Policy / Strategy

Nil

ATTACHMENTS

1. 127th LGAQ Annual Conference Program [↓](#)

STRONGER COUNCILS STRONGER COMMUNITIES

127th LGAQ ANNUAL CONFERENCE



Every Queensland
community deserves
to be a liveable one

**16 – 18
OCT 2023**

**Gladstone Entertainment
Convention Centre**

Local Government
Association of Queensland

PRESIDENT'S WELCOME

Welcome to the Local Government Association of Queensland's 2023 Annual Conference and Annual General Meeting in Gladstone.

There has never been a more important time to come together with council colleagues to listen, learn and celebrate our great communities and everything local government does for them.

And it has never been more critical to get together and share solutions to some of the critical issues facing those communities, to build on great ideas from friends and colleagues, to reinforce the strength of the council sector and what we have achieved for community liveability.

At this, the LGAQ's 127th Annual Conference, we have worked to make sure there are plenty of informative sessions, the most useful speakers and breakout groups but, most importantly, opportunities to get together and network with others from across the state.

Come and join with your council peers in our forums to discuss, share and debate key issues.

This is also your opportunity to talk with each other and your Policy Executive members about ways the LGAQ can help and support your council.

For it is the talent and determination that we bring together as a group that helps do so much in our towns and regions, our state and indeed our nation.

As we all know, councils are on the frontline for what our communities need.



Some of the challenges are not new – financial sustainability, workforce shortages – but have sharpened in focus, whether driven by immediate impacts of natural disasters or cost of living increases fuelled by events as faraway as the war in Ukraine.

They all land in our streets and towns, and as the level of government closest to our communities, we are first call to help solve them.

But if we live in a time of challenges, it is also critical to include the celebrations, and look to the future.

Our Council Segment Showcases are terrific celebrations of great ideas and achievements.

And we will again feature the Young Councillors cohort. Their energy and enthusiasm never fails to re-energise even those of us with decades of local government experience and remind us again of why we do what we do.

As the final conference before the council elections in March next year, it will be a great opportunity to look back on the term, to thank those we have worked closely with and recognise how much we have all achieved.

Mayor Mark Jamieson
PRESIDENT



WELCOME TO GLADSTONE

Welcome to the Gladstone Region and the 127th LGAQ Annual Conference!

There is no shortage of amazing things to see and do within the Gladstone Region, from the Southern Great Barrier Reef, pristine beaches and waterways, to rainforests, mountain adventures and friendly rural communities.

And all of this is set amongst the region's large-scale industrial operations, which have established Gladstone as one of Queensland's great engine rooms and a Port City to the world.

We are now at the dawn of a new age with the emergence of hydrogen and renewable energy projects that will position us as the renewable energy capital of Australia.

I look forward to catching up with you to discuss how we can improve and better serve our communities within the 77 local government areas that call the great state of Queensland home.

I hope you have a fantastic time in Gladstone and encourage you to get out and about to not only support our local businesses, but to also immerse yourself in our natural attractions – you'll be Glad you did!

Mayor Matt Burnett



SUNDAY

15th October 2023



Time

Topic

Peak Services Professional Development Course Engaging Team and Community Kim Skubris

Are you a powerful communicator, or simply a confident presenter? Fine tune your public speaking, messaging, storytelling and presentation mindset skills in readiness for the 2024 Local Government Elections, or your next life chapter. In this hands-on three-hour workshop, Kim Skubris will cover the following topics:

10:00am–12:00pm

- The mindset and mannerisms to owning your audience
- How to engage in that critical first 10 seconds – three strategies to grab an audience's attention!
- Clever messaging strategies and ways to promote your personal brand – face-to-face and on social media
- How to bring the audience back on message when someone hijacks the spotlight
- Why storytelling is so powerful when communicating your message
- How to overcome nerves and let go of the lectern!

Peak Services Professional Development Course Repeated

2:00pm–4:00pm

Attendees must register with Peak Training prior to arriving at Conference

12:00pm–4:30pm

Policy Executive Meeting

2:00pm–5:00pm

Registration

Delegates, observers, trade, corporate and accompanying persons

MONDAY

16th October 2023



Time	Topic
8:00am–5:00pm	Registration Delegates, observers, trade, corporate and accompanying persons
10:00am–2:00pm	Indigenous Leaders Forum
11:30am–12:30pm	Lunch <i>Business Speed Networking with LGAQ CEO, Alison Smith</i>
12:30pm–2:30pm	Regional Roads and Transport Group Assembly
2:30pm–3:00pm	Optional Sessions To be confirmed
3:00pm–3:30pm	Afternoon Tea
	Council Segment Forums
3:30pm–5:00pm	Rural and Remote Councils Resources and Regional Councils SEQ and Coastal Councils
	Welcoming Ceremony
	5:20pm Welcome to Country
	5:30pm Welcome to Gladstone Mayor Matt Burnett
	5:35pm Response Mayor Mark Jamieson, President, LGAQ
5:20pm–5:50pm	5:40pm 2023 LGAQ Journalism Award
	5:45pm Sponsor Address Tim-Fyres Clinton, Managing Partner King & Company
	5:50pm LGAQ MUSOS JAM SESSION
6:00pm–7:30pm	Networking Drinks Trade Exhibition

TUESDAY

17th October 2023



Time	Topic
8:00am–5:00pm	Registration Delegates, observers, trade, corporate and accompanying persons
8:30am	Welcome Master of Ceremonies – Mr Tim Cox, Communications Advisor, LGAQ
8:35am	Call to Order and Presidential Address Mayor Mark Jamieson President, LGAQ
8:45am	Presentation of the Policy Executive
8:55am	CEO – Reflection and Scene Setting Alison Smith, CEO, LGAQ
9:00am	Official Opening
9:15am	The Invisible Enemy: Queensland Councils' Cyber Sagas – What You Need to Know Mayor Andrew Martin, Blackall Tambo Regional Council Des Howard, CEO, Blackall Tambo Regional Council Mayor Anne Baker, Isaac Regional Council Jeff Stewart Harris PSM, CEO Isaac Regional Council Panel: Tracy Whitelaw, Chief Digital Officer, LGAQ Rob Champion, Chief Information Security Officer, Department of Communities, Housing and Digital Economy
9:45am	Sponsor Address – Telstra
9:50am	Panel Session: Council Segment Showcases Part 1 Coastal Rural & Remote First Nations
10:50am	Morning Tea

TUESDAY

Continued



Time	Topic
11:20am	Panel Session: Council Segment Showcases Part 2 Resources SEQ CEO's pick
12:20pm	Sponsor Address
12:25pm	Lunch <i>Business Speed Networking with LGAQ CEO, Alison Smith</i>
1:25pm	Sponsor Address – Brighter Super
1:30pm	Opposition Update
1:40pm	Young Councillor Cohort
2:10pm	LGMS Member Update and Risk Management Awards Ian Leckenby, Chair, LGMS
2:20pm	Afternoon Tea
2:55pm	Federal Government Update
3:10pm	Federal and State Cost Shifting
3:40pm	Peak Services Update
3:50pm	ALGA Update Linda Scott, President, ALGA
3:55pm	Emerging Issue
4:10pm	The Voice of Two Generations
4:25pm	Close day 1
6:15pm for 7:15pm	Gala Dinner Sponsored by Hastings Deering
11:30pm	Dinner Concludes

WEDNESDAY

18th October 2023



Time	Topic
8:30am	Conference Resumes
8:35am	Annual General Meeting Voting Overview Darren Leckenby, Chief Financial Officer & Company Secretary
8:40am	Motions Debate
10:15am	Sponsor Address
10:20am	Morning Tea
10:50am	Motions Debate
12:25pm	Sponsor Address
2:25pm	Lunch <i>Business Speed Networking with LGAQ CEO, Alison Smith</i>
1:30pm	Motions Debate
3:00pm	LGMS- Step your way to \$10K
3:10pm	Motions Debate
4:10pm	Close of Conference Mayor Mark Jamieson, President, LGAQ
4:15pm	Plenary Concludes

WORKSHOPS

Monday 16 October 2023

INDIGENOUS LEADERS FORUM

Since 2011, the Indigenous Leaders Forum has been a valuable way for Aboriginal and Torres Strait Islander councils to come together in order to discuss specific challenges and to put forward issues they would like the LGAQ to assist them in addressing. The Forum is held twice-yearly.



REGIONAL ROADS AND TRANSPORT GROUP ASSEMBLY

The Roads and Transport Alliance celebrates its 20th anniversary as a cooperative governance arrangement between the Department of Transport and Main Roads, the Local Government Association of Queensland (LGAQ) and local governments to invest in and regionally manage the Queensland transport network. Established in 2002, the Roads and Transport Alliance was formed to jointly address shared road and transport challenges and deliver improved value from all available resources.

COUNCIL FORUMS

Come and join with your council peers in one of four forums to discuss, share and debate key issues. This is also your opportunity to talk with each other and your Policy Executive members about ways the LGAQ can help and support your council.

The forums will be hosted by the LGAQ Policy Executive members.

Please register for the forum that you believe will most interest your council – if you can't decide, you are welcome to send delegates to separate forums.

RURAL AND REMOTE COUNCILS

Hosts: Cr Robyn Fuhrmeister, Cr Robert Dare, Cr Jane McNamara and Cr Andrew Martin

RESOURCE COUNCILS

Hosts: Cr Paul McVeigh, Cr Anne Baker

COASTAL COUNCILS

Hosts: Cr Jack Dempsey, Cr Matt Burnett

SOUTH EAST QUEENSLAND COUNCILS

Hosts: Cr Karen Williams, Cr Fiona Hammond
Cr Paul Tully and Cr Peter Flannery



CONFERENCE REGISTRATION

Please refer to registration cancellation policies on www.lgaq.asn.au when making your registration.

Early Bird Full Registration – prior to and including 25 August 2023

Council or State Government observer	\$ 1540.00
Five or more observers from one council/government department	\$ 1430.00
Corporate (private sector)	\$ 3000.00

After 25 August 2023

Council or State Government observer	\$ 1740.00
Five or more observers from one council/government department	\$ 1600.00
Corporate (private sector)	\$ 3240.00

Early Bird One Day Registration – prior to and including 25 August 2023

Council or State Government observer	\$ 770.00
Corporate (private sector)	\$ 1210.00

After 25 August 2023

Council or State Government observer	\$ 880.00
Corporate (private sector)	\$ 1600.00

FUNCTIONS

Welcoming Ceremony (accompanying persons, day registrations and additional trade exhibitors)	\$ 75.00
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DINNER

Gala Dinner – Tuesday evening (17 October 2023)	\$ 175.00
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Please note that the Welcoming Ceremony on the Monday evening is included in the conference fee for delegates, observers and corporates attending the full three days of conference.

Accompanying persons are welcome to attend the Welcoming Ceremony and Gala Dinner.

Register via links below or online at www.lgaq.asn.au under the Events tab and select 127th LGAQ Annual Conference.

Register via links below or online at
<https://www.lgaq.asn.au/membership/events>.
under the Events tab: 127th LGAQ Annual
Conference.

Delegate & Observers Individual Registration

**Registration
Booking**

Delegate & Observer Group Registration

**Registration
Booking**

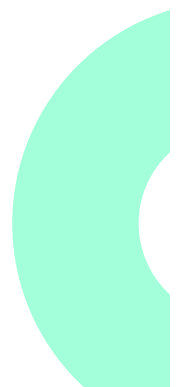
Corporate Registration

**Registration
Booking**

Accommodation


**Accommodation
Booking**

Conference and Exhibition enquiries:
Phone 1300 542 700 or email events@lgaq.asn.au



10.3 Condamine Community Alliance

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council receive the draft minutes of the Condamine Community Alliance meeting held on 04 July 2023.

REPORT

Background

Members of Condamine Community Alliance (CCA) include Council, Allora Community Circle, Condamine River Sports Club, Historic Leyburn Sprints Inc, Jumpers & Jazz in July, Killarney Area Progress Association / Killarney Recreation Club, Morgan Park User Group, Warwick Chamber of Commerce (WCoC) and the Warwick Show & Rodeo Society.

The purpose of the CCA is to provide greater cohesion between the member organisations and to:

- Work collaboratively to achieve better outcomes for the Condamine Community region of SDRC;
- Share and disseminate information across the member organisations;
- Improve communication with Council, other levels of government and the community; and
- Provide Council with strategic guidance and/or recommendations in relation to issues relevant to the member organisations on an ongoing basis.

Report

The last meeting of the CCA was held on 04 July 2023 and the draft minutes of meeting are provided as **Attachment 1** to this report.

FINANCIAL IMPLICATIONS

Nil.

RISK AND OPPORTUNITY

Risk

Strat Risk 00011: Council failing to develop and maintain strategic relationships which impacts on Council's ability to advocate in the community's favour.

Opportunity

The meetings to date have proven beneficial to all parties and further opportunities will be realized as the group matures and explores areas of mutual interest.

COMMUNITY ENGAGEMENT

Internal Consultation

Relevant Directors and Managers.

External Consultation

Condamine Community Alliance members.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Local Government Regulation 2012

Corporate Plan

Theme: Performance

Focus Area: Partnerships and collaboration

Deliverable: Commit to strategic alliances between Council, other local governments and key agencies

Policy / Strategy

Councillor Portfolios, Advisory Committees and Other Committees Policy PL-EX021

ATTACHMENTS

1. Meeting Minutes 04 July 2023 [📄](#)

CONDAMINE COMMUNITY ALLIANCE

Minutes of Meeting

Held in the Council Chambers, 64 Fitzroy Street, Warwick
on 04 July 2023 at 4:30pm.



1 ATTENDANCE

Vic Pennisi (Mayor SDRC)
Paul Hallman (Condamine River Sports Group)
Pam Burley (Jumpers & Jazz in July)
Gary Lawrence (Warwick Chamber of Commerce)
Tricia Chant (Leyburn Sprints)
Terri Gilbert (Warwick Show & Rodeo society)
Dave Burges (CEO)
Scott Riley (Director Planning & Environmental Services)
Karlie Lane (Economic Development Officer)

2 APOLOGIES

Krissy Henry (Allora Community Circle)
Tracey Sexton (Morgan Park Users Group)
Cr McNally

That apologies be accepted

Moved: Gary

Seconded: Tricia

Carried

3 CONFLICTS OF INTEREST

No Conflicts of Interests were declared

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the notes from the previous meeting held on 14 March 2023 be noted as an accurate record of the meeting.

Moved: Gary

Seconded: Pam

Carried

5 REPORTS FROM DELEGATES

a) Condamine River Sports Group – Paul

- Waiting on the outcome of the new Planning Scheme to see if there will be any action on relocation of the relevant sporting clubs.
- Lack of volunteers is continuing to be challenging and membership of many sports is declining.
- Most clubs are active with cricket in recess for the winter.

