



SOUTHERN DOWNS REGIONAL COUNCIL ORDINARY COUNCIL MEETING

Dear Councillors

Your attendance is hereby requested at the Ordinary Council Meeting to be held in the Council Chambers, Southern Downs Regional Council, 64 Fitzroy Street, Warwick on **Wednesday, 17 January 2024** at **9:00 AM**.

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

Dave Burges

CHIEF EXECUTIVE OFFICER

10 January 2024

ORDER OF BUSINESS:

ACKNOWLEDGEMENT TO COUNTRY	1
1. PRAYER & CONDOLENCES	1
2. ATTENDANCE	1
3. APOLOGIES.....	1
4. READING AND CONFIRMATION OF MINUTES.....	1
4.1 Ordinary Council Meeting - 13 December 2023	1
5. ACTIONS FROM COUNCIL MEETINGS	2
5.1 Actions from Ordinary Council Meeting 13 December 2023.....	2
6. DECLARATIONS OF CONFLICTS OF INTEREST	7
7. MAYORAL MINUTE	7
Nil	
8. READING AND CONSIDERATION OF CORRESPONDENCE	8
8.1 Correspondence	8
9. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS.....	16
Nil	
10. EXECUTIVE SERVICES REPORTS.....	17
10.1 Organisation Information Reports January 2024	17
10.2 Quarterly Organisation Information Reports January 2024	55
10.3 Investigation Report re Alleged Councillor Conduct Breach - OIA Matter Number C/23/00552	78
10.4 Cross Border Collaborative Working Arrangement	84
11. CUSTOMER AND ORGANISATIONAL SERVICES REPORTS	98
11.1 Disposal of land described as Lot 21 on SP287038, located at 111 Massie Bony Mountain Road, Massie - Warwick Aerodrome	98
11.2 Sale of Land for Overdue Rates and Charges	103
11.3 Advertising Expenditure Policy PL-GV012 (Review)	107
11.4 Adoption of Amended Fees and Charges 2023-24	123
11.5 Second Quarter Budget Review 2023-24.....	125
11.6 Financial Services - Financial Report as at 31 December 2023	142
11.7 Have Your Say - Allora Community Halls and Precinct Survey	161
11.8 In Principal Agreement to Use - Storm King Dam - School Open Water Swimming.....	187
11.9 Sole/ Specialised Supplier Register	191
12. INFRASTRUCTURE SERVICES REPORTS	196

WEDNESDAY, 17 JANUARY 2024 Ordinary Council Meeting

12.1	Water and Wastewater Customer Service Standards January 2024	196
12.2	Water Service Areas January 2024	212
12.3	Rural Water Connection Policy	215
12.4	Stanthorpe Irrigators Recycled Water Agreement 2024	224
12.5	Warwick and Stanthorpe Urban Recycled Water Agreement	259
12.6	Traffic Calming Proposal - Oak Avenue, Warwick.....	263
12.7	Tender 24_045 Design and Construct Four Toilet Blocks and Shelter ..	272
13.	PLANNING AND ENVIRONMENTAL SERVICES REPORTS	275
13.1	Shaping Southern Advisory Committee Meeting - 21 November 2023..	275
13.2	Consideration of Change Representations: Reconfiguring a Lot: Paul & Vicki Harrison C/- Aspect Town Planning Pty Ltd - 54 Warner Street, Rosenthal Heights	277
13.3	Material Change of Use – Holly & Guy Collier C/- Adapt Development Management Pty Ltd: 49 Connor Street, Stanthorpe.....	283
14.	REPORTS OF DEPUTATION OR CONFERENCE & REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES	297
	Nil	
15.	NOTICES OF MOTION	297
	Nil	
16.	GENERAL BUSINESS	297
17.	CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS	297
	Nil	

ACKNOWLEDGEMENT TO COUNTRY

1. PRAYER & CONDOLENCES

2. ATTENDANCE

Councillors: Crs Pennisi (Chair), Bartley, Gale, Giori, Gow, McDonald, McNally, Tancred and Windle

Officers: Dave Burges (Chief Executive Officer), Leon Love (Director Customer and Organisational Services), Gary Murphy (Director Infrastructure Services), Scott Riley (Director Planning and Environmental Services) and Dianna Keir (Minute Secretary)

3. APOLOGIES

4. READING AND CONFIRMATION OF MINUTES

4.1 Ordinary Council Meeting - 13 December 2023


Recommendation

THAT the minutes of the Ordinary Council Meeting held on Wednesday 13 December 2023 be adopted.

5. ACTIONS FROM COUNCIL MEETINGS

5.1 Actions from Ordinary Council Meeting 13 December 2023

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	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 13 December 2024.

A copy of the Actions Report is attached.

ATTACHMENTS

1. Actions from Ordinary Council Meeting - 13 December 2023 [↓](#) 

<div>  ACTIONS FROM ORDINARY COUNCIL MEETING 13 DECEMBER 2023 </div>					
^MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
13/12/2023	12.8	Request for in-kind work from Stanthorpe Sport Association Inc	Yeaman, Jill	08 Jan 2024 3:49pm Verney, Prue - Completion Completed by Verney, Prue on behalf of Yeaman, Jill (action officer) on 08 January 2024 at 3:49:21 PM - Planning has commenced for the Stanthorpe Sports Association project. Initial assessment to better define the project costs will be carried out week commencing 15 January 2024.	8/01/2024
13/12/2023	12.6	Allora Sports Club Request for Fee Waiver	Yeaman, Jill	08 Jan 2024 3:47pm Verney, Prue - Completion Completed by Verney, Prue on behalf of Yeaman, Jill (action officer) on 08 January 2024 at 3:47:46 PM - Water and Wastewater Treatment Coordinator advised the Allora Sports Club of Council's resolution. No feedback to date.	8/01/2024
13/12/2023	11.2	Telecommunications Lease – Glen Road, Rosenthal Heights – Lot 1 on RP210020	Watt, Mark	03 Jan 2024 4:34pm Watt, Mark - Completion Completed by Watt, Mark (action officer) on 03 January 2024 at 4:34:31 PM - Lease received and ready for execution with Telstra on 3/1/24.	3/01/2024
13/12/2023	12.2	Easey Street Stormwater Drainage	Varughese, James	08 Jan 2024 2:27pm Verney, Prue - Completion Completed by Verney, Prue on behalf of Varughese, James (action officer) on 08 January 2024 at 2:27:31 PM - Grant funding will be requested in January 2024 with approval from CEO., Detailed design after funding is received., Second quarter budget amount amendment requested.	8/01/2024
13/12/2023	12.4	Trade Waste Management Policy 2023 and Trade Waste Management Plan	Sweetlove, Graham	15 Dec 2023 9:11am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Sweetlove, Graham (action officer) on 15 December 2023 at 9:11:22 AM - Trade Waste Management Policy and Trade Waste Management Plan will be published on Council's Website.	15/12/2023
13/12/2023	12.5	Stanthorpe Wastewater Treatment Plant Upgrade	Sweetlove, Graham	15 Dec 2023 9:05am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Sweetlove, Graham (action officer) on 15 December 2023 at 9:05:26 AM - Consultant has been informed of the Council decision - final formatting and grammatical check on report are being completed. Concept design will then be forwarded to the Department of Environment and Science.	15/12/2023



ACTIONS FROM ORDINARY COUNCIL MEETING 13 DECEMBER 2023

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
13/12/2023	11.4	Allora Swimming Pool Season Fees and Charges Adjustment	Ryan, Mitch	14 Dec 2023 11:58am Bell, Michael - Completion Completed by Bell, Michael on behalf of Ryan, Mitch (action officer) on 14 December 2023 at 11:58:30 AM - Lessee notified 14 December	14/12/2023
13/12/2023	11.6	Tender 24_042 - Operation and Management Killarney & Allora Community Pools and the Stanthorpe Outside School Hours Care (OSHC)	Ryan, Mitch	14 Dec 2023 11:59am Bell, Michael - Completion Completed by Bell, Michael on behalf of Ryan, Mitch (action officer) on 14 December 2023 at 11:59:00 AM - The tenderers for both offers (Allora and Killarney) phoned and emailed 14 December.	14/12/2023
13/12/2023	13.4	Tender 23_116 Stanthorpe Wild Dog Spur Fence Patrol & Maintenance	Riley, Scott	08 Jan 2024 4:32pm Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Riley, Scott (action officer) on 08 January 2024 at 4:32:37 PM - Tender documents being prepared	8/01/2024
13/12/2023	13.2	Request to Reduce Building Application Fee - PID 45560	O'Mara, Angela	14 Dec 2023 12:12pm O'Mara, Angela - Completion Completed by O'Mara, Angela (action officer) on 14 December 2023 at 12:12:01 PM - Applicant has been advised of the decision and new invoice issued.	14/12/2023
13/12/2023	12.1	Regional Water Assessment	Murphy, Gary	15 Dec 2023 9:13am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Murphy, Gary (action officer) on 15 December 2023 at 9:13:50 AM - Council Submission lodged with the Department of Regional Development, Manufacturing and Water 14 December 2023	15/12/2023
13/12/2023	12.3	Walking Network Plans - Warwick and Stanthorpe	Jacobson, Anneke	14 Dec 2023 2:07pm Jacobson, Anneke - Completion Completed by Jacobson, Anneke (action officer) on 14 December 2023 at 2:07:03 PM - Walking Network Plans uploaded to Council's website, Priority Works Schedule forwarded to Project Officer, data file forwarded to Geospatial Information System Specialist for uploading to Intramaps, copy will be sent to Department of Transport and Main Roads with grant acquittal.	14/12/2023
13/12/2023	13.1	Consideration of Change Representations: Anna L Bowman & Jeffrey W Baker C/- NSPIRE Planning & Design – 28 Yangan Road, Warwick	Hay, Mitchell	08 Jan 2024 4:31pm Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Hay, Mitchell (action officer) on 08 January 2024 at 4:31:10 PM - Lapsed.	8/01/2024