Action: Paul to forward details of what it costs to play sport with the member clubs to Council so the Mayor can advocate for support from government.

- The Mayor spoke to the issue of relocation versus flood proofing relevant infrastructure at the existing site on a staged or master planned basis. Paul acknowledged this and advised the clubs need some direction or guidance in the short to medium term to address the

ongoing concerns. It was agreed that this could be by way of a review of the Queens Park Master Plan.

Action: Dave to circulate the Queens Park Master Plan and arrange a meeting with the Condamine River Sports Group.

b) Historic Leyburn Sprints – Tricia

- Event planning is going well with amenities etc booked.
- Entries close this Friday and as of last Friday over 180 entries had been received. Expecting many more this week with a target total of 180 to 190 (210 maximum) and no doubt some will have to be refused.¹
- Advertising is progressing well with articles etc being published in various publications.
- Leyburn CWA has there 100 anniversary this year.
- Council and other permits have been submitted or have been approved.
- All camping is sold out with overflow areas being held in reserve.
- Tricia enquired about “hip camp” being able to be operated in Leyburn and Scott outlined the requirements of Council.
- Volunteer numbers are good for the event and this has improved over recent years.

Action: Tricia to contact Scott Riley in regards to the Hip Camp style park that is already taking bookings to ensure it meets all regulations.

c) Jumpers & Jazz in July – Pam

- The last weeks are going to be hectic but things are pretty well under control.
- Social media campaign going well.
- The *Eat Shop Stay Local* campaign collateral is going to print next week. It will also be on-line, on social media etc. A great benefit is that this project can be rolled out across other major events for the region.
- The committee have been getting great support from the SDIEA trainees.
- Ticketing is a bit slow and accommodation is problematic already. They are looking into various options such as a shuttle service from Toowoomba.
- Home stay was considered some months ago as an accommodation option but the Committee hasn’t had the time or the resources to progress this.
- They have established a “hub” for the duration of this year’s event at the former Warwick Photo and Framing Shop.

d) Morgan Park User Group – Tracey

No report

e) Warwick Chamber of Commerce - Gary

- Next bi-monthly meeting is scheduled for 07 Aug at the Warwick RSL.
- These will also be held at the *Connection Plus* Hub on occasion moving forward.
- The next Warwick Breakfast Connect is on Tuesday 11 July at the Cherry Tree. Guest speakers will be Peter Homan, CEO SQCT and Jamie Deacon, QPS.
- Members are still very concerned about the skills shortage, labour shortage and the housing shortage. These issues are still impacting significantly on local businesses. The problem is

¹ Ended up with 253 entry nominations

very widespread.

- Two Business at Dusk sessions have been held lately with the last one at SDIEA where over 80 people attended. The final one for the year will be on 11 October at Scots PGC College.
- All 4 local high schools have joined or are joining the Chamber.
- The web site is still being sorted with the Chamber looking at various options and costings.
- Admin / secretarial support for the Chamber is also problematic and they are looking at various options. Pam asked whether there were options with members having suitable resources available.
- The modified Model Rules for the Constituents have now been submitted to the Office of Fair Trading.

f) Warwick Show & Rodeo Society – Terri

- Planning is moving along nicely – end July for the first release of tickets and VIP experiences. The Triple Crown prize money is increasing significantly this year.
- Camping at Morgan park for the Rodeo is being investigated so an application can be made to Council (caravans and grey nomads). This will complement the Australiana Park which is generally taken up by younger people.
- They are looking into bus tours from Brisbane and Toowoomba for the night events with some great bands booked over the weekend.
- Verandah roofing scaffolding will be open this year for high end packages.
- They are running an Art Union to raise funds for Protea Place. A sweep on the Gold Cup final will be held with a top prize of \$35K.
- The main media launch is scheduled for 24 August promoting the event with a focus being bringing back the Rodeo Royalty of past years. Media will include promoting that Billy Slater and other football and sporting identities have been invited to be guest speakers / attendees over the weekend for the Sponsors Night.
- Pricing details are being released this week with an incentive to pre-book. The family membership will also provide admittance to the local agricultural shows in the region.
- Large name music acts have been booked for Thursday, Friday, Saturday.

g) Allora Community Circle - Krissy

No report. Refer to General Business.

h) Council

Mayor Update

- Insurance – council is exploring insuring some infrastructure for sporting groups and community groups to obtain more competitive pricing.
- Housing is a major issue in the region. Council has land suitable for development and is looking at various options including smaller homes, community housing options, planning scheme incentives etc.
- Council is also approaching potential investors to try and get investment in a range of areas including housing. Council is also looking at building some housing stock for our staff.
- The skills shortage is critical everywhere and Council currently has 31 trainees undertaking a range of courses to try and grow our own. We're also working with TAFE and universities to explore other opportunities to provide training and skills development across the region.

- The Mayor has met with the High Commissioner of Papua New Guinea to investigate importing skilled and unskilled labour to the broader region.
- The Protein Hub project is still progressing and the goal is to make it as easy as possible to invest and do business in the region.
- The funding limitations facing all local governments is critical as there is simply not enough revenue to keep up with the need to replace aging infrastructure. We also need to look at alternative means of income.
- Council have ramped up our advocacy for issues such as the necessary upgrades to Connelly Dam and other critical infrastructure.
- The Mayor outlined our concerns with the renewable energy projects in the region and how we need to plan for the future to maximise the benefits to our region and to minimize the future negative aspects of these types of development.
- We are looking at having a Mayoral Concert later this year to raise funds and to showcase the fantastic talent in our schools.
- The drag strip extension project is nearing completion with the hot mix to go down later this week, weather permitting.
- The Mayor provided an update on the challenges Council faces with our playgrounds and the age and condition of some of the equipment that has recently had to be removed. In principle, Council is interested in exploring the option developing some destination parks in lieu of further developing some of the small and little used parks in the region although no decision has been made as to the future direction at this stage.

Economic Development Update

- Mike Hefferan has been appointed as Council's Economic Development Manager and he commenced this week.
- Karlie provided an update on the *Connection Plus* facility co-located with SDIEA.

6 GENERAL BUSINESS

Dave provided an update on behalf of the Allora Community Circle

- The Allora Community Circle held its first (of hopefully many) 'Spud Nights' this past Sunday - it was received well by the community and it was a really successful event which is fantastic. They are trying to raise money for their street closure for Bush Christmas
- Krissy asked that I pass on her concerns about the cost of street closures for events such as theirs as these costs have more than doubled since 2022 for their Autumn Festival as well as the Bush Christmas event.
- The Mayor provided a summary of some of the key issues in the Allora community including the poor condition of the town hall and the process of making better use of the senior citizens building with the library being an option to move into that space.

7 NEXT MEETING

To be advised


8 MEETING CLOSE

The meeting closed at 6:03pm.

11. CUSTOMER AND ORGANISATIONAL SERVICES REPORTS

11.1 Financial Services - Financial Report as at 30 June 2023

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Budget Accountant Financial Services Coordinator	ECM Function No/s:

Recommendation

THAT Council receive and note the Financial Report as at 30 June 2023.

REPORT

Income Statement

Revenue

Operational revenue of \$103.5M is \$4.4M over budget compared to YTD budget of \$99.1M with main variations being:

- Net rates and utility charges of \$1.4M, mainly due to an increase in water consumption charges;
- Interest income of \$2.3M due to higher than expected cash balance and changes in Reserve Bank cash rates;
- Contracts and Sales Revenue of \$340K due to the timing of funds received on the Roads Maintenance and Performance Contracts; and
- Fees and charges of \$671K due to higher than expected income from the saleyard operations, cemetery fees and increase in scrap metal sales.

Expenses

Operational expenditure of \$96.2M is \$2.8M under budget compared to YTD budget of \$99.0M. Variations include:

- Employee costs are over budget by 1.1% which is \$310K.
- Materials and Services are under budget by \$850K.
- Depreciation is under budget by \$2.2M. This budget variance is expected to be reduced pending a comprehensive valuation on the Transport and Stormwater assets along with end of year provisions and capitalisations yet to be completed.

The End of Financial Year adjustments are yet to be completed meaning the figures provided in this report will not be the final operating figures for the 2022/23 Financial Year.

Capital Grants

Revenue from capital grants is under budget by \$6.3M. The timing of the receipt of capital grants is hard to predict and are often budgeted in period 12.

Balance Sheet

As at 30 June 2023, Council had \$83.5M in cash at bank and investments. The total of outstanding loans, both the current and non-current portions is \$14.2M

Capital Works in Progress

Capital works expenditure to 30 June 2023 is \$32.5M which is 71.7% of the adopted capital works budget of \$45.3M. There are committed costs of \$20.3M meaning \$52.8M has been spent or committed, representing 116.4% of the adopted budget. Some projects are overlapping in FY23/24 and budget will be realigned based on actual spent as at 30 June 2023 as part of the first quarter review.

**Southern Downs Regional Council
Capital Works Projects by Asset Class
As At 30 June 2023**

	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land & Land Improvements	67,198	45,057	67.1%	52,028	97,086	144.5%
Buildings	3,159,328	2,572,639	81.4%	409,182	2,981,821	94.4%
Plant & Equipment	5,447,283	4,012,251	73.7%	2,432,233	6,444,483	118.3%
Roads, Drains & Bridges	22,542,557	14,544,581	64.5%	7,665,389	22,209,970	98.5%
Water	5,989,034	4,919,353	82.1%	6,392,622	11,311,974	188.9%
Sewerage	5,474,475	5,623,661	102.7%	2,870,370	8,494,032	155.2%
Other Assets	2,639,506	755,548	28.6%	470,237	1,225,785	46.4%
Total	45,319,381	32,473,090	71.7%	20,292,061	52,765,150	116.4%

FINANCIAL IMPLICATIONS

The Second Quarter Budget Review for the 2022/23 Financial Year was adopted by Council at the February 2023 Ordinary Council Meeting. Council adopted the 2023/24 Annual Budget at the 12th July 2023 Ordinary Council Meeting.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009 and Local Government Regulation 2012

Corporate Plan

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

Policy / Strategy

Operational Plan 2022/23

ATTACHMENTS

1. Performance Report as at 30 June 2023[↓](#)



Southern Downs
REGIONAL COUNCIL

Performance Report

June 2023

Southern Downs Regional Council Income Statement

June 2023

	Phased 2023 YTD Actual \$	Phased 2023 YTD Budget \$	YTD Variance \$	YTD Variance %	Annual 2023 Budget \$
Revenue from ordinary activities					
General Rates	36,651,893	36,406,121	245,772	0.7%	36,406,121
Rural fire brigade levy	277,986	275,700	2,286	0.8%	275,700
Utility Rates and Charges	29,572,262	28,422,750	1,149,512	4.0%	28,422,750
Less Discounts	(2,263,362)	(2,282,560)	19,198	(0.8%)	(2,282,560)
Rates on Council properties	(680,946)	(672,322)	(8,624)	1.3%	(672,322)
	63,557,833	62,149,688	1,408,144	2.3%	62,149,688
Fees and Charges	7,747,143	7,076,438	670,705	9.5%	7,076,438
Interest	3,100,222	802,880	2,297,342	286.1%	802,880
Contract & Sales Revenue	2,664,434	2,334,716	329,718	14.1%	2,334,716
Rent and Other Income	1,634,429	1,517,294	117,135	7.7%	1,517,294
Government Grants and Subsidies	24,813,454	25,195,883	(382,429)	(1.5%)	25,195,883
Total Operating Revenue	103,517,515	99,076,898	4,440,615	4.5%	99,076,898
Expenses from ordinary activities					
Employee Costs	28,717,478	28,407,037	310,441	1.1%	28,407,037
Materials and Services	48,173,691	49,023,927	(850,236)	(1.7%)	49,023,927
Depreciation and Amortisation	18,195,092	20,411,904	(2,216,812)	(10.9%)	20,411,904
Finance Costs	1,142,150	1,171,591	(29,441)	(2.5%)	1,171,591
Total Operating Expenses	96,228,411	99,014,459	(2,786,048)	(2.8%)	99,014,459
Operating Surplus/(Deficit) before capital items	7,289,104	62,440	7,226,663	11573.77%	62,440
Other Capital Amounts					
Capital Grants, Contributions and Donations	24,129,178	30,437,450	(6,308,272)	(20.7%)	30,437,450
Other capital income and (expenses)	(699,180)	(3,237,820)	2,538,640	(78.4%)	(3,237,820)
Net Result Surplus/(Deficit)	30,719,102	27,262,070	3,457,031	12.7%	27,262,070

Southern Downs Regional Council Balance Sheet

June 2023

	Phased 2023 YTD Actual \$	Annual 2023 Budget \$	YTD Variance \$	YTD Variance %
Current Assets				
Cash assets & Investments	83,491,708	76,219,000	7,272,708	9.5%
Receivables (includes Rates & Utilities receivabl	12,498,897	13,026,000	(527,103)	(4.0%)
Assets held for sale	1,257,750	1,439,000	(181,250)	(12.6%)
Inventories	834,222	564,000	270,222	47.9%
	98,082,577	91,248,000	6,834,577	7.5%
Non-Current Assets				
Investment Property	406,260	455,000	(48,740)	(10.7%)
Property, plant and equipment	808,800,685	838,248,800	(29,448,115)	(3.5%)
Other Financial Assets	18,267	31,200	(12,933)	(41.5%)
Capital works in progress	58,060,900	33,770,000	24,290,900	71.9%
Intangible Assets	88,992	1,236,000	(1,147,008)	(92.8%)
	867,375,104	873,741,000	(6,365,896)	(0.7%)
TOTAL ASSETS	965,457,681	964,989,000	468,681	0.0%
Current Liabilities				
Creditors and other payables	17,209,269	9,594,001	7,615,268	79.4%
Provisions	8,655,323	2,402,000	6,253,323	260.3%
Interest bearing liabilities	1,846,993	1,917,000	(70,007)	(3.7%)
	27,711,585	13,913,001	13,798,584	99.2%
Non-Current Liabilities				
Interest bearing liabilities	12,356,213	12,334,000	22,213	0.2%
Provisions	9,306,140	17,317,000	(8,010,860)	(46.3%)
Other Payables	4,767,225	13,556,000	(8,788,775)	(64.8%)
	26,429,578	43,207,000	(16,777,422)	(38.8%)
TOTAL LIABILITIES	54,141,163	57,120,001	(2,978,838)	(5.2%)
NET COMMUNITY ASSETS	911,316,517	907,868,999	3,447,519	0.4%
Community Equity				
Asset Revaluation Reserve	259,906,377	259,916,999	(10,622)	(0.0%)
Retained surplus	651,410,140	647,952,000	3,458,140	0.5%
TOTAL COMMUNITY EQUITY	911,316,517	907,868,999	3,447,518	0.4%