ACTIONS FROM ORDINARY COUNCIL MEETING 13 DECEMBER 2023

^MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
13/12/2023	11.5	Australia Day Awards Assessment Panel	Gilbert, Tiarnie	09 Jan 2024 8:21am van der Hulst, Aimee - Completion Completed by van der Hulst, Aimee on behalf of Gilbert, Tiarnie (action officer) on 09 January 2024 at 8:21:00 AM - Council resolution noted.	9/01/2024
13/12/2023	11.1	Financial Services - Financial Report as at 30 November 2023	Dowie, Brooke	14 Dec 2023 1:09pm Dowie, Brooke - Completion Completed by Dowie, Brooke (action officer) on 14 December 2023 at 1:09:42 PM - November 2023 Finance Report Noted.	14/12/2023
13/12/2023	12.7	Warwick Dog Off Leash Area (DOLA)	Collingwood, Chris	08 Jan 2024 2:36pm Verney, Prue - Completion Completed by Verney, Prue on behalf of Collingwood, Chris (action officer) on 08 January 2024 at 2:36:53 PM - Parks and Operations Department is proceeding to construction of the DOLA in Victoria Park.	8/01/2024
13/12/2023	14.1	BROC Meeting	Burges, Dave	14 Dec 2023 11:59am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 14 December 2023 at 11:59:32 AM - Noted.	14/12/2023
13/12/2023	8.1	Correspondence	Burges, Dave	14 Dec 2023 11:59am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 14 December 2023 at 11:59:12 AM - Noted.	14/12/2023
13/12/2023	8.2	Late Correspondence	Burges, Dave	14 Dec 2023 11:59am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 14 December 2023 at 11:59:18 AM - Noted.	14/12/2023
13/12/2023	6.1	Conflict of Interest - Cr Tancred - Agenda Item 6.1	Burges, Dave	14 Dec 2023 11:57am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 14 December 2023 at 11:57:23 AM - Noted.	14/12/2023
13/12/2023	7.1	Vote of Thanks and Appreciation to Outgoing Premier of Queensland	Burges, Dave	14 Dec 2023 11:58am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 14 December 2023 at 11:58:00 AM - Noted - correspondence has been sent to the Premier.	14/12/2023



ACTIONS FROM ORDINARY COUNCIL MEETING 13 DECEMBER 2023

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
13/12/2023	10.2	2021 - 2026 Corporate Plan Review	Burges, Dave	14 Dec 2023 12:00pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 14 December 2023 at 12:00:03 PM - Corporate Plan will be updated and will be posted on the Website.	14/12/2023
13/12/2023	5.1	Actions from Ordinary Council Meeting 22 November 2023	Burges, Dave	14 Dec 2023 11:57am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 14 December 2023 at 11:57:15 AM - Noted.	14/12/2023
13/12/2023	10.1	Organisation Information Reports 22 November 2023	Burges, Dave	14 Dec 2023 11:59am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 14 December 2023 at 11:59:26 AM - Noted.	14/12/2023
13/12/2023	11.3	Allora Community Hall - Contractor Engagement Exception Report	Bell, Michael	14 Dec 2023 11:58am Bell, Michael - Completion Completed by Bell, Michael (action officer) on 14 December 2023 at 11:58:05 AM - 14 December, contractor notified	14/12/2023
13/12/2023	13.1.1	Consideration of Change Representations: Anna L Bowman & Jeffrey W Baker C/- NSPIRE Planning & Design - 28 Yangan Road, Wawick	Beck, Sean	08 Jan 2024 4:31pm Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Beck, Sean (action officer) on 08 January 2024 at 4:31:46 PM - Decision Notice & Statement of Reasons emailed to applicant.	8/01/2024
13/12/2023	13.3	Draft Charges Resolution (No. 4.2) 2023	Beck, Sean	08 Jan 2024 4:33pm Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Beck, Sean (action officer) on 08 January 2024 at 4:33:50 PM - Resolution noted.	8/01/2024

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: 17 January 2024
	Chief Executive Officer	ECM Function No/s:

Recommendation

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

REPORT

1. **Her Excellency the Governor of Queensland** extending best wishes for Christmas and the New Year, and to thank Council for coordinating her recent visit to the region to celebrate the Centenary of the Warwick Memorial Cenotaph and Unveiling of the World Wars Honour Board at the Freestone Community Hall (copy attached).

Action: Noted.




2. **Mayor Pennisi to Minister for Transport and Mains** in relation to the damaged railway line from Stanthorpe to Wallangarra.

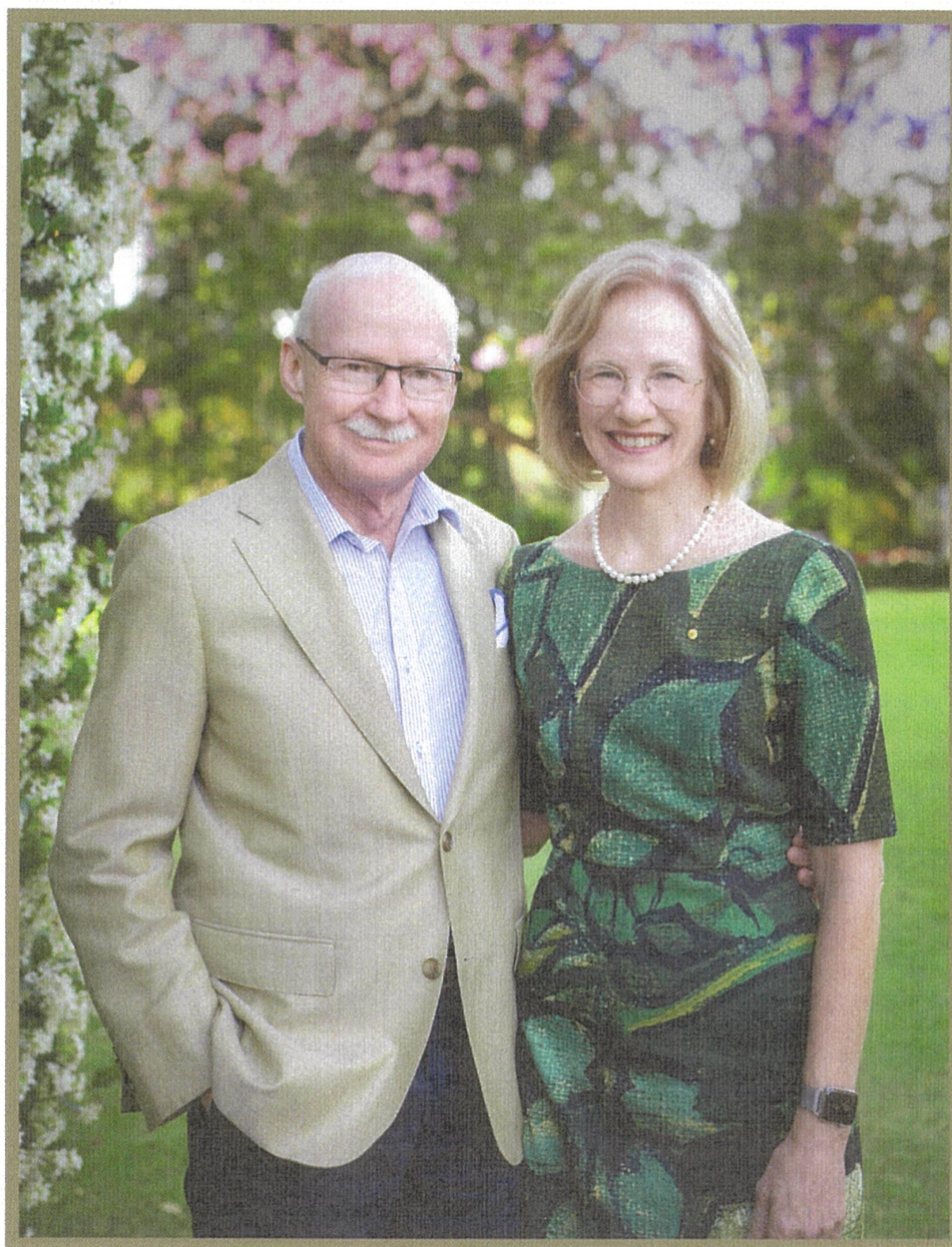
Action: For Councillors' information.

3. **Warwick Bowls Club Incorporated** requesting a reconsideration for rates concession.

Action: Noted.

ATTACHMENTS

1. Correspondence from Governor of Queensland [↓](#) 
2. Correspondence from Mayor to Minister for Transport and Main Roads [↓](#) 
3. Correspondence from Warwick Bowls Club Incorporated [↓](#) 



Thank you for organising such a beautiful day in Warwick and Freestone. Both events were very solemn and dignified, and paid due homage to those mainly young men who died defending our country's ideals in many overseas locations. They were both moving ceremonies. It was lovely to see so many children involved. The school leaders who joined the service in Warwick were delightful and a credit to their schools and the children at Freestone sang the National Anthem beautifully. I have also greatly enjoyed the fudge they gave me! Many thanks for a lovely day. Clennette.

Dear Vic, Dave, Southern Downs
Councillors and Staff of the
Southern Downs Regional Council.

With best wishes for
Christmas and the New Year
from the Governor of Queensland,
Her Excellency the Honourable Dr Jeannette Young AC PSM
and Professor Graeme Nimmo RFD

December 2023

Warm wishes from
Jeannette and Graeme

Our Ref: MB:PF/15.03

14 December 2023



The Hon Bart Mellish MP
Minister for Transport and Main Roads
1 William Street
BRISBANE QLD 4000

Email: transportandmainroads@ministerial.qld.gov.au

Dear Minister Mellish

Re: Damaged Railway Line from Stanthorpe to Wallangarra

Congratulations on your recent appointment to the Minister for Transport and Main Roads portfolio. The Southern Downs Regional Council has been a strong partner with the previous Palaszczuk government and is keen to see this continue under Premier Steven Miles.

With the recent reshuffle of the State Ministerial portfolios, I thought I would take this opportunity to give you a brief update of the natural disaster that impacted our region in October and November 2023, with those devastating fires leaving a long-lasting impact on our community,

During the October/November 2023 fires, some 20,000 plus hectares were burnt, with the villages of Dalveen and Wallangarra being front and centre of two of our more significant fires during that time.