Key Ratios

Key Ratios	Budget	YTD Actual	On Target?		Budget	YTD Actual	On Target?
Working Capital Ratio (Current Assets / Current Liabilities)				6.56 : 1	3.54 : 1	✓	
Target Ratio				> 1:1			
This is an indicator of the management of working capital (short term financial capital). Measures the extent to which a Council has liquid assets available to meet short term financial obligations.							
Operating Surplus Ratio (Net Operating Surplus / Total Operating Revenue) (%)				27.52%	29.68%	✗	
Target Ratio				> 0.0% to < 10.0%			
This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes.							
A positive ratio indicates the percentage of total rates available to help fund proposed capital expenditure. If the relevant amount is not required for this purpose in a particular year, it can be held for future capital expenditure needs by either increasing financial assets or preferably, where possible, reducing debt.							
Net Financial Liabilities Ratio ((Total Liabilities - Current Assets) / Total Operating Revenue)				(34.4%)	(42.4%)	✓	
Target Ratio Upper Limit (%)				<=60%			
This is an indicator of the extent to which the net financial liabilities of a Council can be serviced by its operating revenues.							
A positive value of less than 60 per cent is the benchmark as determined by the Department of Local Government. It indicates that Council has the capacity to fund liabilities and to have the capacity to increase its loan borrowings. A positive value greater than 60 per cent but less than a 100% indicates that Council has the capacity to fund liabilities but has limited capacity to increase its loan borrowings.							
A ratio less than zero (negative) indicates that current assets exceed total liabilities and; therefore, Council has the capacity to increase its loan borrowings.							
Council Controlled Revenue Ratio ((Net Rates, Levies and Charges + Fees and Charges) / Total Operating Revenue) (%)				69.87%	68.88%	✓	
Target Ratio (%)				N/A			
Council-controlled revenue is an indicator of a Council's financial flexibility. A higher ratio indicates a stronger ability to generate revenue without relying on external sources. A lower ratio indicates that a Council has limited capacity to influence its operating revenue and that it is more reliant on external (and usually less reliable) sources of income.							
Asset Sustainability Ratio (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)				81.7%	56.2%	✗	
Target Ratio Lower Limit (%)				> 90%			
This is an approximation of the extent to which the infrastructure assets managed by the Council are being replaced as they 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.							
Debt Leverage Ratio (Book Value of Debt / (Total Operating Revenue - Total Operating Expenditure + Depreciation and Amortisation))				0.70	0.56	✓	
Target Ratio Upper Limit (%)				Tier 4 = 0 - 3 times			
This is an indicator of Council's ability to repay its existing debt. It measures the relative size of the Council's debt to its operating performance.							
A higher leverage ratio indicates an increasingly limited capacity to support additional borrowings due to already high debt levels and/or decreasing operational performance, while a lower ratio indicates the opposite. A lower leverage ratio is not itself a guarantee that further debt will be approved for a council, while councils with higher leverage ratios are not necessarily precluded from having additional borrowings approved due to other mitigating circumstances.							
Comments on Ratio Results.							
The reported ratios are taken from the Department of Local Government guidelines on sustainable financial management. When looking at ratios it is important to acknowledge that they represent a snapshot in time and that anomalies in the reported results are not taken in isolation. The targets are those provided by the Department as a preferred range and results outside those ranges will require further consideration.							
Whilst changes to the legislation have amended the required ratios, the ratios listed will continue to be reported on.							
An operating surplus ratio that is higher than target shows that while expecting to generate substantial revenues can assist in offsetting past or future operating deficits, and fund proposed capital expenditure and/or debt repayments it can also indicate that a local government is providing levels of service below that expected by ratepayers.							
However these ratios represent Council's position at a single point in time and should not be considered in isolation. Ratios should be considered over the long term.							

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Executive Services Operating Statement						
Operating Revenue						
Operating Grants and Subsidies	467,823	762,214	(294,391)	(38.6%)	762,214	Note 1
Sundry Revenue	7,160	77,984	(70,823)	(90.8%)	77,984	
Total Operating Revenue	474,983	840,198	365,214	(43.5%)	840,198	
Operating Expenses						
Employee Costs	2,602,644	2,875,711	(273,067)	(9.5%)	2,875,711	Note 2
Materials	312,327	555,990	(243,663)	(43.8%)	555,990	Note 3
Contracts and Services	225,760	191,225	34,535	18.1%	191,225	
Plant Hire	39,465	40,450	(985)	(2.4%)	40,450	
Other Expenses	818,151	819,448	(1,297)	(0.2%)	819,448	
Total Operating Expenses	1,083,376	1,051,123	32,253	3.1%	1,051,123	
Operating Surplus/Deficit	(608,392)	(210,925)	(397,467)	188.4%	(210,925)	
Comments						
Note 1	Department of Employment and Training - Subsidies received less than anticipated \$(294)K					
Note 2	Employee Costs calculated at 2nd Quarter Review based on current FTE numbers.					
Note 3	Tourism Marketing and Corporate Communications - actuals less than anticipated \$(225)K					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Customer and Organisational Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	33,794,121	33,508,490	285,631	0.9%	33,508,490	Note 1
Fees and Charges	1,793,931	1,641,070	152,861	9.3%	1,641,070	Note 2
Operating Grants and Subsidies	19,303,474	18,739,494	563,980	3.0%	18,739,494	Note 3
Interest Received	3,100,222	802,880	2,297,342	286.1%	802,880	Note 4
Leasing and Rent	492,032	502,332	(10,301)	(2.1%)	502,332	
Sundry Revenue	431,026	326,351	104,675	32.1%	326,351	Note 5
Total Operating Revenue	58,914,806	55,520,617	3,394,189	6.1%	55,520,617	
Operating Expenses						
Employee Costs	9,517,228	6,473,322	3,043,906	47.0%	6,473,322	Note 6
Materials	8,110,856	8,295,329	(184,473)	(2.2%)	8,295,329	Note 7
Contracts and Services	10,106,045	9,864,701	241,344	2.4%	9,864,701	Note 8
Finance Costs	262,626	290,393	(27,767)	(9.6%)	290,393	
Depreciation and Amortisation	1,268,437	1,290,291	(21,854)	(1.7%)	1,290,291	
Plant Hire	1,452,579	1,389,436	63,143	4.5%	1,389,436	
Other Expenses	1,010,494	965,332	45,162	4.7%	965,332	
Rates on Council Properties	153,841	144,555	9,285	6.4%	144,555	
Total Operating Expenses	31,882,105	28,713,360	(3,168,745)	11.0%	28,713,360	
Operating Surplus/Deficit	27,032,701	26,807,257	(225,444)	0.8%	26,807,257	
Comments						
Note 1	General Rate actuals received more than anticipated \$286K					
Note 2	Saleyard Operations actuals more than anticipated \$114K					
	Application Fees actuals less than anticipated \$(117)K					
Note 3	Community Service actuals more than anticipated - Stanthorpe Fitness Centre \$76K. Aerodromes \$52K					
	Flood Event actuals received more than anticipated \$131K					
	Warwick Dragway Strip Upgrade anticipated funding not received YTD \$(1.33)M					
	Financial Assistance Grant - 2023/24 prepayments received in full \$1.97M					
	Flood Studies Program actuals less than anticipated YTD \$(191)K					
Note 4	Interest received higher than expected due to cash balance and changes in Reserve Bank cash rates.					
Note 5	Insurance Proceed actuals received more than anticipated \$71K					
Note 6	Trust Account Funds - Brisbane City Council - funds received for Flood Relief relating to event in January 2011 \$40K					
	Employee Costs calculated at 2nd Quarter Review based on current FTE numbers					
	Employee Oncost Recoveries actuals less than anticipated \$1.4M					
	Leave actuals more than anticipated \$1.45M					
Note 7	Insurance actuals more than anticipated \$365K					
	Stock Adjustments more than anticipated \$161K					
	Telephone, Lease Payments and IT Licences and Registrations actuals less than anticipated \$(333)K					
Note 8	Warwick Dragway Strip Upgrade actuals more than anticipated \$258K					
	Flood Events actuals more than anticipated \$703K					
	Information Technology and Corporate Knowledge actuals less than anticipated \$(138)K					
	Council's Land Management Portfolio actuals more than anticipated \$113K					
	Asset Management actuals less than anticipated \$(275)K					
	Flood Studies Program actuals less than anticipated \$(358)K					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Infrastructure Services Operating Statement (Excludes Water and Wastewater)						
Operating Revenue						
Fees and Charges	1,090,201	848,690	241,511	28.5%	848,690	Note 1
Operating Grants and Subsidies	3,469,500	3,790,685	(321,185)	(8.5%)	3,790,685	Note 2
Leasing and Rent	6,240	17,420	(11,180)	(64.2%)	17,420	
Recoverable Works	2,664,434	2,334,716	329,718	14.1%	2,334,716	Note 3
Sundry Revenue	48,296	29,418	18,878	64.2%	29,418	
Total Operating Revenue	7,278,671	7,020,929	257,742	3.7%	7,020,929	
Operating Expenses						
Employee Costs	8,954,416	9,863,513	(909,097)	(9.2%)	9,863,513	Note 4
Materials	6,492,850	5,585,015	907,835	16.3%	5,585,015	Note 5
Contracts and Services	3,718,665	3,792,680	(74,015)	(2.0%)	3,792,680	
Finance Costs	274,369	274,370	(0)	(0.0%)	274,370	
Depreciation and Amortisation	10,938,248	12,198,787	(1,260,538)	(10.3%)	12,198,787	Note 7
Plant Hire	(3,841,018)	(4,555,989)	714,971	(15.7%)	(4,555,989)	Note 8
Other Expenses	153,000	153,000	-	0.0%	153,000	
Rates on Council Properties	471,014	475,426	(4,412)	(0.9%)	475,426	
Total Operating Expenses	27,161,544	27,786,801	(625,256)	(2.3%)	27,786,801	
Operating Surplus/Deficit	(19,882,873)	(20,765,871)	882,998	(4.3%)	(20,765,871)	
Comments						
Note 1	Cemetery Fees and Charges received more than anticipated \$217K					
Note 2	Roads to Recovery Special Maintenance anticipated funding not received \$(304)K					
Note 3	Roads Maintenance Performance Contracts actuals received more than anticipated \$295K					
Note 4	Employee Costs calculated at 2nd Quarter Review based on current FTE numbers					
Note 5	Roads Maintenance Projects actual spend more than anticipated \$705K					
	Roads Management Projects actual spend more than anticipated \$828K					
	Roads Maintenance Performance Contract Projects actual spend more than anticipated \$272K					
	Stormwater and Drainage Projects actual spend less than anticipated \$(581)K					
	Bridge Projects actual spend less than anticipated \$(142)K					
	Asset Management Inspections Projects actual spend less than anticipated \$(78)K					
	Property Maintenance Program actual expenditure less than anticipated \$(109)K					
Note 7	Depreciation calculated at 2nd Quarter Review - actual less than anticipated					
Note 8	Plant Operating and Maintenance - Plant Hire Recovery - actuals less than anticipated					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Water Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	13,876,524	12,753,161	1,123,364	8.8%	12,753,161	Note 1
Fees and Charges	331,549	242,400	89,149	36.8%	242,400	
Sundry Revenue	27,808	24,000	3,808	15.9%	24,000	
Total Operating Revenue	14,235,881	13,019,561	1,216,321	9.3%	13,019,561	
Operating Expenses						
Employee Costs	2,791,189	2,984,380	(193,191)	(6.5%)	2,984,380	Note 2
Materials	3,283,296	2,998,153	285,143	9.5%	2,998,153	Note 3
Contracts and Services	978,857	1,077,097	(98,240)	(9.1%)	1,077,097	
Finance Costs	240,786	240,786	(0)	(0.0%)	240,786	
Depreciation and Amortisation	3,241,156	3,740,071	(498,916)	(13.3%)	3,740,071	Note 4
Plant Hire	354,798	431,367	(76,569)	(17.8%)	431,367	
Rates on Council Properties	13,758	9,461	4,297	45.4%	9,461	
Total Operating Expenses	10,903,839	11,481,315	(577,475)	(5.0%)	11,481,315	
Operating Surplus/Deficit	3,332,042	1,538,246	1,793,796	116.6%	1,538,246	
Comments						
Note 1	Water Consumption actuals received more than anticipated - Warwick \$ 924K and Stanthorpe \$192K					
Note 2	Employee Costs calculated at 2nd Quarter Review based on current FTE numbers					
Note 3	Warwick Water Mangement actuals more than anticipated \$50K Killarney Water Mangement actuals more than anticipated \$76K Stanthorpe Water Mangement actuals more than anticipated \$124K					
Note 4	Depreciation calculated at 2nd Quarter Review - actual less than anticipated					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Sewerage Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	9,855,363	9,887,270	(31,907)	(0.3%)	9,887,270	
Fees and Charges	341,194	400,421	(59,227)	(14.8%)	400,421	
Total Operating Revenue	10,196,557	10,287,691	(91,134)	(0.9%)	10,287,691	
Operating Expenses						
Employee Costs	724,576	1,183,368	(458,792)	(38.8%)	1,183,368	Note 1
Materials	906,440	907,297	(857)	(0.1%)	907,297	
Contracts and Services	1,117,770	1,084,949	32,821	3.0%	1,084,949	
Finance Costs	273,774	273,774	(0)	(0.0%)	273,774	
Depreciation and Amortisation	2,528,230	2,854,043	(325,813)	(11.4%)	2,854,043	Note 2
Plant Hire	192,852	288,799	(95,947)	(33.2%)	288,799	
Rates on Council Properties	25,839	25,412	427	1.7%	25,412	
Total Operating Expenses	5,769,481	6,617,643	(848,161)	(12.8%)	6,617,643	
Operating Surplus/Deficit	4,427,076	3,670,048	757,028	20.6%	3,670,048	
Comments						
Note 1	Employee Costs calculated at 2nd Quarter Review based on current FTE numbers					
Note 2	Depreciation calculated at 2nd Quarter Review - actuals less than anticipated					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Planning and Environmental Services Operating Statement (Excludes Waste)						
Operating Revenue						
Fees and Charges	1,877,373	1,853,657	23,716	1.3%	1,853,657	
Operating Grants and Subsidies	25,779	356,490	(330,710)	(92.8%)	356,490	Note 1
Sundry Revenue	36,532	41,839	(5,307)	(12.7%)	41,839	
Total Operating Revenue	1,939,685	2,251,986	(312,301)	(13.9%)	2,251,986	
Operating Expenses						
Employee Costs	3,686,403	4,474,126	(787,723)	(17.6%)	4,474,126	Note 2
Materials	755,968	832,303	(76,335)	(9.2%)	832,303	
Contracts and Services	1,005,666	2,064,366	(1,058,700)	(51.3%)	2,064,366	Note 3
Depreciation and Amortisation	32,421	28,572	3,849	13.5%	28,572	
Plant Hire	475,544	457,385	18,159	4.0%	457,385	
Other Expenses	238,157	309,006	(70,849)	(22.9%)	309,006	
Rates on Council Properties	6,326	6,785	(459)	(6.8%)	6,785	
Total Operating Expenses	6,200,484	8,172,543	(1,972,059)	(24.1%)	8,172,543	
Operating Surplus/Deficit	(4,260,799)	(5,920,557)	1,659,758	(28.0%)	(5,920,557)	
Comments						
Note 1	Economic Development funding received less anticipated \$(238)K Tourism Bushfire ineligible expenditure funding returned \$(92)K					
Note 2	Employee Costs calculated at 2nd Quarter Review based on current FTE numbers					
Note 3	Planning Scheme Preparation and Amendment actuals less than anticipated \$(377)K Economic Development and Tourism Events/Projects actuals less than anticipated \$(501)K Environmental Local Laws and Pest Control various actuals less than anticipated \$(162)K					
	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Waste Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	6,712,771	6,673,090	39,681	0.6%	6,673,090	
Fees and Charges	2,312,895	2,090,200	222,695	10.7%	2,090,200	Note 1
Operating Grants and Subsidies	1,546,877	1,547,000	(123)	(0.0%)	1,547,000	
Sundry Revenue	585,334	497,950	87,384	17.5%	497,950	
Total Operating Revenue	11,157,878	10,808,240	349,638	3.2%	10,808,240	
Operating Expenses						
Employee Costs	441,022	552,616	(111,594)	(20.2%)	552,616	Note 2
Materials	2,691,722	2,599,068	92,654	3.6%	2,599,068	
Contracts and Services	7,558,332	8,786,944	(1,228,612)	(14.0%)	8,786,944	Note 3
Finance Costs	90,595	92,268	(1,673)	(1.8%)	92,268	
Depreciation and Amortisation	186,600	300,139	(113,539)	(37.8%)	300,139	Note 4
Plant Hire	15,117	90,577	(75,460)	(83.3%)	90,577	
Rates on Council Properties	10,169	10,683	(515)	(4.8%)	10,683	
Total Operating Expenses	10,993,556	12,432,296	(1,438,739)	(11.6%)	12,432,296	
Operating Surplus/Deficit	164,321	(1,624,056)	1,788,377	(110.1%)	(1,624,056)	
Comments						
Note 1	Warwick Waste Facility - Sale of Scrap Metal actuals more than anticipated \$161K					
Note 2	Employee Costs calculated at 2nd Quarter Review based on current FTE numbers					
Note 3	Waste Management Facilities/Transfer Stations - Contractor actuals less than anticipated \$(1.23)M					
Note 4	Depreciation calculated at 2nd Quarter Review - actuals less than anticipated					