While the fires were short lived, and our emergency services partners did an exceptional job to bring these fires under control so quickly, the impact from these fires has extended far beyond that initial response.

One such example is the impact these fires had on our Wallangarra community. While this community was fortunate to not have lost more, it did lose a crucial backbone and lifeblood for this small community, being the rail line between Stanthorpe and Wallangarra.

While the hay day for this line may have passed, this small community relies heavily on this line due to the tourism it creates around both the train travel and connection to Wallangarra.



Warwick Office 64 Fitzroy Street Warwick QLD 4370
Stanthorpe Office 61 Marsh Street Stanthorpe QLD 4380
Mail to: The CEO, Southern Downs Regional Council, PO Box 26 Warwick 4370
ABN 59 786 792 651



1300 MY SDRC (1300 697 372)



mail@sdrc.qld.gov.au



sdrc.qld.gov.au

Southern Downs online



-2-

I am concerned that if this line is not reinstated, the tourism that this town relies so heavily on will disappear. Without this crucial economic investment, this community will continue to suffer, feel abandoned, and unfortunately, I am concerned the human and social impact that any delay or non-replacement of this line may have on this community's spirit.

In addition, the Department of Defence owns a facility located near the Wallangarra township. The availability of a railway transport connection to that area may also have future logistical implications.

Minister, I understand there may be more pressing issues for the State Government at the time, however, at a local level there is non-more pressing then the reinstatement of this crucial rail line for this community.

I would welcome the opportunity for the Minister to visit our magnificent region and personally take a look at the importance this rail asset plays in our region.

Minister, once again, congratulations on your portfolio appointment and I look forward to working closely and having a productive, collaborative relationship with the State Government, which is now lead by Premier Steven Miles.

Should you have any queries regarding the above please contact Mr Michael Bell, Manager Community Services/Local Disaster Coordinator on 0487 301 898.

Yours faithfully



Mayor Vic Pennisi
Chairperson
Southern Downs Local Disaster Management Group



WARWICK BOWLS CLUB INC.

Fitzroy Street, Warwick Qld 4370 Phone 07 4661 1516 PO Box 170, Warwick Qld 4370

Email: warwickbowlsclub@gmail.com

Management Committee:

Chairman

Max Holder
30 Willi Street
Warwick Q 4370
Phone 0418 341 982

Secretary

Carol Thurgate
54 Warwick Street
Allora Q 4362
Phone 0403 672 201

Treasurer

T. Wright
8 Charlie Doy Place
Warwick Q 4370
Phone 0417 006 745

10th January 2024

Dave Burgess
Southern Downs Regional Council
Po Box 26
Warwick 4370

Dear Dave

From information we received from other sporting bodies within the Southern Downs Regional Council area regarding water and sewer rates we were advised other clubs were exempt from paying water and sewer charges.

Therefore, back in April 2023 we applied to council for a Rate exemption/concession for water and sewer. We were declined in a letter dated 24th April 2023 and advised in line with council policy - *The Rate Concession Policy Section 5.1.1 which states a Not-For-Profit/Community Organisation is not eligible to receive a concession if income is received from gaming machines, gambling activities and/or from sale of alcohol in an organised manner.* It was also identified that the general rate exemption the club has been receiving for many years is also not allowed.

The Warwick Bowls Club does not have gaming machines and the club is not open to the general public except for hiring for functions. The sale of alcohol is for purchase by our members and visitors at bowling functions only and therefore not in an organised manner.

We have been advised by the Department of Fair Trade we are a Not-For-Profit organisation under the incorporation IA29494 and we believe we should not be charged rates as in line with other sporting licenced organisations in the Southern Downs regional Council area.

The Warwick Bowls Club has been in operation for over 115 years in its current location and is solely operated by volunteers. All income

from bowling activities, the hire of the venue and the sale of Alcohol is used for operational needs, to give benefit to the community and maintain the building in line with a heritage listing within Leslie Park.

Following on from our declined application for water and sewer exemption we have now received a General Rates Special Uses Supplementary Notice. This is an extra burden the club can not afford especially with an increase of over \$3,000.00pa for insurances this year.

Our kitchen is need of an update and our 2 recent grant applications were declined therefore we must use our diminishing reserves to do the work

To remain a viable community sports club we will need to consider increasing our charges to our members and the community which would not be competitive with the other clubs in Warwick and it may force the closure of the club.

We believe our club in the centre of town is an asset to the community and if it were to be closed it would be a great loss to the wider community and visitors.

We ask Council to reconsider charging the Warwick Bowls Club the general rates now imposed upon us.

Yours faithfully
Carol Thurgate
Secretary

Yours sincerely

C. Thurgate
Secretary

Cc Vic Pennisi, Ross Bartley, Andrew Gale, Marco Giori, Cameron Gow, Cynthia McDonald, Jo McNally, Stephen Tancred, Sheryl Windle.


9. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

Nil

10. EXECUTIVE SERVICES REPORTS

10.1 Organisation Information Reports January 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	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.

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

Report

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

1. Customer and Organisational Services Monthly Status Report January 2024
2. Killarney Book Exchange Update
3. Infrastructure Services Monthly Status Report January 2024
4. Planning and Environmental Services Monthly Status Report January 2024

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 Information Reports.

External Consultation

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

LEGAL / POLICY

Legislation / Local Law

Nil





Corporate Plan

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

Policy / Strategy


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

ATTACHMENTS

1. Customer and Organisational Services Monthly Status Report - January 2024 [↓](#) 
2. Killarney Book Exchange Update [↓](#) 
3. Infrastructure Services Monthly Status Report - January 2024 [↓](#) 
4. Planning and Environmental Services Monthly Status Report - January 2024 [↓](#) 

INFO REPORT | Customer & Organisational Services Status Report - December 2023

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Director Customer and Organisational Services	ECM Function No/s:

Recommendation

THAT Council receive and note the Customer and Organisational Services Status Report for the month of December 2023.

REPORT

The Customer and Organisational Services Directorate has responsibility for the operational aspects of a range of functions within Council and external to Council.

Major Projects Update

Project Name	Status
Stanthorpe Art Gallery/Library	As at December 2023 <ul style="list-style-type: none"> 87% value of work completed Value of work completed to date \$6M Estimated completion date is mid-March 2024
Warwick Saleyards	<ul style="list-style-type: none"> Over the last month works have concentrated on the final engineering, steel procurement and the commencement of stock yard fabrication. Whilst these off-site activities continue, works on site involved the continuation of demolition and new gravel bases for the sale pens. The Contractor was off site for the Christmas closure.

Community Services

Disaster Management

Council's Local Disaster Management Group (LDMG) stood up in response to the fires across the region in late October/early November. In response to the natural disaster, a number of categories were activities under the Disaster Recovery and Funding Arrangements were activated for the Council – see below.

Local Government Area	Counter Disaster Operations	Essential Services Safety & Reconnection Scheme	Personal Hardship Assistance Scheme	Freight Subsidies for Primary Producers	Disaster Assistance Loans for Primary Producers	Disaster Assistance (Essential Working Capital) Loans Scheme for Primary Producers
Southern Downs Regional Council	8/11/2023	1/11/2023 ¹	1/11/2023 ¹	3/11/2023	3/11/2023	3/11/2023

Library Services

Update on activities and delivery against a number of Library Services' KPIs (as of November) are provided below.

Reference No	Description of Item / Project	Responsible Officer (Title)	Expected Start Date	Expected Finish Date	Quarterly Status Review	% Complete	Comment
1. Libraries							
1.1	Ensure best practice management of our facilities and services	Library Branch Coordinator	1 July 2023	30 June 2024		41%	QPLA meeting (Queensland Public Libraries Association) YPLG meeting (Young People Library Group) Monthly team meetings Monthly one on one staff meetings Collection maintenance – ongoing Library van off the road and will go to Brisbane for service (battery & associated issues) Civica meeting (Account Manager) Fortnightly Branch Coordinator meetings Recruitment for Warwick positions Quarterly all of service staff meetings Library supplier meetings LGMA meeting SPUN conference (Spydus User Network) QGCDC digital inclusion online meeting Staff recruitment discussion Allora
1.2	Foster a strength-based team culture with well-trained staff (5 training opportunities undertaken by staff)	Library Branch Coordinator	1 July 2023	30 June 2024		41%	Leadership development program – 1 staff Cert IV Library & Information Services – 2 staff, 1 completed. Population forecast workshop – 1 staff SCARF training Spydus training x 4 New PPT & Casual commence work in Warwick
1.3	Provide safe and accessible community spaces through effective planning and ongoing refurbishment and maintenance.	Library Branch Coordinator	1 July 2023	30 June 2024		41%	Stanthorpe Library/Art Gallery renovation is continuing. IntraSpace quote received for feedback (shelving and furniture) Previous information received – electrical drawings approved, returns chute options provided Adilam selected, joinery concerns for front counter – design already signed off on. Entrance & foyer precast panels assembled. Front extension slab laid and roofing laid/replaced.
1.4	Provide a gateway to virtual online services and networks	Library Branch Coordinator	1 July 2023	30 June 2024		41%	Continued maintenance, evaluation and purchasing of digital resources, updates of OPAC
1.5	Deliver innovative programs to engage with the community and enhance the library as a community resource	Library Branch Coordinator	1 July 2023	30 June 2024		41%	Programming plans Tech assist, Craftersnoon, holiday activities (ongoing), and Turing Tumbles (STEM) Author visit Heather Reyburn, Kids Korner fortnightly storytime, Assumption College fortnightly visit. Book Week. Qld Health – Baby Rhymetime

Reference No	Description of Item / Project	Responsible Officer (Title)	Expected Start Date	Expected Finish Date	Quarterly Status Review	% Complete	Comment
							Storytime Under 8s day – Warwick East School Visits to St Joseph’s School Stanthorpe – prep – Year 6.
1.6	Promote library services (increase in usage)	Library Branch Coordinator	1 July 2023	30 June 2024		41%	Social media promotion ongoing: (1-30 November 2023) Southern Downs Library Facebook – 4 posts , 4,520 post reach, 197 interactions Instagram – 14 posts , 0 post reach, 21 interactions Social media promotion ongoing: cumulative figures (July 2023 – June 2024) Southern Downs Library Facebook – 49 posts , 27,936 post reach, 2,661 interactions Instagram –76 posts, 2,024 post reach, 201 interactions Southern Downs Library Facebook followers: 1077 Instagram followers: 257 Advertisement and editorial in Southern Living Monthly Your Southern Downs eNews Holiday activities information sent to local schools
1.7	Work towards ensuring all of the SDRCommunity has access to library services reflective of their needs	Library Branch Coordinator	1 July 2023	30 June 2024		41%	Delivery Outreach Requests for purchase Tech assist (user needs based program) First5forever outreach Regional & Requested Delivery service Homerun service ongoing
1.8	Measure effectiveness of program delivery through 1 survey per year	Library Branch Coordinator	1 July 2023	30 June 2024		90%	Anticipated annual survey being finalised. Library survey conducted 1-28 August. Survey results being analysed.
1.9	Meet all financial, statistical, legislative and reporting requirements of relevant bodies (e.g. Council, SLQ)	Library Branch Coordinator	1 July 2023	30 June 2024		75%	Preparation for Annual reporting requirements commenced Monthly figures gathered Quarterly figures gathered Community engagement details supplied Annual report to State Library & First5Forever forward plan submitted. Monthly reports

Corporate Services

Land Management

Officers continue to progress land matters as they arise including resumptions, acquisitions, disposals, lease renewals etc which have resulted from or are be prepared for a Council decision or dealt with under delegated authority.

Warwick Saleyards

December saw a total of three (3) cattle sales and four (4) sheep sales. Warwick agents penned 142 cattle for the last sale of 2023. The yarding contained excellent lines of supplementary fed yearling steers and heifers suited to the wholesale meat trade plus restocker lines. The regular

wholesale buyers and local restockers attended contributing strong prices for the end of the year sale.

Light weight yearling steers to restockers made 362c with those over 200kg at 376c to average 343c/kg. Yearling steers in the 400-480kg range to local wholesalers made 338c to average 313c with those over 480k at 277c to average 273c/kg. Light weight yearling heifers to background made 256c to average 251c/kg. Yearling heifers to feed for the domestic market made 254c to average 252c/kg. Heavy yearling heifers to the local wholesale meat trade made 352c to average 301c with those to feed at 256c to average 254c/kg. Yearling heifers over 480kg to processors made 322c to average 289c/kg.

Warwick Saleyards Redevelopment

Council is expecting steel delivery in December with yard construction onsite set for early January. Stage 1 is expecting completion in late March 2024.

Officers have been engaging with selling agents regarding the operations of the weekly cattle sales. With the complete demolition of the eastern side of the saleyards occurring during the week of the 8th January, Selling Agents have been asked to limit cattle numbers to that which can be accommodated in the remaining selling and holding pens and still achieve animal welfare outcomes. As an indication, the 9th January sale had slightly less than 600 head which achieved this outcome and didn't require re-penning of cattle.

Livestock Numbers for the Month of December

Cattle

Year	Month	No of head processed	Av No. Per Sale	Av Price Per head
2023	Dec	2977	992	Heavy Yearling Steers: 273c/Kg
2022	Dec	1611	603	Heavy Yearling Steers: 466c/Kg
Financial Year to Date sales:		19090 head		

Sheep

Year	Month	No of head processed	Av No. Per Sale	Av Price Per head
2023	Dec	6053	1210	Heavy Lambs \$133
2022	Dec	3228	1931	Heavy Lambs \$212
Financial Year to Date sales:		42918		

Governance

Complaints, Right to Information, Information Privacy Matters

Request type	Internal status	Date last status update
Administrative action complaint	2 current	Under review
Ombudsman matter for review	1 current	
Right to Information	3 current	2 applications ongoing 1 applications submitted for external review to OIC

Policies and procedures December 2023

Details	Current	Past Review Date	Under Review	Draft Policies	Awaiting adoption	To be rescinded
Policies – Strategic and Operational	56	25	16	7	10	0
Procedures - Strategic and Operational	24	62	3	9	2	0

Insurance

The governance team is working through finalising existing claims. A significant amount of work has been processed in this space which is seeing the majority of backlog worked through to bring insurance claims up to date

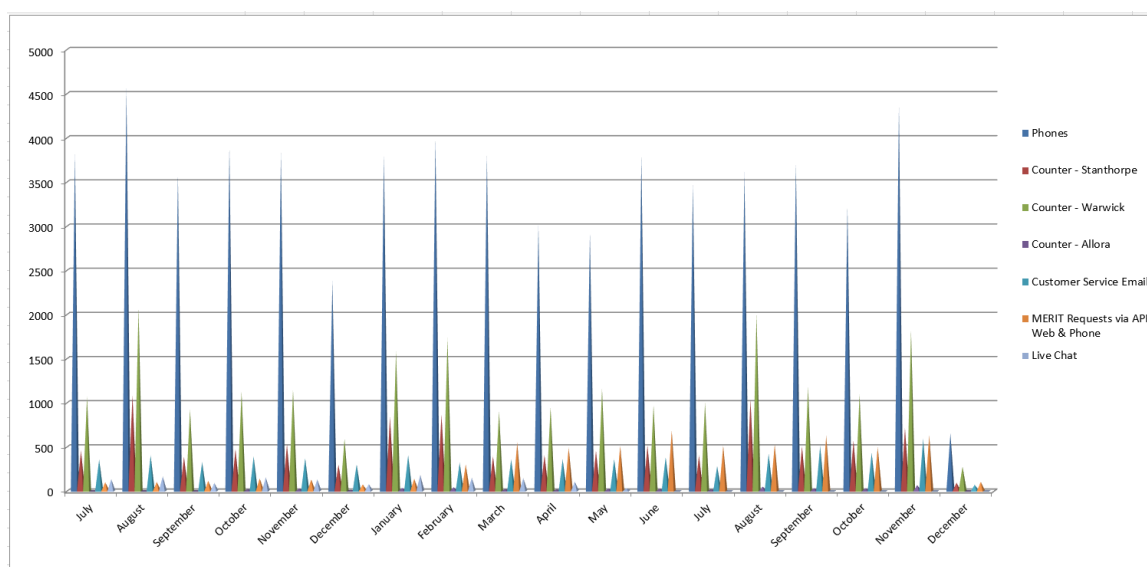
Claim Description	Number	Settlement Payout
Motor vehicle claims – In progress	8	N/A-
Property Matters – In progress	3	N/A-

Customer Service

The highest number of phone calls received in December related to Local Laws. This is consistent with dog inspections taking place and dog registrations becoming due.

Statistics for the month of:	December 2023
Phones	652
Counter – Stanthorpe	94
Counter – Warwick	277
Counter – Allora	0
Customer Service Emails	70
MERIT Requests vi app, web and phone	104
Live Chat	0

Statistics for the month shown graphically below



Sustainability & Strategy

Asset Management

Aerodromes Master Plan initial site review was conducted in December. Work has begun on a Master Plan for Bridge Assets in SDRC. Preparations for the Council Information Session with respect to Fire Trail maintenance was conducted.

Enterprise Asset Management (EAM) Project

The work to deliver the functionality between GIS and the EAM module is being completed by the vendor. The work continues to be on track.

Flood Studies

Work continues and is on program for delivery. A community survey has been made available online as of 8 January 2024.

GIS

The GIS team continue to manage the GIS dataset. Data capture of movements at the Saleyard was captured using the UAV. Migration to the current versions of the service platform continue which will enhance the use of the GIS and Work Order systems.

Project Management Office (PMO)

The PMO has developed a training program for internal project managers to refresh their understanding and adoption of the Project Management Framework. Delivery of the training will start in January 2024.

Financial Services

Finance

- Additional data is now being collated for the development of a price path for the Waste Business with price modelling options being developed for consideration in the future.
- Work on undertaking a high-level rating review has commenced.
- Fuel Tax Credit review stage 2 work in progress.
- Work on Fleet rates review has commenced with data currently being collated to validate updated rates set up in FY23/24.
- Quarter two budget review has been finalised.
- The FY24/25 budget development has commenced with the Finance Team updating the Fees and Charges Model. Budget meeting and Councillor Information Sessions are being finalised.
- Appointment of Valuers for comprehensive revaluation (land, water, waste water, building) and indexation is currently being finalised.
- A comprehensive review of debtors account is being undertaken with a focus on process improvement mainly around cash handling and debtor creation.

Information Technology

- Work associated with Council's Business Continuity Plan / Disaster Response Plan and Cybersecurity Incident Response Plan is progressing. Further workshops will be held in the coming weeks.
- Operational Level Agreement being drafted for Water and IT to assist with management of SCADA systems.
- IT Service Management capability review currently being planned to assist in improving service delivery to enhance overall efficiency and effectiveness.
- As per the Tech One CIA Roadmap work is on rolling out Enterprise Asset Management Module (EAM) is continuing. Work has now commenced on the HR Org Module and Purchase Card Modules. These modules will most likely be implemented by the end of January 2024.
- Work on the ELMO project is progressing with the Recruitment module being rolled out in stages.
- Other IT related initiatives or projects are progressing and being monitored.

Procurement

- Procurement has identified several opportunities that would assist in improving Fuel management across Council especially around reconciliations and costing. A list of recommendations has been developed and will be implemented in a staged manner.
- Request for quotations have been sought for select sites for solar with limited responses received. Alternate options are now being considered.
- Further Training on Procurement, the use of Local Buy and Vendor Panel is currently being considered for Feb or March 2024.