	YTD Actual	YTD Budget	Variance	Variance	FY Budget	Life-to-Date Actuals	Notes
	\$	\$	\$	%	\$	\$	
Flood Events - Operational							
Operating Revenue							
102278 - Flood Event February 2020	810,508	1,199,643	(389,135)	(32.4%)	1,199,643	5,294,660	
102422 - Rain Event March 2021	917,833	820,388	97,445	11.9%	820,388	3,060,704	
102537 - November 2021 Flood Event	34,714	-	34,714	0.0%	-	34,714	
102538 - November 2021 Flood Event Operational Works	2,023,086	2,216,026	(192,940)	(8.7%)	2,216,026	2,023,086	
102540 - December 2021 Flood Event Operational Works	-	-	-	0.0%	-	-	
102579 - February 2022 Flood Event	4,500,074	3,529,147	970,927	27.5%	3,529,147	4,800,074	
102580 - April 2022 Flood Event	4,457,231	4,870,983	(413,752)	(8.5%)	4,870,983	4,457,231	
102583 - May 2022 Flood Event	18,483	-	18,483	0.0%	-	18,483	
Total Operating Revenue	12,761,929	12,636,187	(125,742)	1.0%	12,636,187	19,688,952	
Operating Expenses							
102278 - Flood Event February 2020	948,109	1,302,655	(354,546)	(27.2%)	1,302,655	5,867,563	
102422 - Rain Event March 2021	1,936,101	1,416,902	519,199	36.6%	1,416,902	3,846,324	
102537 - November 2021 Flood Event	-	-	-	0.0%	-	61,447	
102538 - November 2021 Flood Event Operational Works	571,355	404,534	166,821	41.2%	404,534	2,842,534	
102540 - December 2021 Flood Event Operational Works	-	-	-	0.0%	-	101,900	
102579 - February 2022 Flood Event	5,775,973	1,974,195	3,801,778	192.6%	1,974,195	7,172,911	
102580 - April 2022 Flood Event	2,443,816	3,776,879	(1,333,063)	(35.3%)	3,776,879	4,747,965	
102583 - May 2022 Flood Event	-	-	-	0.0%	-	105,524	
Total Operating Expenses	11,675,354	8,875,165	(2,800,189)	31.6%	8,875,165	24,746,168	
Operating Surplus/Deficit	1,086,575	3,761,022	(2,674,447)	-71.1%	3,761,022	(5,057,216)	

Comments

Finance Team working with DRFA Project Manager to review budget phasing and align project milestones.

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Life-to-Date Actuals \$	Notes
Flood Events - Capital							
Capital Revenue							
102296 - Flood Recovery 19_20 Feb20 Event (QRA)	403,169	765,879	(362,710)	-47.4%	765,879	2,901,372	
102493 - March 2021 Rain - Capital (QRA)	1,004,050	2,329,951	(1,325,901)	-56.9%	2,329,951	1,630,693	
102539 - November 2021 Flood Event Capital	243,648	658,479	(414,831)	-63.0%	658,479	243,648	
102632 - Flood Recovery Feb 2022 Event (QRA)	843,501	757,512	-	11.4%	757,512	843,501	
102633 - Flood Recovery May 2022 Event (QRA)	3,684,454	3,152,838	141,200	16.9%	3,152,838	3,684,454	
Total Operating Revenue	6,178,822	7,664,659	(1,962,242)	-19.4%	7,664,659	9,303,668	
Capital Expenses							
102296 - Flood Recovery 19_20 Feb20 Event (QRA)	713,082	783,688	(70,606)	-9.0%	783,688	3,211,285	
102493 - March 2021 Rain - Capital (QRA)	1,479,983	2,597,144	(1,117,161)	-43.0%	2,597,144	2,106,626	
102539 - November 2021 Flood Event Capital	521,165	1,013,046	(491,881)	-48.6%	1,013,046	521,165	
102632 - Flood Recovery Feb 2022 Event (QRA)	354,175	904,756	(550,581)	-60.9%	904,756	354,175	
102633 - Flood Recovery May 2022 Event (QRA)	1,340,587	3,318,777	(1,978,190)	-59.6%	3,318,777	1,340,587	
Total Operating Expenses	4,408,992	8,617,411	(4,208,419)	-48.8%	8,617,411	7,533,838	
Operating Surplus/Deficit	1,769,830	(952,752)	2,722,582	-285.8%	(952,752)	1,769,830	

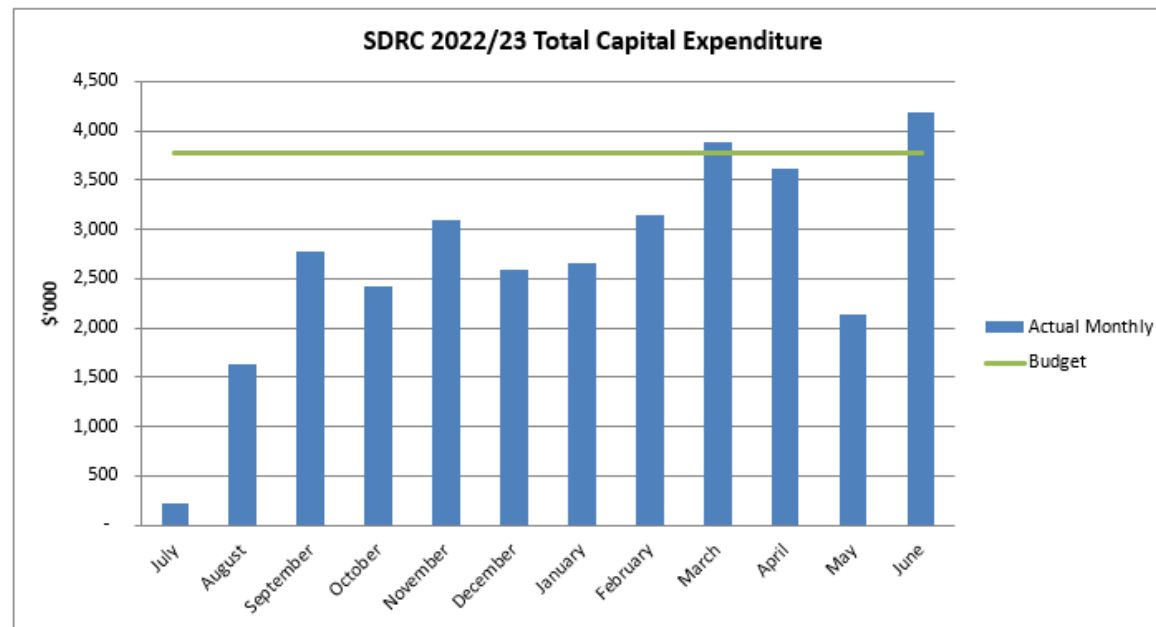
Comments

Finance Team working with DRFA Project Manager to review budget phasing and align project milestones.

**Southern Downs Regional Council
Capital Works Projects by Asset Class
As At 30 June 2023**

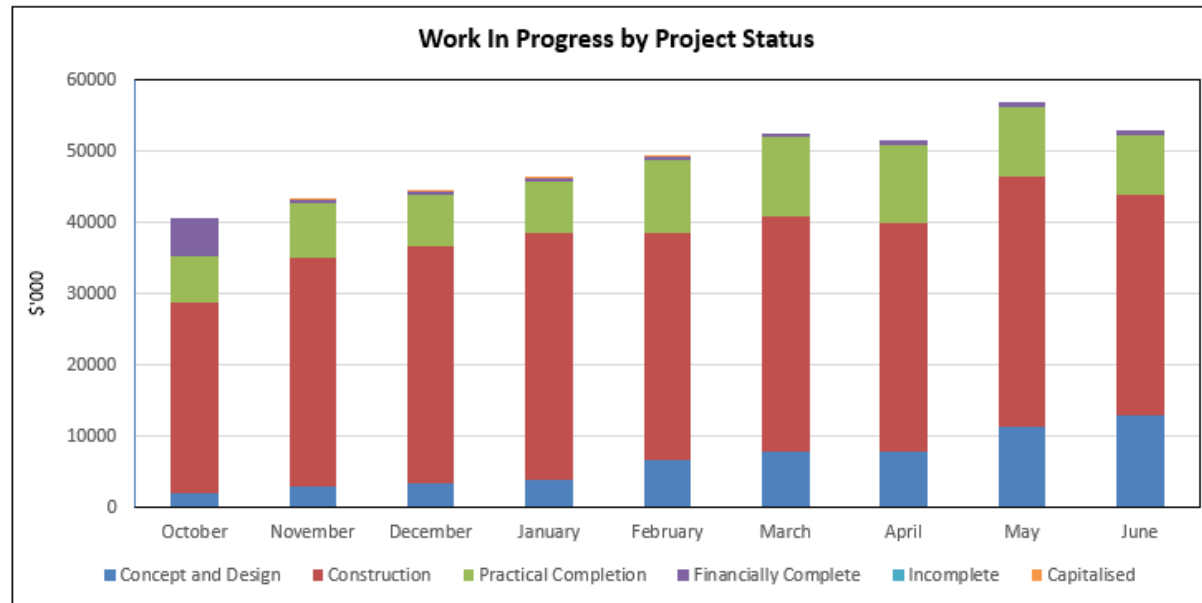
	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land & Land Improvements	67,198	45,057	67.1%	52,028	97,086	144.5%
Buildings	3,159,328	2,572,639	81.4%	409,182	2,981,821	94.4%
Plant & Equipment	5,447,283	4,012,251	73.7%	2,432,233	6,444,483	118.3%
Roads, Drains & Bridges	22,542,557	14,544,581	64.5%	7,665,389	22,209,970	98.5%
Water	5,989,034	4,919,353	82.1%	6,392,622	11,311,974	188.9%
Sewerage	5,474,475	5,623,661	102.7%	2,870,370	8,494,032	155.2%
Other Assets	2,639,506	755,548	28.6%	470,237	1,225,785	46.4%
Total	45,319,381	32,473,090	71.7%	20,292,061	52,765,150	116.4%

Southern Downs Regional Council
Capital Expenditure
As At 30 June 2023



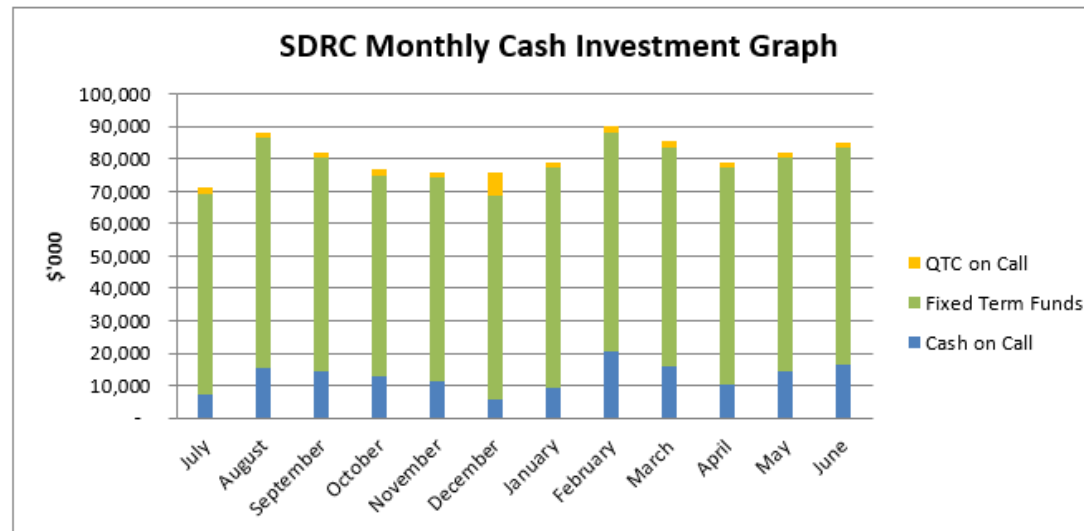
Capital committed costs as at 30 June 2023 is \$20.3 million

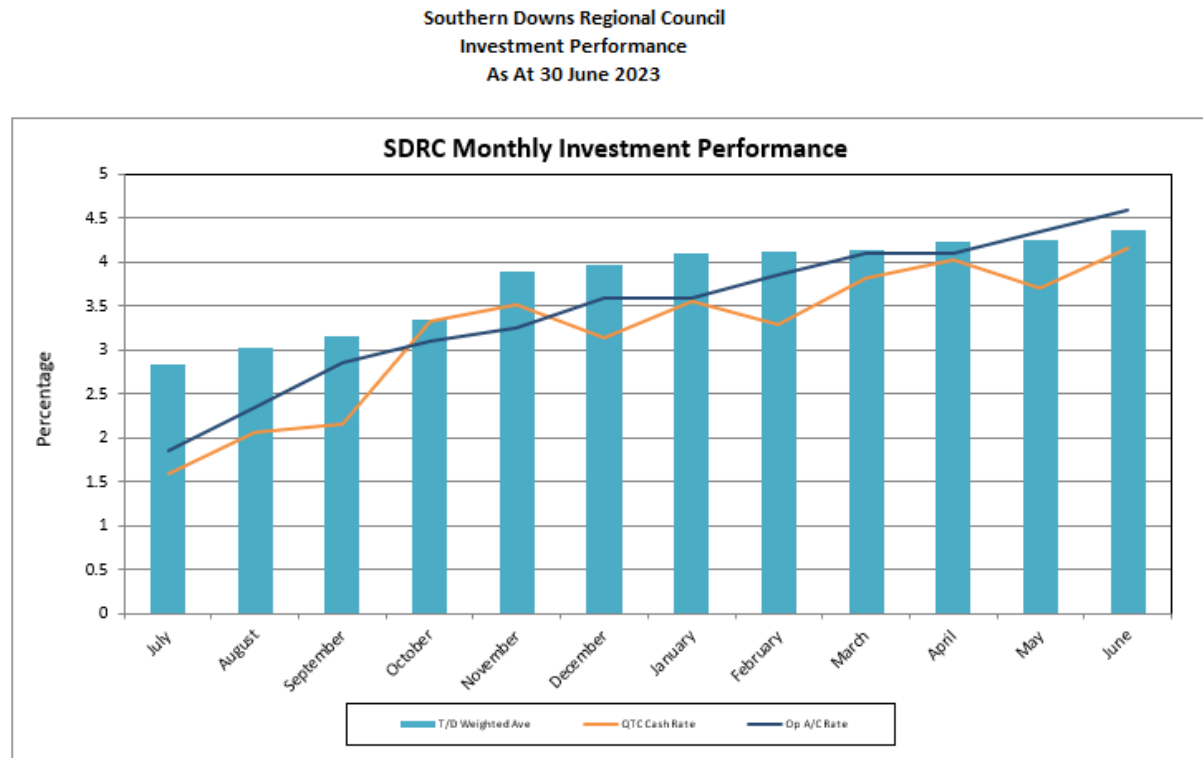
**Southern Downs Regional Council
Work in Progress (WIP) Status Report
As At 30 June 2023**



Finance Team continually working with Department Managers and Asset Management Team to review and update project status'

**Southern Downs Regional Council
 Total Monthly Cash Investment Register
 As At 30 June 2023**






**Southern Downs Regional Council
Borrowings Report
As At 30 June 2023**

QTC Loan Account Balances:

	\$
Fund Name: Southern Downs Regional Council	
CBD Redevelopment Stage 2	547,914
Market Square Pump Station	255,693
General	1,850,275
General 2009	876,144
General 2009/10	133,145
General 2010/11	2,011,573
General 2011/12	3,063,672
General 2012/13	1,753,431
Warwick Sewerage Treatment Plant	414,690
Allora Water Main	3,252,447
Stanthorpe Sewerage	44,222
Total Loan Balance	14,203,206

11.2 External Audit Interim Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Financial Services Coordinator	ECM Function No/s:

Recommendation

THAT Council note the 2023 Interim Report from the Queensland Audit Office.

REPORT

Background

Council is audited by the Queensland Audit Office (QAO) or their contracted party annually. This year the QAO contracted auditors are Crowe Australasia. The audit assessed the design and implementation of Council's internal controls relevant to the financial report, and whether they are operating effectively. Audit assessed the key controls they intend to rely on in auditing Council's financial statements. The audit does not assess all controls that management has implemented across the organization.

Report

The interim audit was held on site between 22 May 2023 and 2 June 2023. As a result of this the 2023 Interim Report was issued and the results of the interim audit are as per below:

Deficiencies:

Two new deficiencies were identified and one deficiency unresolved from a prior year. These are as follows:

- Lack of review of masterfile changes – rates revenue (New)
- Insufficient contract management processes (New)
- Capitalisation of capital work in progress (Prior Year)

Financial Reporting Issues:

No new matters were raised. One prior year item was resolved and three currently outstanding. The outstanding items relate to:

- Trust Accounts
- Assessment of grant agreements for accounting treatment
- Documented assessment of control of Council buildings

Management continuously monitors and mitigates risks by implementing controls and remains vigilant against fraudulent activities. All identified issues together with recommendations for appropriate action and management's response have been included in the 2023 Interim Report to the Mayor, attached.

Conclusion/Summary

Council will continue to work on improving systems and processes to manage risks and improve financial reporting.

FINANCIAL IMPLICATIONS

Most of the corrective actions required by Council officers to comply with Audit's recommendations will be performed without the need for any additional resources. However, future system updates to improve systems and processes will have some financial implications.

RISK AND OPPORTUNITY

Risk

Lack of resources, developing internal systems relating to financial management and reporting/recording of assets.

Opportunity

Improve processes and transparency.
New policies developed to improve asset accounting.

COMMUNITY ENGAGEMENT

Internal Consultation

Council staff and management

External Consultation

Internal Audit Committee

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009 and Local Government Regulation 2012

Corporate Plan

Financial Sustainability

47. Review and maintain strategies to ensure Council's long-term financial sustainability and continuous improvement through embracing innovation.

Policy / Strategy

Non – Current Asset Related Policies and ICT Strategy

ATTACHMENTS

1. 2023 Interim Report - SDRC [↓](#)



2023 INTERIM REPORT

Southern Downs Regional Council

30 June 2023



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

Cr Pennisi,

2023 Interim report

We present our interim report for Southern Downs Regional Council for the financial year ending 30 June 2023. This report details the results of our interim work performed to 31 May 2023. Under *section 213 of the Local Government Regulation 2012*, you must present a copy of this report at your council's next ordinary meeting.

Results of our interim audit

In this phase, we assessed the design and implementation of your internal controls relevant to the financial report, and whether they are operating effectively. We assessed the key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that management has implemented across the organisation.

Deficiencies:

- 2 raised in the current year, relating to lack of review of masterfile changes and insufficient contract management processes.
- 1 unresolved from prior years.

Financial reporting matters:

- 3 unresolved from prior years.

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment does support an audit strategy where we can rely upon your entity's controls.

Refer to section 2 for further details.

If you have any questions or would like to discuss the audit report, please contact me on 07 4616 2200 or Taf Mudarikwa on 07 4614 2234.

Yours sincerely

Bruce Preston
Engagement Leader

Enc.

cc. Kerry Phillips, Chair Audit and Risk Committee
David Burges, Chief Executive Officer

Queensland Audit Office
Level 13, 53 Albert Street, Brisbane Qld 4000
PO Box 15396, City East Qld 4002

Phone 07 3149 6000
Email gao@gao.qld.gov.au
Web www.qao.qld.gov.au
 Queensland Audit Office (QAO)

1. Status of issues

Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Details of the deficiencies we identified during our interim audit are outlined further in this section. Refer to section 2 *Matters previously reported* for the status of previously raised issues.

Issues	Significant deficiencies	Deficiencies	Other matters*
Current year issues	-	2	-
Prior year issues – unresolved	-	1	-
Total issues	-	3	-

*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

The following section details control deficiencies identified as at 31 May 2023. It includes responses from management.

Our ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



D Deficiency

23-IR1 Lack of review of masterfile changes – rates revenue

Control activities

Observation

We could not sight evidence of an established process and cadence of review relating to rates revenue masterfile changes.

Implication

The rates masterfile contains information such as rating categories, property values, and discounts/concessions which determine rates revenue earned by Council. The lack of review over such changes exposes Council to potentially adverse financial impacts through fraud and/or error.

QAO recommendation

Management should implement processes to ensure that changes to the masterfile are regularly reviewed and approved by an appropriate officer. Evidence of this process should be maintained.

Management response

Management will consider the recommendation and undertake appropriate actions to improve existing processes with staff turnover identified as a major contributing factor in this case.

Responsible officer: Manager Financial Services

Status: Work in progress

Action date: 30 / 06 / 2024

SENSITIVE

D Deficiency

23-IR2 Insufficient contract management processes

Monitoring

Observation

Council does not have a centralised contract management process, including a central contract register. A contract register could maintain details such as contracts awarded to vendors, key contact KPI's and how these are monitored, progress tracking, fee escalations, scope variations and overall vendor performance.

Implication

In the absence of a centralised contract management process, Council is at risk of ineffectively managing their contracts, duplication of processes across departments as well as lost opportunities for gains from central negotiation and economies of scale.

QAO recommendation

We recommend that Council put in place a centralised register and process in place to ensure that

Management response

Council acknowledges the gap identified in current contract management processes. The current Technology One Roadmap has identified a potential solution (Contract Management Module) and this will be implemented going forward to address the deficiency. However, interim measures would be considered to address any immediate concerns.

Responsible officer: Manager Financial Services

Status: Work in progress

Action date: 30/06/2025

Financial reporting issues

This table identifies the number of financial reporting issues we raised. Refer to section 2 *Matters previously raised* for the status of previously raised financial reporting issues.

Year and status	High risk	Moderate risk	Low risk
Current year issues	-	-	-
Prior year issues – unresolved	-	-	3






Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



SENSITIVE

2. Matters previously reported

The following table summarises the status of deficiencies and financial reporting issues previously reported to you.

Ref.	Rating	Issue	Status
16-FR1		Key Performance Indicator (KPI) Reporting KPI reporting for smaller business activities such as saleyards was not being regularly performed or reported.	Resolved Audit sighted reporting and dashboard in place for these business activities.
18-FR2		Trust Accounts The trust account register included amounts dating back to 1997	Work in progress Albeit the register still containing legacy trust amounts, audit noted management's steps to review and clean it up. Responsible officer: Financial Services Coordinator Action date: 30 September 2023
20-FR1		Assessment of grant agreements for accounting treatment Minimal qualitative assessment of revenue recognition in accordance with AASB 15 Revenue or AASB 1058 Income of Not-for-Profit Entities.	Work in progress Management expects to have this resolved by year-end. Responsible officer: Management Accountant Action date: 30 September 2023
20- FR2		Documented assessment of control of Council buildings There were a number of unique arrangements in place with individual clubs and a variety of formal and informal agreements.	Work in progress Due to the change in management, the assertion that buildings leased to a third party are under the control of the lessee is no longer considered an appropriate approach from a financial or management position. The intention is to review all buildings, determine requirement to retain for the purposes of fulfilling community need, and to dispose of surplus assets. This work is planned to begin in the 2023/24 budget year. Responsible officer: Manager Corporate Services / Manager Sustainability and Strategy Action date: 30 June 2024
21-FR1		Capitalisation of capital work in progress Approximately \$13 million of completed projects in Capital Work-in-progress were not transferred to PPE asset classes at 30 June 2021.	Work in progress Management expects to have this resolved by year-end. Responsible officer: Principal Asset Engineer / Finance Manager Action date: 30 September 2023

SENSITIVE



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12. INFRASTRUCTURE SERVICES REPORTS

12.1 Request for Sewer Connection to PID83250 & 83255

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Manager Water	ECM Function No/s:

Recommendation

THAT Council:-

1. Approve the request for a sewer connection to properties ID83250 & 83255.
2. Amend the sewerage service area to include these lots.
3. Require the payment of all relevant charges for these lots in accordance with Council's Fees and Charges Schedule.
4. Require the extension of council sewer onto property ID83250 at the applicant's expense.
5. Inform the applicant of this decision.

REPORT

Background

Wickham Industries Pty Ltd own lots 1 & 2 SP196278 (PID83250 & 83255) and have requested a sewer connection for these lots. These lots are outside the approved sewerage service area, requiring Council approval.

Report

The current sewer network extends as far as 46 Canningvale Road. The lots to be connected are at 62 Canningvale Road. These lots are zoned "low density residential". Lot 2 has a water connection but Lot 1 does not as there is no house on the lot. They have made no mention of additional water connections, however this would be a standard water connection for Lot 1 as both lots are in the water supply area and have paid access charges.

Below is a plan showing the two lots in question.



This request for connection is considered in the context of the existing use of the land. Due to the lie of the land the lots may be too low for a conventional sewerage connection. The Council sewer will be extended onto lot one with a manhole. The lots will be connected to this manhole and the houses may need a pump out system.

The owner is aware of this requirement and has also been made aware of the fact that headworks charges will be imposed as no sewer charges have been levied on these lots in the past. This is acceptable to the owner.

The sewer network has the capacity to service these two lots.

Conclusion/Summary

It is recommended that Council approve these sewer connections and extend the sewerage service area to incorporate these lots.

FINANCIAL IMPLICATIONS

Council will charge sewer charges to these lots in the future.

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

These lots are included in the water service area. Connecting sewerage services and expanding the service area is an acceptable outcome for residential development.

COMMUNITY ENGAGEMENT

Internal Consultation

Discussed with Water & Wastewater Supervisor who supported this recommendation.

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

The Water Supply (Safety & Reliability) Act 2008 requires Council to approve and publish a plan showing the sewerage service area.

Corporate Plan

Nil

Policy / Strategy


Nil

ATTACHMENTS

Nil

12.2 Procurement Exception for Single Supplier

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Manager Works	ECM Function No/s: 28.02

Recommendation

THAT Council:

1. In accordance with section 235(a) of the *Local Government Regulations 2012*, engage Cultural Heritage Solutions Pty Ltd as a single supplier for the Condamine River Road cultural heritage monitoring; and
2. Delegate authority to the Chief Executive Officer to enter into any variations to the engagement terms as deemed necessary for the duration of the construction of the crossings along Condamine River Road; and
3. In accordance with section 235(a) of the *Local Government Regulations 2012*, engage Cultural Heritage Solutions Pty Ltd as a single supplier for any future engagement of Githabul representative's services unless advised otherwise.

REPORT

Background

This matter is being tabled before Council pursuant to section 235(a) of the *Local Government Regulations 2012* seeking a resolution of Council that Cultural Heritage Solutions Pty Ltd is the only supplier that is reasonably available. Cultural Heritage Solutions Pty Ltd is a service provider for the Githabul People (and many other First Nations people) to invoice and collect funds on behalf of the Githabul People. Cultural Heritage Solutions Pty Ltd are not currently registered with Local Buy.