December 2023 Reporting - Procurement	
Procurement Stats	
Number of Tenders Released	1
Contract number	Description
24_045	Design and Construct 4 x Toilet Blocks: Leslie Dam Boat Ramp Rd, Brock, Jim Mitchell and McGregor Parks and 1 x Picnic Shelter at Brock Park
Number of Tenders in progress	4
Contract number	Description
23_070	Recycled Water Extension to Morgan Park
24_015	WIRAC Air Handling
24_029	Storm King Dam Re-Tensioning
24_042	Operation & Management of Killarney & Allora Pools and Stanthorpe OHSC
Number of RFQ's Released	8*
Contract number	Description
24_021	Supply and Delivery of Two Graders
24_032	Diesel Fitting/Heavy Vehicle Mechanical Services
24_035	Supply and Delivery of Two Tandem Axle Cab/Chassis Trucks
24_046	Replacement of Rehau Raubioxon Diffusers
24_049	Corporate Videography & Photography
24_051	Supply & Delivery of Two FWA Backhoes
24_052	Illegal Dumping Partnerships Program
24_056	Reseals 23/24 Hudson Street - Goomburra Road
Number of RFQ's in progress	13
Number of Contract Numbers Issued	13
Number of Purchase Orders Raised After Invoice Date	41
Inductions done	0
*This figure does not include RFQs we have reviewed but were released by other Departments	

ATTACHMENTS

Nil

0.0 INFO REPORT Killarney book exchange

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Warwick Library Branch Coordinator	ECM Function No/s:

Recommendation

THAT Council receive the report and note the contents.

REPORT

Background

At the General Council Meeting on 24 May 2023 the Options paper *A new season for library services in Killarney* was presented for Councilors to consider. This paper outlined future options for library service to Killarney subject to triggers based on criteria established in the Library Review which were adopted by Council at the Ordinary Council meeting of 22 February 2023. The Options paper identified the potential for community book exchanges to provide quality reading resources and promote a sense of wellbeing in the community.

As an immediate response to address the needs of the community in Killarney it was determined that enhancing and improving existing services would be part of an ongoing, regional strategy. Implementing a Book Exchange in the Killarney community was deemed an initial step towards enhancing community access to books and was intended as a short-term solution to long-term strategic planning.

Report

In May 2023 Council committed to the first stage of providing extended library services to the town of Killarney by collaborating with the Killarney Co-op to run a community book exchange. An agreement was established (Attachment 1) outlining the contribution of resources from Southern Downs Regional Libraries (SDRL) in the form of shelving and furniture surplus to requirements, and library resources that were being removed from the collection as a part of routine collection management. The resources comprise books of all genres, jigsaw puzzles, DVDs, audio CDs, and audiobooks on CD that show signs of wear but remain in good condition. A fact sheet (Attachment 2) addressing what would be provided by stakeholders, including frequently asked questions, was produced and distributed to interested community members.

In June 2023 SDRL provided the initial shelving, some furniture, and initial library resources. The Killarney Co-op prepared the space with fresh paint, some shelving, branding, and a stamp to identify resources as being part of the exchange (see attachment 3). Having book exchange items stamped removes any confusion between previous library items and current library items, should any item on loan be accidentally returned to the Co-op.

Monday 26 June, 2023, the Killarney Co-op Book Exchange was officially launched and the community began to access the resources offered. Following indications that further shelving was required SDRL delivered and assembled additional bays of shelving in November, doubling the amount of shelving (see images in attachment 3).

Whilst the local Killarney Book Exchange has been established, this does not remove the local community's ability to attend and use Council library services and resources, which will have a much larger collection, including other services, such as computer access. By comparison, Killarney community attendance to the Warwick library has remained steady for both the period prior to the book exchange establishment and after.

General Feedback:

Discussions with the CEO of the Killarney Co-op, Marissa Costello, have indicated a very positive response from the Killarney Community, notably:

- Very positive comments from the community
- Community donations have exceeded expectation in both quantity and quality of resources
- Volunteers have been engaged to assist with managing the resources and are actively engaged in assisting two days per week.
- Whilst it is difficult to assess the number of people using the exchange, volunteers have implemented a "sign in" book to help keep track of usage and items. Signing in is not obligatory and does not determine access.
- Collaboration with Council services has extended to include the Co-op hosting this years' Santa's Storytime, an initiative of SDRC Community Services.

Communication between library services and the Co-op has identified future needs and reasonable expectations from both parties, as contained within the agreement. SDRL will continue to liaise with the CEO of the Killarney Co-op so that any future assistance can be negotiated, such as additional shelving, should any become available and is identified as surplus to library requirements.

Statistical information:

As previously stated, it is difficult to gauge exact figures as the book exchange is not continually monitored and signing in is voluntary. Figures provided by the Killarney Co-op, based on ten (10) weeks of information collected via the signing in book show that, on average, twelve (12) people are signing the book each week. Initially people were only signing however, since then people have also been listing the number of items dropped off/taken. In the five and a half (5.5) weeks that this additional information was collected an average of twenty-four (24) items per week are being listed as borrowed.

It must be noted that these figures are a minimum due to the open nature of the book exchange. The potential for numbers to grow substantially remains present due to the fact that it is a recent addition to the community. The Killarney book exchange opened with approximately 900 items and has grown substantially in a short period of time, with the total number of items now approximately 2,597. The figures are promising, confirming the benefit of a book exchange and showing strong community support.

By comparison, the smallest of the Southern Downs Libraries branches, the Allora Library/Office, is an established customer service point and has developed collection and operations over a substantial period of time.

Whilst the Killarney book exchange is not a library, figures below show the growth potential of the community resource.

Collection	Killarney book exchange	Allora library and CS point
Fiction	1147	1359
Large Print	111	814
Non-Fiction	426	1145
JF / YA / Children's Books	642	1242
DVD	220	1697

CD	35	93
Puzzles / Games	16	174
Total	2,597	6524

The Allora library collection holds additional resources, such as a small local history collection and other library resources, which brings the total holdings to **7,051** items. The Killarney book exchange receives ongoing donations, including resources from SDRC libraries as needed, and has the potential to grow the collection further however, not to the scale of Allora due to space constraints.

Visitor figures and item loans for both locations indicate growth potential for the exchange, again keeping in mind that the exchange is not a library and Allora also operates as a council customer service point. Hours of operation for both service points differ and this has further implications around community access, and community demand.

	Killarney book exchange (Co-op open 63 hours per week)	Allora Library/Office (20 hours per week)
Hours of operation	Monday 8am – 6pm Tuesday 8am – 6pm Wednesday 8am – 6pm Thursday 8am – 7pm Friday 8am – 6pm Saturday 8am – 4pm Sunday 8am – noon	Monday 1pm – 5pm Tuesday 1pm – 5pm Wednesday 1pm – 5pm Thursday 1pm – 5pm Friday 1pm – 5pm

	Killarney book exchange	Allora Library/Office
Average weekly visitors (for corresponding 10week period)	12	75.4
Average weekly “loans”	24	136
Loans per visit	2	1.8

Conclusion/Summary

As intended, the Killarney Book Exchange is helping to meet the immediate needs of the community by providing access to quality reading materials and resources similar to those found in a library service. The ongoing collaboration between SDRC and the Killarney Co-op has highlighted the success of community initiatives, such as book exchanges, and council's ongoing commitment to delivering quality services to the community.

Comparisons drawn between Allora Library/Office and the Killarney book exchange serve to highlight future potential in the growth of the book exchange, and inform future library service strategic planning.

COMMUNITY ENGAGEMENT

Internal Consultation

- SDRL Branch Coordinators

External Consultation

Discussions with Killarney Co-op CEO, Marissa Costello, who has contributed anecdotal feedback regarding the logistics of the exchange, the community response, and feedback from volunteers.

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

Theme: People
Focus Area: Learning and Developing
Deliverable: 7. Offer contemporary library services across the region that reflects the needs of the community
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 objectives are met: Libraries and galleries

Policy / Strategy

Southern Downs Library Strategic Plan 2018-2028

- Southern Downs Regional Library Service aims to provide a vibrant, dynamic library service that meets the recreational, informational and educational needs of the community, by offering a range of resources and programs that can be accessed in library or online. (p.4)
- Welcoming Spaces: the library as a community hub; Something for everyone: the library as a community resource; Virtual library: the library as online gateway; Connected to community; the library responsive to the changing needs of the community. (p.5)

ATTACHMENTS

1. Agreement
2. Fact sheet
3. Images



Southern Downs *A great place to live, work, play and stay.*

PO Box 26 Warwick QLD 4370
64 Fitzroy Street Warwick QLD 4370
61 Marsh Street Stanthorpe QLD 4380

sdrc.qld.gov.au
 mail@sdrc.qld.gov.au
 1300 MY SDRC (1300 697 372)

Customer and Organisational Services	Community Book Exchange Agreement
	<p>This Agreement is between Southern Downs Regional Council and the Community Group named below. By signing this Agreement, both SDRC and said Community Group, agree to the terms set out in the attached Fact Sheet and FAQs. SDRC agrees it will provide an amount of superfluous shelving, furniture and cancelled items from their collection with the responsibility to deliver them to the Community Group at the commencement of the Exchange. The Community Group agrees to provide a monitored space allowing ANYONE access to these donated items as a FREE service through the Exchange. The Community Group agrees to provide the Library contact person listed below, the rules of use and scope of the service they develop. In order to streamline the Libraries decisions regarding quantity of donations and whether the service is viable, the Community Group also agree to provide feedback on usage (numbers of users, books taken/exchanged and community response to the service) every six months. If, at any time, either party seek to cease the Community Book Exchange and this agreement, they will furnish the other party with 4 weeks' notice of that intention. At the cessation of this agreement, all donated items from the Library will remain the property of the Community Group unless other arrangements are agreed to.</p> <p>Please complete this Agreement in BLOCK LETTERS and tick boxes where applicable.</p>
Community Group Details	<p>Community Group name: _____</p> <p>Contact Person Name: _____</p> <p>Postal Address: _____</p> <p>Phone: _____</p> <p>Mobile Phone: _____ A/H Phone: _____</p> <p>Email Address: _____</p>
Library Contact Details	<p>Library Branch: _____</p> <p>Contact Person Name: _____</p> <p>Postal Address: _____</p> <p>Phone: _____</p> <p>Email Address: _____</p>
Privacy Notice	<p>The information on this form is collected for communication purposes only under the <i>Information Privacy Act</i> ('the Act'). This information may be stored in Council's records database and may also be used for statistical research, information provision and evaluation of services.</p>
Agreement Signatures	<p>I, _____, certify that the above information is correct and agree, on behalf of the Community Group, _____, to the above expectations in setting up a Community Book Exchange.</p> <p>Signature: _____ Date: _____</p> <p>I, _____, certify that the above information is correct and agree, on behalf of the Southern Downs Regional Council to the above expectations in making donations to a Community Book Exchange.</p> <p>Signature: _____ Date: _____</p>

FACT SHEET



COMMUNITY BOOK EXCHANGES

INFORMATION FOR INTERESTED COMMUNITY GROUPS

One thing SDRC has been reminded of lately is that the community not only want a free browsing collection, but that they need it. For library lovers there is no comparison to browsing through books, magazines, jigsaw puzzles or DVDs in a safe space where they are able to sit awhile to peruse items, while perhaps meeting new authors, actors or genres. While SDRC provides three excellent Library branches here in the Southern Downs that share their browsing collection, there are always people, towns or areas that can't make it to these facilities for various reasons. This has become particularly pronounced with the recent temporary closure of the Stanthorpe Library building due to renovations and the pause on the Mobile Library due to COVID space restrictions.