Council has a project underway at Condamine River Road to replace Long Crossing, Mill Crossing and Second Crossing with concrete bed level crossings and install a culvert crossing at Black Fellows Gully. *It is acknowledged that the name "Blackfellows Crossing" is offensive to the Githabul People. However, a culturally appropriate alternative has not yet been identified and the current name is used in this report.*

The works require excavation within the Condamine River and road approaches and during discussions with the Githabul People, it was determined that there could be items of cultural significance within these crossings. Representatives from the Githabul People and Council undertook a walkthrough on 21 March 2023 of the four works sites and some artefacts were found.

Council received a draft Cultural Heritage Survey Report from NGH Consulting, which documents the cultural heritage inspection of the crossing sites conducted in March 2023. The below findings are excerpts from that Report. Each of the crossings' ground surface visibility was notably poor on either side of the existing Condamine River Road crossings with dense grass cover. The existing road is a mixture of introduced road base and natural gravel, which also obscured opportunity to inspect the natural ground surface; however, the Githabul representatives identified the following:

Long Crossing: At the base of the existing natural crossing being a mixture of stone including materials having potential to be used to create stone tools including silcrete and quartzite. Fragments of freshwater mussel shell were identified, one of the important resources that the river provides.

Black Fellows Gully: No objects were identified during the inspection, however there was limited sediment build up on either side of the crossing, which has the potential to contain cultural heritage objects. The cobbles at the base of the existing natural crossing are a mixture of stone including materials that the Githabul representatives identified as having the potential to be used to create stone tools including silcrete, quartzite and chert/jasper.

Mill Crossing: One definite stone artefact was identified. This isolated find was a medial flake fragment made of chalcedony. This artefact was identified close to the existing crossing. The identified stone artefact was collected by the Githabul representatives for safe keeping. There was sediment build up on either side of the river at this crossing, which has the potential to contain cultural heritage objects. The cobbles at the base of the existing natural crossing are a mixture of stone including materials that the Githabul representatives identified as having the potential to be used to create stone tools including silcrete, quartzite and chert/jasper.

Second Crossing: One definite stone artefact was identified at Second Crossing. This isolated find was a complete flake made of silcrete with retouch evident on the distal margin. This artefact was identified close to the existing crossing. The identified stone artefact was collected by the Githabul representatives for safe keeping. In addition to this confirmed stone artefact, there were several other potential stone artefacts identified that could not be 100% confirmed as cultural given their waterworn nature, but nonetheless represent large cobbles of quality stone material. There was sediment build up on either side of the river at this crossing, which has the potential to contain cultural heritage objects. The cobbles at the base of the existing natural crossing are a mixture of stone including materials that the Githabul representatives identified as having potential to be used to create stone tools including silcrete, quartzite and chert/jasper. This crossing was identified as being subject to the greatest impacts due to its current predominately natural setting and curved approach.

Report

The Cultural Heritage Survey Report from NGH Consulting included the following recommendations:

1. To engage Githabul representatives to provide a cultural heritage induction to SDRC staff and contractors involved in undertaking the crossing upgrade activities.
2. To have Githabul representatives present before and during disturbance of the existing road cuttings being conducted to inspect any soil that is removed from the road cuttings. A technical advisor may be requested by the Githabul representatives to assist if a suspected significant find is made.
3. To have Githabul representatives present during the temporary riverbed diversion activities to enable identification of potential stone artefacts as well as cobbles of high-quality stone, which have cultural value to Githabul People.
4. Githabul representatives should be present to monitor the establishment of construction laydown areas.
5. Githabul People should be proactively consulted during any further activities along Condamine River Road.

In order to remunerate the Githabul representatives for their attendance at Condamine River Road during the works, Council wishes to engage their services through Cultural Heritage Solutions Pty Ltd, who act as their service provider, to the estimated value of \$40,000.

Conclusion/Summary

As Cultural Heritage Solutions Pty Ltd is the only service provider engaged by Githabul representatives' services; a resolution is required from Council in accordance with section 235(a) of the *Local Government Regulations 2012* that the local government is satisfied that there is only 1 supplier who is reasonably available.

FINANCIAL IMPLICATIONS

The costs for this environmental consultancy are recoverable through Queensland Reconstruction Authority.

RISK AND OPPORTUNITY

Risk

STR03 Council not implementing processes which obtain community feedback resulting in an impact on delivery of services or development of new services – by engaging with the Githabul People as outlined in the Report, this risk is being mitigated.

Opportunity

Working alongside the Githabul People during this process presents an opportunity to assist staff and contractors to understand the cultural significance of the landscape and enable them to identify potential cultural heritage finds during the course of their work.

COMMUNITY ENGAGEMENT

Internal Consultation

Works Department officers, Director Infrastructure Services, Director Customer & Organisational Services, Chief Executive Officer.

External Consultation

The Githabul People have been involved with the Condamine River Road Crossings project and have attended the crossing sites with archaeological technical advisors and Council representatives prior to works commencing.

LEGAL / POLICY

Legislation / Local Law

Local Government Regulations 2012 (section 235)

Aboriginal Cultural Heritage Act 2003 (section 34)

Corporate Plan

Theme:	People
Focus Area:	Learning and developing
Deliverable:	6. Engage with community groups to assist them to increase their connection to Council and their effectiveness and sustainability.
Focus Area:	Wellbeing and diversity
Deliverable:	9. Develop and promote our unique artistic and cultural diversity whilst acknowledging and maintaining local heritage.

Theme: Prosperity
Focus Area: Communications and development infrastructure
Deliverable: 29. Continue to provide quality core services/functions to the community in the following areas whilst ensuring that Council's legislative obligations are met ...
• roads and drainage

Policy / Strategy


Procurement Policy PL-FA010

ATTACHMENTS

Nil

12.3 Request for Water Connection to PID142920

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Manager Water	ECM Function No/s:

Recommendation

THAT Council:

1. Withdraw report 12.1 from the meeting of 28 June 2023, to be replaced with this report.
2. Decline the request for a water connection to property ID142920.
3. Inform the applicant of this decision.

REPORT

Background

Sara K Matulich and Jeffrey M Higgins own Lot 4 of SP127586 (property ID142920) and have requested a water connection. They are outside of the approved water supply area, requiring Council approval.

A report was submitted to the meeting of 28 June 2023 on this matter and Council resolved to defer this item (12.1.1), pending further discussion.

General discussion on the issue of headworks charges and connections outside of service areas occurred at the Water and Wastewater Committee meeting on 6 July 2023 in Stanthorpe.

Report

There is a 63mm PE watermain along the frontage of this property and the owners have requested a water connection to this main. This lot is outside of the approved water supply area and will require Council approval for the connection.

The small bore watermain extensions into rural areas is a legacy from some time ago and it is strongly recommended that this not be perpetuated in the future for the following reasons:

- These mains are costing Council a lot of money to maintain/replace.
- There is a very low density of connections per metre of pipeline, making it less efficient than urban mains.
- They cover a long rural run where it is difficult to spot if there is a leak and there could be a significant loss of water before it is known that there is a leak.
- The more connections on these mains, the more potential strain on the system for the urban customers
- As more connections are installed, less flow reaches the users at the end of this main until eventually they may get little to no flow;

- Approving a connection remote from the urban area can result in others closer to town applying too, which if approved will place tremendous strain on the network. Every approval creates a precedent for more approvals.
- Small bore mains of significant length are subject to the water heating in the hotter weather and can result in water quality issues.
- These small mains cannot provide any firefighting capability and it is then reliant on the customer installing tanks for firefighting purposes.

Council recently approved a connection to a neighbouring property, which has potentially instigated this application. In that instance, the owners had been paying a water access charge for several years and Council were obliged to honour the request for a connection. For the connection in question, no access charge has been levied in the past.

This application is complicated by the fact that the applicant claims that they got a verbal approval (which cannot be confirmed) for the connection. It is possible there was some confusion regarding advice provided by customer services staff on whether a connection was possible. Advice that a connection might be possible is not an approval. Based on this they spent \$8,347 on internal pipework. Regardless of the history to this connection, it is recommended that a connection not be approved.

If Council were to approve this connection, in light of the history, it is recommended that this meter have a restrictor to limit the flow, allowing a trickle feed supply. The applicant has indicated that they would be happy with this. This would then lessen the impact on downstream customers.

In addition, the following Water Service conditions would apply:

1. The meter and supply point will be located adjacent to SDRC's water main. The connection between the metering point and the consumer's on-site storage tank is the responsibility of the consumer, as is the maintenance of this service line.
2. Supply and pressure from SDRC's water main will not be guaranteed to be continuous or consistent.
3. SDRC will not provide firefighting pressures.
4. SDRC may temporarily disrupt supply for the purpose of repair or maintenance, but shall not be held responsible for damages arising from any interruption.
5. If a house is on the site, on-site storage with a minimum capacity of 20 Kilolitres must be provided. The storage tank will require an elevated location to provide pressure or a pressure pump system may need to be installed. Additional site storage of 45 Kilolitres of water, using a tank, located within a radius of 50 meters from a dwelling, for firefighting purposes is required.
6. The water supply is required to be directly connected from the metering point to the storage tank. No intermediate connections are allowable. The water level in the storage tank is to be controlled automatically by a ball float valve. A minimum air gap of 100 mm must be maintained between the tank filling inlet and tank overflow.
7. All private installations from the meter, are to be carried out by a suitably qualified and licensed person. The requirements of the Local Government (Water, Sewerage and Drainage) Regulation 1993, the Water Supply Code, and appropriate trade standards must be met.
8. Water supply will only be available for domestic potable purposes.
9. Council's Drought Management Plan applies.
10. As this property has not contributed any access charges in the past, a Water Headworks charge will be payable, in accordance with the fees and charges set by Council.
11. The property owner be required to enter into a formal agreement recognizing these conditions of connection.

Conclusion/Summary

It is recommended that Council not approve this connection and extension of the water supply area. Should Council resolve to approve this connection it should be subject to the terms listed above.

FINANCIAL IMPLICATIONS

Over time, low pressure customers may seek improved service. Long term customers may be unhappy with continuing loss of service and seek upgrades to mains that Council would not otherwise prioritise.

RISK AND OPPORTUNITY

Risk

Approving this connection will potentially reduce the level of service of some urban customers and will certainly reduce the level of service for those existing connections further along the main in question.

Opportunity

Declining this application for a connection, is an opportunity to stop further reductions in level of service resulting from the small poly watermain.

COMMUNITY ENGAGEMENT

Internal Consultation

Discussed with team members of the Water Department as well as Director Infrastructure Services.

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

The *Water Supply (Safety and Reliability) Act 2008* requires Council to approve and publish a plan showing the water supply area.

Corporate Plan

This is in line with the need to deliver outcomes in the Drought Resilience Package and to produce an overarching Water Security Strategy.

Policy / Strategy


A policy is being developed to better manage future connections to these remote poly watermain.

ATTACHMENTS

Nil

12.4 2023 LGAQ Conference Motion - Heavy Vehicle Approvals on State Controlled Roads

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Director Infrastructure Services	ECM Function No/s:

Recommendation

THAT Council submit the following motion to the 2023 LGAQ Annual Conference:-

A risk-based approach by DTMR to Heavy Vehicle Route Approvals:-

That the LGAQ engages with the Department of Transport and Main Roads (DTMR) and the National Heavy Vehicle Regulator (NHVR) to promote and implement the risk-based approach when assessing permits and route approvals for heavy vehicle access.

REPORT

Background

The Local Government Association of Queensland's (LGAQ) Annual Conference is the forum for the collective consideration of motions brought forward individually by Councils. The motions supported by the conference go on to form the LGAQ's advocacy platform.

The 127th LGAQ Annual Conference is scheduled to be held from 16 to 18 October 2023 in Gladstone and motion submissions close on 9 August 2023.

Motions must be endorsed by resolution of Council.

Report

Councillors, Executive and Managers were invited to put forward suggestions of issues they believe require escalation to the LGAQ policy level by way of a motion at the upcoming LGAQ Annual Conference.

Based on feedback received, the following motion is presented for Council's consideration.

Implementing the risk-based approach by DTMR to Heavy Vehicle Route Approvals:-

That the LGAQ engages with the Department of Transport and Main Roads (DTMR) and the National Heavy Vehicle Regulator (NHVR) to promote and implement the risk-based approach when assessing permits and route approvals for heavy vehicle access.

The Department of Transport and Main Roads regularly rejects applications from transport operators for approval to operate Higher Mass Limit (HML) vehicles, Performance Based Standards (PBS) vehicles and Higher Productivity Vehicles (HPV) access to the state-controlled network.

This is despite the fact that a risk-based approach is provided for in guidelines produced by DTMR as well as those used by local government. In other jurisdictions, a risk-based approach is common place. Large areas of New South Wales are approved for B-Double access.

Requesting that DTMR adopt a risk-based approach when assessing Higher Mass Limit (HML) vehicles, Performance Based Standards (PBS) vehicles and Higher Productivity Vehicles (HPV) access to the state-controlled network as provided for in the Route Assessment for Multi-Combination Vehicles (MCV) and Performance Based Standards (PBS) Vehicles in Queensland 2022, is simply seeking a sensible application of DTMR's own guidance document.

Strict application of the Route Assessment Guidelines commonly results in rejected route applications on the state-controlled network. It is currently a pass or fail. This is having a significant impact on freight efficiency in the regions. Other jurisdictions apply a risk-based approach to encourage transport efficiency by applying appropriate controls to either generic approvals or specific roads.

Full details of the proposed motion are provided in Attachment 1.

Conclusion/Summary

The proposed motion provides a collaborative pathway to increase the access to transport corridors by more efficient heavy vehicles using a risk-based approach which is provided for in technical specifications.

FINANCIAL IMPLICATIONS

There are some potential financial implications for Council from higher mass vehicles utilising the network and potential for increased shoulder wear from multi combination articulated vehicles. This potential cost is offset by the number of vehicle trips reducing. For example, the freight of three standard semi-trailers is carried on approximately two B-Doubles.

Technical resourcing for individual permit approvals would reduce if more routes were approved.

RISK AND OPPORTUNITY

Risk

There are risks involved from an asset consumption and road safety perspective if a risk-based approach to route approvals is implemented. It is believed the risk can be minimised with appropriate controls. Other states have implemented broad route approvals over ten years ago and there is little evidence to suggest a major impact.

Many of the issues within our area are related to low volumes of B-Doubles seeking access to rural properties, often on unsealed roads that interface with the state-controlled road.

Opportunity

The implementation of the current guidelines and the issuing of route approvals (with or without conditions) will greatly enhance the transport efficiency for the region and promote our protein hub.

COMMUNITY ENGAGEMENT

Internal Consultation

Councillors, Chief Executive Officer, Directors, and Managers.

External Consultation

LGAQ, regional producers of product requiring goods transport by the most efficient means possible, DTMR representatives, local transport companies, transport logistics entities, Regional Roads and Transport Groups and Toowoomba Regional Council.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Transport Operations (Road Use Management) Act 1995

Corporate Plan

Theme: Performance

Focus Area: Partnerships and collaboration

Continue effective partnerships with the community, neighbouring Councils and Government agencies and strengthen internal coordination and collaboration.

51. Commit to strategic alliances between Council, other local governments and key agencies.

Operational Plan Action

- Strategic alliances are developed, maintained and improved with Queensland Reconstruction Authority (QRA), Department of Transport & Main Roads (TMR); Southern Border Regional Roads & Transport Group (RRTG); and Department of Regional Development, Manufacturing and Water (RDMW)
- Progress B-Double Route approvals on SDRC LGA Network with collaboration with TMR and NVHR.

Policy / Strategy

Nil

ATTACHMENTS

1. Implementing the risk-based approach by DTMR to Heavy Vehicle Route Approvals.[↓](#)



Every Queensland
community deserves
to be a liveable one

2023 LGAQ Annual Conference – Motions template

Who is the key contact for this motion? (required)	Gary Murphy – Director Infrastructure Services
Submitting council (required)	Southern Downs Regional Council
Supporting organisation (if applicable)	
Council resolution # (required)	
Date of council resolution (required)	24/07/2023
x Does this motion have state-wide relevance? YES	
Title of motion (required)	Implementing the risk-based approach by DTMR to Heavy Vehicle Route Approvals
Motion (required)	That the LGAQ engages with the Department of Transport and Main Roads (DTMR) and the National Heavy Vehicle Regulator (NHVR) to promote and implement the risk-based approach when assessing permits and route approvals for heavy vehicle access.
What is the desired outcome sought? (required) 200 word limit	<p>That DTMR implement their risk-based approach when assessing Higher Mass Limit (HML) vehicles, Performance Based Standards (PBS) vehicles and Higher Productivity Vehicles (HPV) access to the state-controlled network as provided for in the Route Assessment for Multi-Combination Vehicles (MCV) and Performance Based Standards (PBS) Vehicles in Queensland 2022</p> <p>Strict application of the Route Assessment Guidelines commonly results in rejected route applications on the state-controlled network. It's a pass or fail. This is having a significant impact on freight efficiency in the regions. Other jurisdictions apply a risk-based approach to encourage transport efficiency by applying</p>



	<p>appropriate controls to either generic approvals or specific roads.</p> <p>DTMR's own guide provides for a risk-based approach, however this approach is not being applied in practice</p> <p>DTMR approving more routes (with or without specific controls to manage risk) rather than requiring transport operators to secure individual permits will also reduce red tape.</p> <p>Creating a portal to easily view approved routes will improve communication with transport operators.</p> <p>Promote greater access by implementing conditions that mitigate risk on State-Controlled Roads</p> <p>Better collaboration from DTMR and council road managers on decisions that may impact their networks</p> <p>Take into account the risk posed to the broader transport network when declining access</p>
<p>Background (required) 350 word limit</p>	<p>In QLD, DTMR adopt a prescriptive approach to the <i>Route Assessment for Multi-Combination Vehicles (MCV) and Performance Based Standards (PBS) Vehicles in Queensland</i>. It's a pass or fail rather than assessing risk and conditioning approvals with appropriate controls.</p> <p>Compare the map of approved routes in QLD on State Roads to the approved routes in NSW via the following links;</p> <p><https://qldglobe.information.qld.gov.au/?topic=heavy-vehicle-routes-and-restrictions></p> <p>https://roads-waterways.transport.nsw.gov.au/business-industry/heavy-vehicles/maps/restricted-access-vehicles-map/map/index.html</p>



	<p>In QLD there is no easily viewable single source of truth for the community (open access) to see all approved routes for HML vehicles. There are also more specific permits rather than a route approval approach. In QLD, to check for state and local roads, there is a need to check the NHVR portal/globe map.</p> <p>When looking at the border between NSW and QLD, there is a vastly different approach to B-Double approvals between the states.</p> <p>By reference to NSW - on the TforNSW webpage you can see nearly half of NSW has blanket approvals https://roads-waterways.transport.nsw.gov.au/business-industry/heavy-vehicles/maps/restricted-access-vehicles-map/map/index.html</p> <p>NSW is about to progress a Heavy Vehicle Access Policy. This policy will further identify priority works to open up transport networks</p>
<p>Case study/ Example (optional) 350 word limit</p>	<p>Generic examples of rejected B-Double approval applications by DTMR are as per following responses:</p> <p><i>B-Doubles have not been permitted in the past on XXXXX Rd from XXXXX Rd to XXXXXX Rd, due to the following:</i></p> <ol style="list-style-type: none"> 1. <i>Pavement width is 1.0m less than guidelines for traffic volumes on the majority of the route for the requested vehicle;</i> 2. <i>Seal width is 2.6m less than guidelines for traffic volumes between XXXXX Rd to XXXXXX Rd for the requested vehicle;</i> 3. <i>Bridge width is 1.3m less than guidelines for traffic volumes over XXXXX Creek;</i> 4. <i>Deficiencies identified with the current pavement condition with defects including rutting, pavement failures,</i>




	<p><i>edge breaks and pavement undulation;</i></p> <p>5. <i>Inadequate B-Double sight distance on the westbound approach to XXXXX Rd.</i></p> <p><i>Upon review of XXXXXXX Rd it is unlikely that TMR will permit B-Double access on the route due to the current condition, traffic volumes and road geometry.</i></p> <p>We receive similar feedback from DTMR in relation to swept path for intersections between the local road network and state roads – it’s a pass or a fail.</p> <p>Councils might be happy to approve routes on our network however we can’t resolve the State Road issues and this can also lead to heavy vehicles using the local road network rather than the state road.</p> <p>The DTMR approach provides limited scope for realistic last mile and optimum efficiency discussions and the application of reasonable permit conditions for reputable companies such as;</p> <ol style="list-style-type: none"> 1. Speed limited operation only; 2. Day time operation only; 3. Time limited operation only; 4. Seasonal restrictions; 5. Wet weather limitations; 6. Restrictions on number of movements/day/week; 7. Radio contact with other heavy vehicle limitations; 8. Limitations on the number of heavy vehicles on structures; 9. Require approved vehicles to have VMS capability and supply VMS data regularly or on request (intelligent access program); 10. Other options to manage risk
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13. PLANNING AND ENVIRONMENTAL SERVICES REPORTS

13.1 Consideration of Change Representations: Tegan L & Narelle A Case, C/- CS Town Planning Group, 58 Drayton Street, Allora

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Planning Officer	ECM Function No/s: RC\01940.01

APPLICANT:	Tegan L & Narelle A Case C/- CS Town Planning Group
OWNER:	Tegan L & Narelle A Case
ADDRESS:	58 Drayton Street, Allora
RPD:	Lot 2 RP861267
ZONE:	Low density residential
PROPOSAL:	Other Change to Reconfiguration of Lot – Subdivision of 1 into 3 lots to Subdivision of 1 into 2 lots
LEVEL OF ASSESSMENT:	Code
SUBMITTERS:	Not applicable
REFERRALS:	Not applicable
FILE NUMBER:	RC\1940.01

RECOMMENDATION SUMMARY

THAT Council refuse the change representations made in relation to the change application for a Development Permit for Reconfiguration of Lot (Subdivision of one (1) lot into three (3) lots), on land located at 58 Drayton Street, Allora, described as Lot 2 RP861267.

REPORT

On 9 June 2023, Council issued a Change to an Existing Development Approval for the purpose of Reconfiguring a Lot (Subdivision of one (1) lot into two (2) lots), on land at 58 Drayton Street, Allora, described as Lot 2 RP861267.



Figure 1: Site Locality

The proposed development involves the creation of two 1,903 square metre-allotments. Proposed Lot 1 will maintain frontage to Drayton Street and proposed Lot 2 will maintain dual road frontage to Drayton Street and Erhardt Street. Drayton Street is a bitumen sealed road with kerb and channel. Erhardt Street is a bitumen sealed road without kerb and channel.

Proposed Lot 2 will provide a land dedication that is 3.0 metres wide and approximately 40 metres in distance along the eastern boundary to the Erhardt Street road reserve. The land dedication to the road reserve will result in the eastern boundary being straight from the north-east corner to the south-east corner. The approved Plan is shown below:

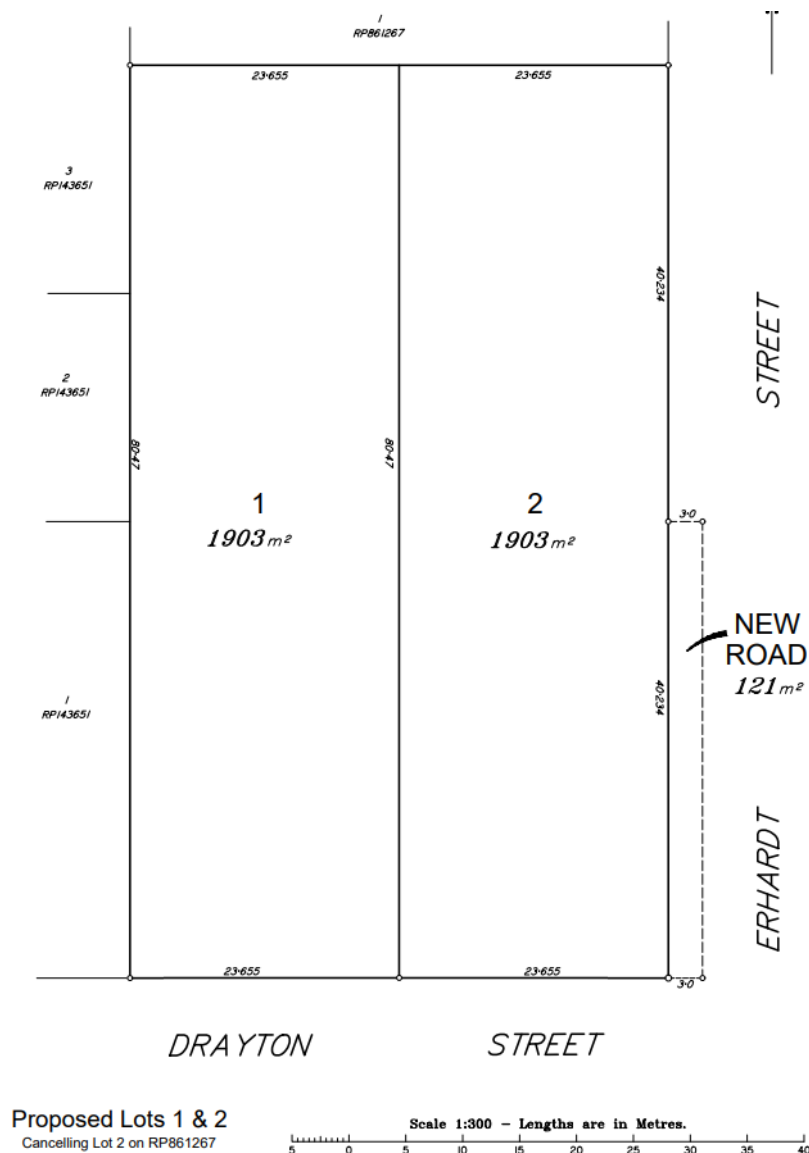


Figure 2: Approved Plan

The applicant has made change representations and has requested the removal of Condition 11. Condition 11 is as follows:

Roadworks

11. Sealed road widening of Erhardt Street, for the full frontage of the site, and to the intersection of Drayton Street, is to occur to achieve a bitumen sealed pavement width of 2.75 metres from the centre line, which is measured 5.0 metres from the new eastern boundary, including stormwater drainage. A concrete edge strip is to be provided along the widened section along the western side of Erhardt Street.

Note: There are existing power poles within the dedicated land area for road works that will need to be relocated to cater for the road widening that is to occur to Erhardt Street

The Applicant has provided the following justification to support their request for the removal of Condition 11:

The need for secondary vehicle access along Erhardt Street for Proposed Lot 2 is not required. As the Applicant intends to provide adequate vehicle access directly to Drayton Street to each newly created allotment by the construction of suitable driveways to Proposed Lot 1 and Lot 2 in accordance with Council's standards. Therefore, the need for a concrete strip edge of Erhardt Street is considered unnecessary for this type of development. The

Applicant has detailed the typical cross section in the Proposal Plans identifying the 100mm water main in Erhardt Street as per the Earthworks Layout Plan prepared by Brandon & Associates to meet Council's requirements.

The Reconfiguring a lot code of the Southern Downs Planning Scheme (v. 5) outlines the following overall outcome for the code, specifically relating to the provision of infrastructure which includes kerb and channel:

- f) Appropriate infrastructure and services are provided to meet the anticipated needs of future land use activities and the reasonable expectations of the community. Conditions regarding the supply of necessary trunk infrastructure or payment of additional trunk infrastructure costs may be imposed where development is inconsistent with the assumptions for development set out in section 4.2 of the LGIP or outside the PIA.*

The overall outcome for provision of infrastructure relating to kerb and channel in the Low density residential zone is as follows:

- f) Development has access to infrastructure and services. New development is connected to all urban services.*

The following provisions of the Reconfiguring a lot code are as follows and clearly reinforce the specific nature of the infrastructure required for the aforementioned overall outcomes:

PO31

- b) In Allora and Killarney roads adjoining the land being reconfigured are sealed and provided with a concrete edge strip. Kerb and channel may be required where necessary for stormwater control.*

Condition 11 states a concrete edge strip is to be constructed along the western side of Erhardt Street. A 3.0 metre portion of proposed Lot 2 along the eastern boundary will be dedicated for the widening of Erhardt Street. In order for a constant edge along the western side of Erhardt Street, Erhardt Street must be widened to provide a concrete edge strip. A consistent width of 2.75 metres of bitumen seal is to be provided along the western side of Erhardt Street to create a constant edge for concrete edge strip to be constructed.

The applicant has outlined that due to access to proposed Lot 2 being gained from Drayton Street, a concrete edge strip does not have to be provided along Erhardt Street. Though access to proposed Lot 2 is via Drayton Street, the requirements of PO31 of the Reconfiguring a lot code explicitly state that concrete edge strip is to be provided for roads adjoining land being reconfigured. Without the provision of concrete edge strip along Erhardt Street, the development will not comply with the requirements outlined in PO31. Not requiring concrete edge strip along the western side of Erhardt Street will result in the development being in direct conflict with the overall outcomes of the Southern Downs Planning Scheme (v. 5) and the development would not have access to appropriate infrastructure which is required in the Low density residential zone.

The requirement of concrete edge strip in Allora is in keeping with the requirements of the Planning Scheme. The conditioning of development to include concrete edge strip along Erhardt Street is consistent with other subdivisions requiring either concrete edge strip or kerb and channel in the Low density residential zone.

With consideration to the requirements of the Reconfiguring a lot code and the requirements of the Low density residential zone, it is recommended Condition 11 be retained in accordance with the requirements of the Planning Scheme.