At the General Council Meeting on 22 February 2023 the following resolution was passed:

Establish Community Book Exchanges in communities without a library [branch] where they wish to participate through a local Community Group managing the site ... with items [weeded] from the existing [library] collection that could be used to initially stock the Community Book Exchange and regularly replenished

At this meeting, Council determined to discontinue the Mobile Library service. The establishment of Community Book Exchanges seen as one alternate way to provide a browsing collection into local communities.

Have you ever loved a book so much you want to share it with the whole community? Well Community Book Exchanges have been popping up all over the country to allow you to do just that. Community run and free, they are a casual way to share books or other items with the rest of the community. You don't have to bring an item to exchange but it helps. You don't have to return items but it helps to keep the flow of stories going. Southern Downs Regional Libraries would like to help Community Groups get started by donating weeded items from our collection to share and exchange.

What your Community Group would need to provide:

- A willingness to host and manage the Community Book Exchange as a free service to their community
- A space for shelving and books and any other furniture to make the space comfortable
- A member who is willing to manage the resource and communicate with library staff

What Southern Downs Regional Libraries can provide:

- Shelving in excess of their needs and suitable for ex-library books
- Some furniture in excess of their needs
- Donated books and other items (e.g. audio books, magazines, jigsaws puzzles, DVDs) cancelled from the library collection, which would be replenished at intervals to be determined.

If you think your Community Group would be interested in participating please contact Council.

Southern Downs *A great place to live, work, play and stay.*



sdrcl.qld.gov.au



mail@sdrcl.qld.gov.au



1300 MY SDRC (1300 697 372)

Southern Downs online



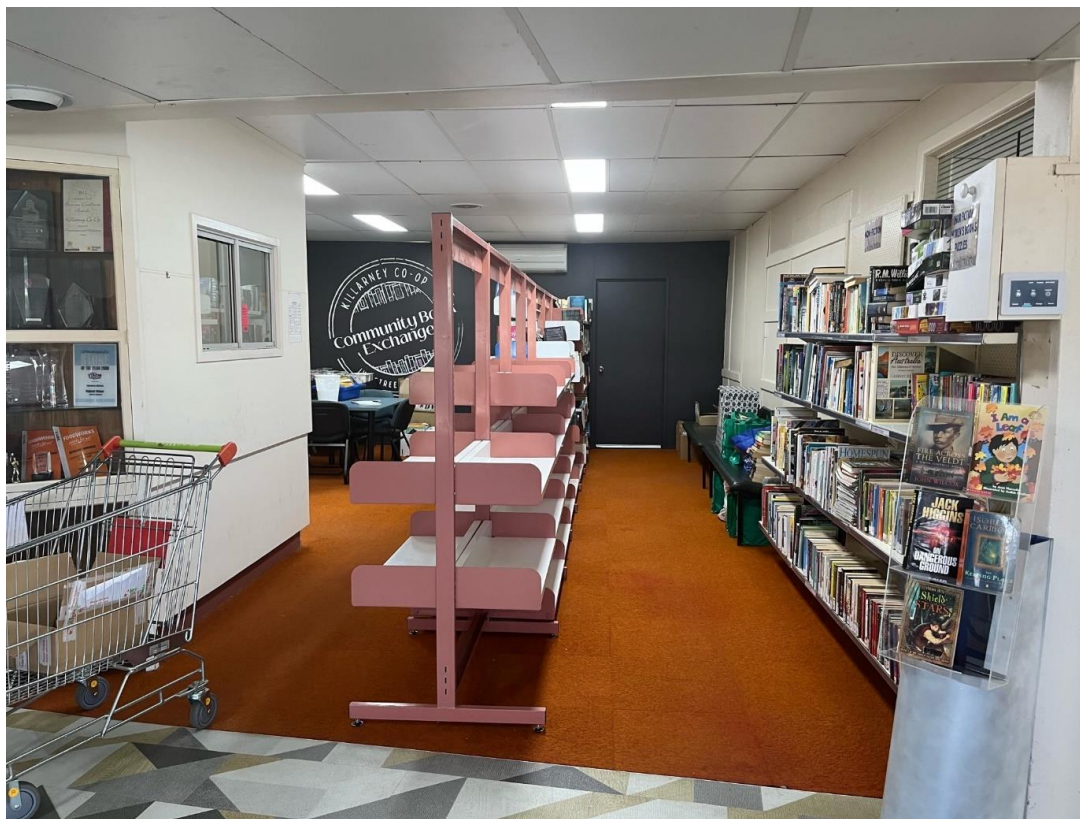
FREQUENTLY ASKED QUESTIONS

- *Does the Community Book Exchange (Exchange) just get worn out books from the Libraries?*
 - No, irreparable books are disposed of. Exchanges would receive items that have been used, will show signs of wear but will be in relatively good condition.
 - Other members of the community may also donate used items. The Community Group would need to determine quality standards for other donated material.
- *How often can items be added to the Exchanges by Southern Downs Regional Libraries?*
 - Periodically. Library staff carry out cancellations at various times of the year and they would wait until they had enough cancelled items to replenish Exchanges.
- *Does Council pay us to host the book exchange?*
 - No, this is a free service to the community. Items from the libraries are donated.
- *How many books do we get?*
 - Exchanges can expect a combination of some or all of the following: audio books, magazines, jigsaw puzzles, along with fiction and non-fiction books. At this stage we envisage being able to set up at least 2 ex-library shelving bays with materials but it will depend on how many Exchanges might be eventually set up, library resources and the community needs.
- *How often do we have to open it to the public?*
 - That is entirely a matter for the Community Group to decide on and manage.
- *Do we need to have memberships and track book borrowings?*
 - No, the Exchanges are NOT libraries. We'll still have our Southern Downs Regional Library offering these services along with other enhancements into the future.
- *Who can use it?*
 - Anyone will be able to use the Exchange.
- *Can we accept library books borrowed from one of the Southern Downs Regional Library branches?*
 - No, all books borrowed by our library service will need to be returned to the library service.
- *Is there an agreement we need to sign with Council?*
 - Yes, an Agreement would need to be signed by representatives of the Community Group and SDRC, which sets out the main expectations for either party.
- *What are the rules for operating the book exchange?*
 - The Community Group will largely have to decide on operational rules. It is asked these are shared with Council staff. The main stipulation is that it must be FREE to ANYONE.
- *Will our Community Group get charged if people don't return the books to the Exchange?*
 - No, all the items are donated to the community. So, if some don't come back that's ok. The Community Group itself will need to decide on their rules of use.

Killarney Book Exchange – June 2023




Killarney Book exchange – November 2023



Infrastructure Services Monthly Status Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Director Infrastructure Services	ECM Function No/s:

Recommendation

THAT Council receives and notes the Infrastructure Services Monthly Status Report for December 2023, dated 17 January 2024.

REPORT

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

Director Infrastructure Services

Highlights

- Progression of reseal program
- Progression of drainage structures and floodway repairs as part of flood recovery works.
- Spring Creek Road landslip progressed and road open through the Head providing connectivity between Boonah and Killarney via the sealed network.
- Preparations for Smart Meter installation in Warwick now complete with rollout to commence early January.
- Presentation of public spaces over the festive period with many messages of appreciation of parks and open space.
- Homestead Road Bridge replacement works progressing with foundation works.
- Overall progression of the capital works program for the directorate with 66% of capital costs committed at the halfway point. This indicates that the majority of works have been contracted with several more tenders at foot for delivery before end of June 2024.

Risks

- Bridge Link Drive, Wallangarra, a Queensland Rail (QR) asset, closed due to structural damage caused by recent bushfire; still awaiting timeframe from QR for repair.
- Staffing shortages and recruitment a continuous challenge and many of Council's contractors, consultants and suppliers are experiencing challenges of staff shortages and high workloads, further impacting ability to maintain work program schedules in many areas.
- Resignation of Director Infrastructure Services is being managed with interim resource appointed and the position advertised. Portfolio handover arrangements in place.
- Concerns raised with Condamine River Road crossings being slippery. Options being assessed and signage to be erected.

WORKS

Maintenance and Operational – see Attachments

1. Works Department Monthly Report – 1 to 22 December 2023
2. 23-24 Works Department CAPEX Financial Report 2023-12-22

The Flood Recovery Program – GenEng Progress Status Report will be available at the end of the week commencing 8 January 2024 to coincide with QRA reporting. Section 3 of Attachment 1, Works Department Monthly Report 11 to 22 December 2023, provides a delivery update.

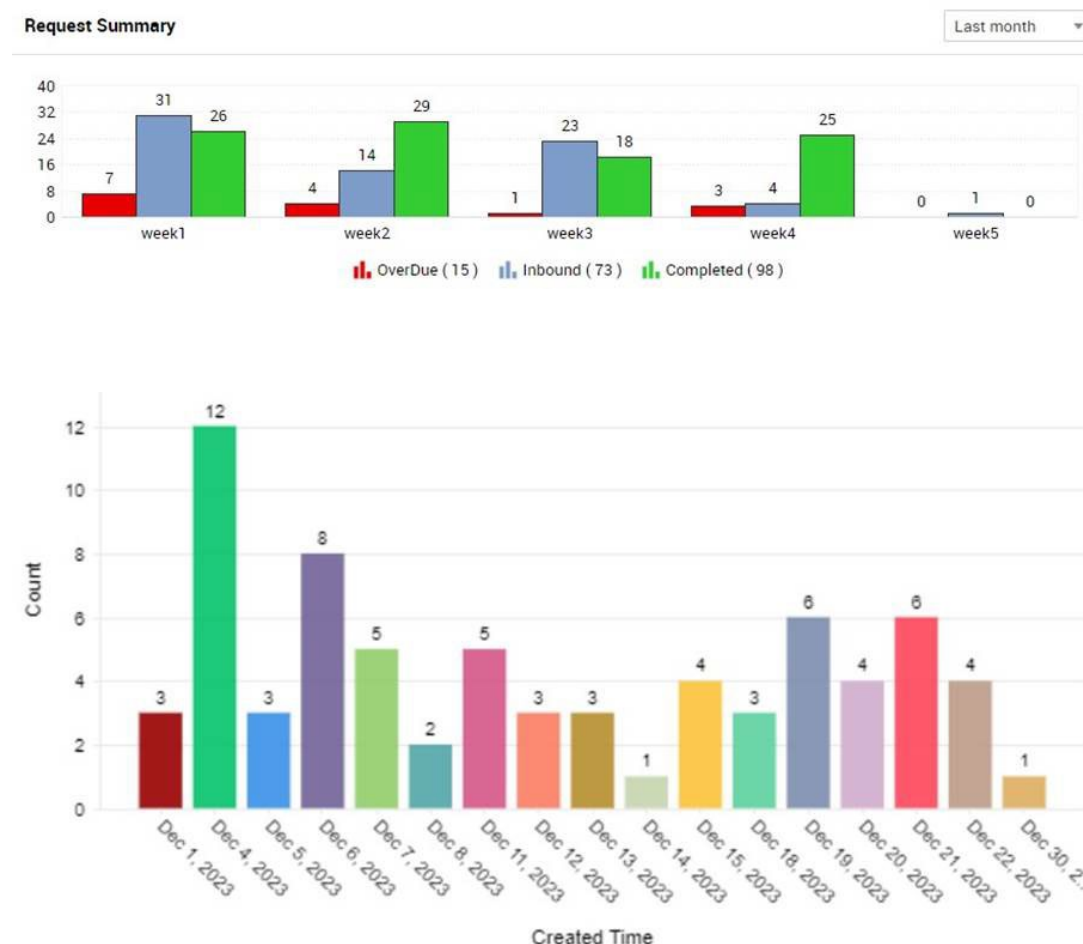
PARKS AND OPERATIONS

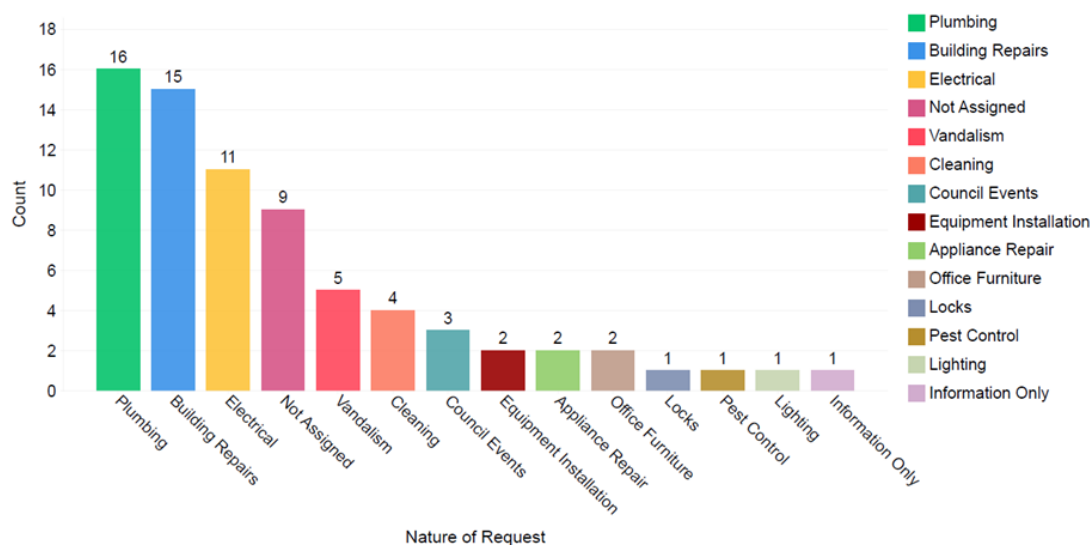
Parks & Operations Capital Projects Monthly Report – December 2023 – see Attachment 3

Statistics related to team activities:-

Facilities

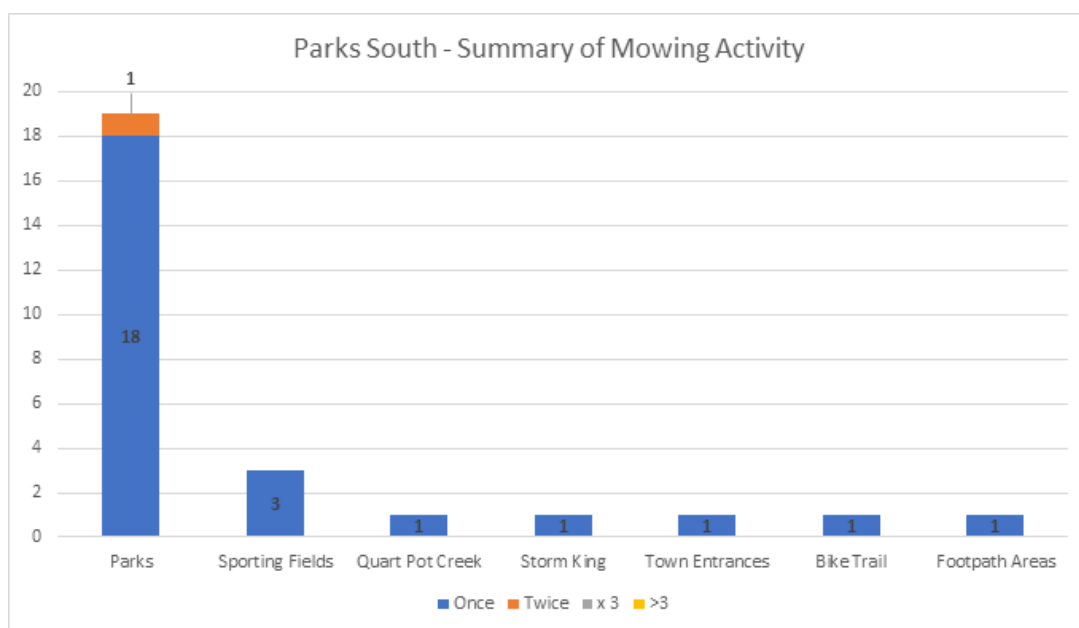
Facilities Maintenance HelpDesk Portal Request Data



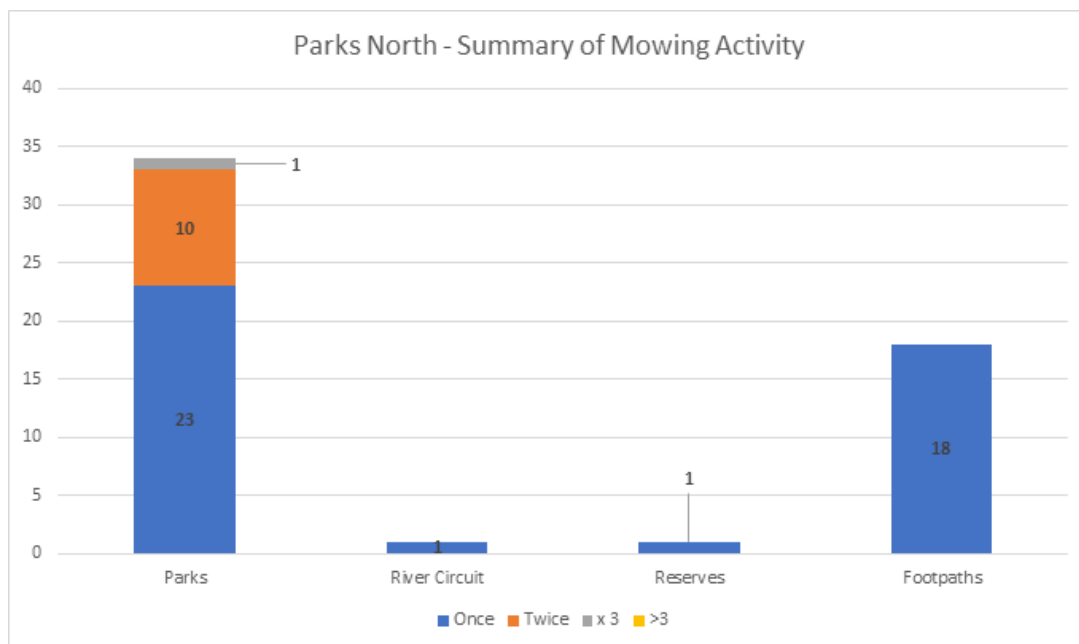


Parks

Parks South:



Parks North:



Cemeteries

<u>Cemetery</u>	<u>Burial Locations</u>	<u>December</u>
Warwick	Lawn	2
	The Grove	0
	Monumental	0
Stanthorpe	Lawn	3
	Monumental	1
	Below Ground Vault	0
Eden Gardens	Lawn	3
Allora	Lawn	1
	Monumental	1
<u>Cemetery</u>	<u>Ashes Interment Location</u>	
Warwick	Laurel Grove	1
Total		12

WATER

Capital Projects

- Customer portal (Aqualus App) for self-monitoring of water use is increasing. The next stage of the SMART meters has commenced and contractor is working towards installation of meters in January/February 2024. 12/23 Customer Liaison and Education Officer has been selected and an offer has been made and accepted. Commencement is set for January 2024.