Recommendation


THAT Council refuse the change representations made in relation to the change application for a Development Permit for Reconfiguration of Lot (Subdivision of one (1) lot into three (3) lots), on land located at 58 Drayton Street, Allora, described as Lot 2 RP861267, and the conditions of approval are not amended.

ATTACHMENTS

Nil

13.2 Consideration of Change Representations: Gary Hayes & Partners Pty Ltd, 218 Warner Street, Rosenthal Heights

Document Information

 Southern Downs <small>REGIONAL COUNCIL</small>	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Acting Planning Services Coordinator	ECM Function No/s:

APPLICANT:	Gary Hayes & Partners Pty Ltd
OWNER:	Brian M Cooper
ADDRESS:	218 Warner Street, Rosenthal Heights
RPD:	Lot 7 SP238547
LAND USE AREA:	Rural residential
PROPOSAL:	Subdivision of 1 into 2 lots
LEVEL OF ASSESSMENT:	Code
SUBMITTERS:	Not Applicable
REFERRALS:	Nil
FILE NUMBER:	RC\01958

RECOMMENDATION SUMMARY

THAT Council refuse the change representations made in relation to the application for Reconfiguring a Lot (Subdivision of 1 into 2 lots), on land at 218 Warner Street, Rosenthal Heights, described as Lot 7 SP238547.

REPORT

On 13 April 2023, Council issued a Development Permit Approval for Reconfiguring a Lot (Subdivision of 1 into 2 lots), on land at 218 Warner Street, Rosenthal Heights, described as Lot 7 SP238547, subject to conditions.



Figure 1.0 – Locality Plan

The proposed reconfiguration involves the subdivision of one into two lots. The subject land has an area of 18.9 hectares and is located within the Rural residential zone, approximately 7.1 kilometres from the town centre of Warwick. The land contains an existing Dwelling house, associated outbuildings and a dam and is partially vegetated towards the south-eastern section of the land. The subject lot maintains frontage to Lyndhurst Lane, which is a bitumen constructed road without kerb and channel and abuts an unmade road reserve to the north. The approved layout is as follows:

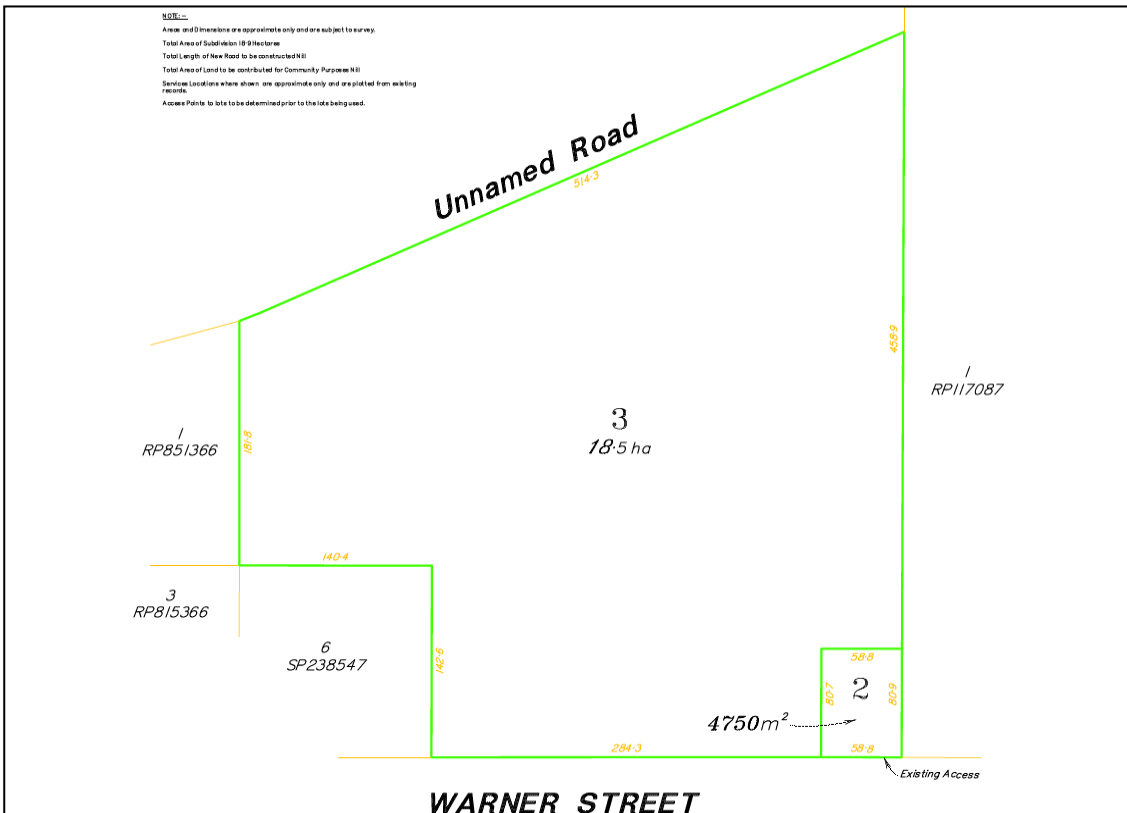


Figure 2.0 – Approved Plan

The applicant has made change representations and has requested the deletion of Conditions 4 and 5, which read as follows:

4. *Sealed road widening, mountable kerbing and channelling and stormwater drainage, is to be constructed along the Warner Street frontage of proposed Lot 2. The new kerb and channelling is to generally align with the width of the existing kerb and channel along the south-western corner of Lot 4 RP886419.*

The sealed pavement must adjoin the mountable kerbing and channelling.

5. *Concrete edge strip and stormwater drainage, is to be constructed along the Warner Street frontage of proposed Lot 3. The concrete edge strip is to connect to and be generally aligned with the kerb and channelling along proposed Lot 2.*

The applicant has provided the following justification to support deletion of Conditions 4 and 5:

Whilst the Planning Scheme requirements are acknowledged, in this circumstance, the standard of construction and road treatment required by the conditions for one (1) additional lot in the rural residential area of Warner Street is an unrealistic and unreasonable development outcome. The additional lot will have a negligible traffic impact to the local road network. The required road widening and kerbing and channelling requirements for only proposed Lot 2 will also create an inconsistency in treatment across the entire frontage of the property (and potentially create a safety hazard) and have a negative impact on the overall amenity and appearance of this road frontage.

Furthermore, the road widening, and kerb and channel is not required as a stormwater management strategy given that there is an existing adequately sized and functioning table drain in the footpath.

As an alternative to the client's preference of deleting Conditions 4 and 5, the client would like to seek an amendment to Conditions 4 and 5 to only construct a concrete edge strip only along the frontage of Proposed Lot 2 to achieve a more consistent treatment and appearance along the entire frontage as well as increase the affordability of the site works as part of the development proposal.

The Reconfiguring a lot code of the Southern Downs Planning Scheme (v. 5) outlines the following overall outcome for the code, relevant to the provision of infrastructure such as kerb and channel and concrete edge strip:

- (f) *Appropriate infrastructure and services are provided to meet the anticipated needs of future land use activities and the reasonable expectations of the community. Conditions regarding the supply of necessary trunk infrastructure or payment of additional trunk infrastructure costs may be imposed where development is inconsistent with the assumptions for development set out in section 4.2 of the LGIP or outside the PIA.*

Further detail of this requirement is then provided in the additional Overall outcomes sought for land in the Rural residential zone:

- (d) *Rural residential development is well serviced with sealed access roads with kerb and channel where required, stormwater drainage, garbage collection and reticulated water supply. Development has access to underground electrical infrastructure.*

The following provisions of the Reconfiguring a lot code have been included to reinforce the specific nature of the aforementioned overall outcomes:

AO9 *Where reconfiguration of a lot:*

- (i) *results in additional lots with frontage to a road; or*
- (ii) *involves the creation of a new road;*

the road is constructed in accordance with Table 9.4.7.4.

PO9 *Roads are designed and constructed to provide an optimum combination of safety and amenity, convenience and economy for users of streets and roads.*

PO40

- (a) *In Warwick and Stanthorpe roads adjoining the land being subdivided are sealed and kerb and channel provided. A concrete edge strip may be accepted in lieu of kerb and channel where lots have an area exceeding 1.5 ha, and suitable drainage works are constructed.*

The applicant has outlined in their response that the standard of construction and road treatment required by the conditions is an unrealistic and unreasonable development outcome. It is the Council's responsibility as Assessment Manager to assess the proposal being applied for and Council cannot speculate on or approve a lesser requirement to land being subdivided if that infrastructure is required with the current proposal, under the current Planning Scheme. The conditioning of development to include kerb and channel along Warner Street is consistent with other subdivisions visible along Warner Street as shown in Figure 3.0, and the provisions of the Planning Scheme.

Figure 3.0 shows approved and/or constructed kerb and channel and concrete edge strip along the relevant section of Warner Street. Kerb and channel is shown in red and concrete edge strip is shown in orange. It is worthwhile noting the subdivision to the north of Warner Street is constructed with kerb and channel and there is an approved subdivision at the southernmost part of Figure 3.0, fronting Dight Road, with approved kerb and channel and concrete edge strip throughout the subdivision.



Figure 3.0 – Warner Street Approved and/or Constructed Kerb and Channel map

The installation of kerb and channel and any associated piped drainage will provide a road environment that mirrors the kerb and channel three blocks east of the subject land. This will ensure the road provides the optimum combination of safety, amenity and convenience for new and existing road users, whilst also providing continuity in road design once remaining portions of land are subdivided and/or approvals are acted upon.

Without the provision of kerb and channel, the development will not comply with the requirements outlined in AO9 and PO40, as the road must be constructed in accordance with Table 9.4.7.4 where the reconfiguration of a lot results in additional lots with frontage to a road. Proposed Lot 3 will not alter the existing lot frontage to the unmade road reserve to the north, however there will be an additional lot frontage to Warner Street. Table 9.4.7.4 requires the provision of an asphalt road and kerb and channel where lots have an area exceeding 1.5 hectares when located in the Rural residential zone. If kerb and channel is not required to be provided, a concrete edge strip is to be

provided at the edge of the bitumen and alternative methods for stormwater drainage are to be provided.

The requirements outlined in AO9 and PO40 of the Southern Downs Planning Scheme (v. 5) are assessment benchmarks. Section 43 of the *Planning Act 2016* outlines that an assessment benchmark (Codes in a Planning Scheme) sets out the matters that an Assessment Manager (Council) must assess assessable development against. This section of the *Planning Act 2016* goes on to explain that an assessment benchmark does not include a matter of a person's opinion or a person's circumstances, financial or otherwise. As such, Council cannot consider the affordability of the site works as outlined by the applicant.

The applicant's proposal for Council to change the requirement for only proposed Lot 2 to be concrete edge strip rather than kerb and channel is not considered appropriate as this lot will be significantly less than the 1.5 hectare minimum. With consideration to the above matters and the original assessment of this application, it is recommended Conditions 4 and 5 be retained in accordance with the requirements of the Planning Scheme.

Recommendation

THAT Council refuse the change representations made in relation to the application for Reconfiguring a Lot (Subdivision of 1 into 2 lots), on land at 218 Warner Street, Rosenthal Heights, described as Lot 7 SP238547, and the conditions of approval are not amended.

ATTACHMENTS

Nil


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

Nil

15. NOTICES OF MOTION

15.1 Notice of Motion - Dollar Bill Drive Maintenance

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Chief Executive Officer	ECM Function No/s:

Notice of Motion – To Be Moved by Cr Bartley

THAT a report be provided for the reasons that part of Dollar Bill Drive, Section 326 to 540, is not currently being maintained.

Cr Bartley has submitted the attached Notice of Motion dated 15 July 2023, in accordance with Section 8.6 of the Council Meetings Policy PL-CS036.

The Notice of Motion is requesting that a report be provided for the reasons that Section 326 to 540 of Dollar Bill Drive is not currently maintained.

ATTACHMENTS

1. Notice of Motion - Dollar Bill Drive Maintenance [↓](#)



Notice of Motion by Councillors

Councillor: Ross Bartley

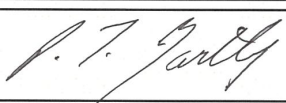
Date: 15/07/2023

Motion:

THAT

A report be provided for the reasons that part of Dollar Bill Drive, Section 326 to 540, is not currently being maintained.

Relevant Background Information

Signature 

Council Meetings Policy – Section 8.6 Notice of Motion


1) Notices of Motions shall be lodged in the approved form with the Chief Executive Officer or their delegate two (2) calendar days prior to the closure of the business paper agenda for the meeting of Council at which the Notices of Motion are to be considered.

2) Councillors shall ensure, where it is intended that employees of the Council be asked to carry out some specific defined action that a Notice of Motion is written in such a way that, if carried, the motion carries clear and unambiguous direction.

- Start with the word "That" f
- Use the third person and avoid the use of the first person f
- Clearly indicate the intention of the Council f
- Avoid statements that are ambiguous f
- Aim for clarity of expression f
- Be carefully constructed and if necessary, set out in clauses that can be clearly identified by letters or numbers f
- Indicate proposed action or reflect agreed views on a particular issue f
- Don't re-introduce a resolution which has already been rejected

15.2 Notice of Motion - Desilting of Table Drain - Grafton Street and East Street to Condamine River

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 24 July 2023
	Chief Executive Officer	ECM Function No/s:

Notice of Motion – To Be Moved by Cr Bartley

THAT desilting be undertaken of the table drain which runs beside Grafton Street, East Street to the Condamine River.

Cr Bartley has submitted the attached Notice of Motion dated 15 July 2023, in accordance with Section 8.6 of the Council Meetings Policy PL-CS036.

The Notice of Motion is requesting the desilting of the table drain which runs beside Grafton Street, East Street to the Condamine River.

ATTACHMENTS

1. Notice of Motion - Desilting [↓](#)



Notice of Motion by Councillors

Councillor: Ross Bartley

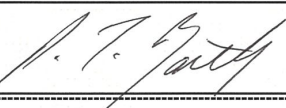
Date: 15/07/2023

Motion:

THAT

The desilting be undertaken of the table drain which runs beside Grafton Street, East Street to the Condamine River.

Relevant Background Information

Signature 

Council Meetings Policy – Section 8.6 Notice of Motion

1) Notices of Motions shall be lodged in the approved form with the Chief Executive Officer or their delegate two (2) calendar days prior to the closure of the business paper agenda for the meeting of Council at which the Notices of Motion are to be considered.

2) Councillors shall ensure, where it is intended that employees of the Council be asked to carry out some specific defined action that a Notice of Motion is written in such a way that, if carried, the motion carries clear and unambiguous direction.

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- Be carefully constructed and if necessary, set out in clauses that can be clearly identified by letters or numbers f
- Indicate proposed action or reflect agreed views on a particular issue f
- Don't re-introduce a resolution which has already been rejected

16. GENERAL BUSINESS

17. CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS

Nil