- Unity Water project for monitoring SDRC's DMA SMART meters in Stanthorpe for one year and providing reports on potential issues. 12/23 System is now operational and monthly meetings to be held which will include providing feedback on any items identified.
- Emergency storage tanks for three sewer pump stations located in Stanthorpe Contract. 11/23 Design confirmed for two storage tanks with final design for the Tyrel Street Pump Station still with contractor. 12/23 All of the designs have now been received and the consultant is producing final as for construction drawings to allow the construction to begin.
- Market Square Rising Main Replacement Contract. 11/23 Contract is in place, some delays due to confirmation of design requiring survey to be produced. Currently waiting for surveyors to finalise. 12/23 The survey has been received and the redesign is well advanced. The contractor is setting up to commence work on a portion of the project unaffected by the redesign. Construction will commence in early January 2024.
- ALARP (as low as reasonably practicable) Study for Connolly Dam. 11/23 Contract for clearance of vegetation in preparation of this project has been completed. Quote for bathymetric survey work went out to market but no submissions were received. 12/23 The bathymetric survey work has been put out to quote again with additional suppliers selected.
- The T2W (Toowoomba to Warwick) Pipeline Project. 10/23 Southern Downs Regional Council (SDRC) provided feedback on the designs and the design intent document. At the Operations and Maintenance (O&M) monthly meeting Seqwater pressured SDRC to provide trigger points for using the T2W line. SDRC have pushed back requesting costing on various scenarios and the maintenance implications. The Toowoomba Regional Council (TRC) Term Sheet has been returned to them with suggested changes following feedback from SDRC's solicitors. This will be discussed at SDRC's next meeting with them. Comments have been sent to Seqwater on their bulk water supply agreement.
- Southern and Darling Downs Regional Water Assessment. 11/23 Public consultation on the draft Regional Water Assessment opened on 16 November 2023. Public drop in sessions held 30 November in Stanthorpe and 1 December in Warwick. 12/23 The consultation period has closed and SDRC sent a submission on the draft report.
- Leslie Dam Delivery Main. 10/23 The Environmental Management Plan was approved by Sunwater and they have sent a deed for SDRC to sign to allow the project to commence. The design is progressing well and some materials are already being sourced due to the long lead time. 11/23 50% design for rising main has been submitted for review; detailed design for thrust blocks to be supplied. 12/23 Agreed minor changes with the designer and they are finalising the design. SDRC will start the procurement of materials as there are some very long lead times for some items, particularly the pipes.
- Stanthorpe STP Upgrade. 10/23 Workshops were held to go through the concept design and the design of the plant intent. SDRC provided feedback on the design and this is proceeding. Reports are being prepared to be sent to DES for further consultation. 11/23 Consultants to provide concept design end of November 2023. This design will be included in the report to Council for approval in the December Ordinary Council Meeting. It will then be forward to DES in compliance with the extended EPO deadline. 12/23 The concept design was received by Council and was submitted to the December Ordinary Council Meeting for approval. Trying to arrange a meeting with DES to discuss the design prior to submitting the document to them by 31 January 2024.
- Morgan Park Recycled Main Project. 11/23 Contract issued to successful contractor 30 November 2023. Finalising the signed contract and construction will commence early in 2024.
- Yangan Reservoir Project. 11/23 Closing date for tenders extended to 5 December 2023 following a request for extension. The reservoir tenders are being evaluated and will be awarded in early January 2024.
- Connolly Dam Inlet Project. 10/23 The tender closed with only one tender being received which was far higher than the budget. The establishment cost for this type of project is huge

and takes up a large portion of the budget. Awaiting the bathymetric survey to better define the silt to be removed and will then take this out to the market again.

- Storm King Dam Retensioning Specification. 12/23 Tender has closed and has been evaluated. Waiting on award and contract signing.

Update on Drought Resilience Project

	Project Objective	Status Update
Activity 1	Developing water supply from bores in the Cunningham Alluvium to Warwick	11/23 Platform for switchboard commencing 4 December 2023. Power supply to Lyndhurst Lane bore will be provided April 2024. Generator will be necessary for commissioning and operation prior to this date. 12/23 The platform for the switchboard has been constructed, waiting on the switchboard to be installed in January 2024.
Activity 2	Development of the Allora Borefield (Dalrymple Creek Alluvium)	This portion of work was added to the contract for Activity 1. 11/23 Platform for switchboard commencing 4 December 2023. 12/23 The platform for the switchboard has been constructed, waiting on the switchboard to be installed in January 2024.
Activity 3	Water supply from Connolly Dam to the Warwick Water Treatment Plant (WTP)	10/23 Some minor works are required to get the SCADA interface working. The booster pump station SCADA site equipment has been installed and the PLC has been updated/upgraded at the treatment plant. The Modbus link for plant to RTU should be completed early December. 12/23 Project is complete.
Activity 4	Blending and Pre-treatment Facility - Warwick WTP Upgrade	Consultants are working on scenarios and starting to consider treatment requirements. 12/23 A draft concept design report for the scenario agreed on by SDRC and the consultant was received but still lacking a lot of detail.
Activity 5	Extraction of water from below the minimum operating level (MOL) at Leslie Dam by SDRC (about 74% of dead storage)	Sunwater have commenced the design work required for this project and have produced a number of options. The preferred option has been selected and the design of this option is progressing. 10/23 The tender for works has closed and Sunwater are evaluating the tenders. 12/23 Waiting on approval of the selected supplier for the contract to be awarded.
Activity 6	Investigation of market availability of groundwater entitlements, test bore locations and system integration	Activity complete.

Water Graphs

Water graphs are available on the Southern Downs Regional Council website. See link below:-

<https://www.sdrc.qld.gov.au/living-here/environment-water-waste/water-wastewater/water-wastewater>

ATTACHMENTS

1. Works Department Monthly Report – 1 to 22 December 2023
2. 23-24 Works Department CAPEX Financial Report 2023-12-22
3. Parks & Operations Capital Projects Monthly Report – December 2023

Works Department Monthly Report INFRASTRUCTURE SERVICES DIRECTORATE



Report Date:	22 Dec 2023	Reporting Period:	1 to 22 December 2023
Link for Current and Future Road Works: Current and Future Road Works - Southern Downs Regional Council (sdrc.qld.gov.au)			

1.	Highlights and Achievements	<ul style="list-style-type: none"> ○ Reseal Program contract awarded ○ Walking Network Plan endorsed by Council, uploaded to website and provided to the Department of Transport and Main Roads
2.	Priority issues of importance	<ul style="list-style-type: none"> ○ Condamine River Road water quality test results received from laboratory. The conclusion of the report states in part, "For the water quality objectives, most parameters would indicate contamination as a direct result of the construction works has not occurred." The full report has been uploaded to Council's website here
3.	Brief Progress of Works	<ul style="list-style-type: none"> ○ Capital Works <ul style="list-style-type: none"> ○ Documentation for Wheatvale Betterment contract finalised. ○ Resheeting scope of works being finalised. ○ QRRRF application submitted for Leyburn Drainage Improvements. ○ QRRRF application submitted for Matthews Street Detention Basin Extension, Warwick. ○ Road Maintenance Performance Contract (RMPC works) <ul style="list-style-type: none"> ○ Repairs have commenced on the network; works to be programmed around RoadTek REPA repairs. ○ Operational Activities <ul style="list-style-type: none"> ○ Condamine River Road temporary closure procedure review progressing, electronic river height monitoring under review now that crossings upgrade has been completed. ○ Return to routine maintenance grading program and sealed road repairs. ○ Flood Recovery <ul style="list-style-type: none"> ○ Unsealed road grading remains on six roads across the region, delayed with implications of adjacent work largely around betterment sites or crossings. Completion of these is expected early 2024. ○ Sealed pavement work is significantly progressed throughout the region with many zones now only awaiting final seals. Work scheduled for completion in January 2024 with final seals by end of March 2024. ○ Spring Creek Road landslip is nearing completion, final completion expected mid January 2024. ○ Glen Niven Road culvert was opened to traffic in December 2023 with final works expected to be completed mid January 2024. Goldfields Road culvert will commence mid January 2024. ○ Merivale Street culvert Allora was completed in December 2023; Cosmo Lane culvert commenced in December 2023 and will be completed in January 2024. ○ Stabilisation works commencing early January 2024. ○ Lode Creek floodway completed.

		<ul style="list-style-type: none"> ○ Gillbard Road and Fairbanks Road floodways' estimated completion late February 2024 to early March 2024. ○ Minor repairs to structures in North to complete, estimated finish end January 2024.
4.	Safety Concerns	<ul style="list-style-type: none"> ○ Compliance with new traffic management at work sites requirements, need to formalise SDRC plans.
5.	Gravel Quarry Pits	<p>No Further Updates</p> <p><i>A project to investigate the viability of sourcing gravel from private properties / private quarries has been undertaken. A summary of project progress is provided below:</i></p> <ol style="list-style-type: none"> 1. <i>Three pits Swanfels, Greymare & Glen Aplin have been nominated for further investigation.</i> 2. <i>The Development Assessment was undertaken externally.</i> 3. <i>The outcome was that Swanfels pit and Greymare pits were viable considering planning requirements. The Glen Aplin pit was not viable.</i> 4. <i>The next step is to confirm that the landowners are still willing to proceed.</i> 5. <i>Tests will then be conducted to gauge the quality and extent of the product.</i> 6. <i>Further investigation required to identify a pit near Stanthorpe.</i> 7. <i>Greymare pit will require a Development Application.</i> 8. <i>Swanfels pit will not require a Development Application.</i> <p><i>Periodic monthly updates will be provided on this subject as it progresses.</i></p>
6.	Resourcing	<ul style="list-style-type: none"> ○ Currently recruiting multiple vacant positions (14% vacancies)
7.	Key Budgetary Concerns	<ul style="list-style-type: none"> ○ Capital Budget <ul style="list-style-type: none"> ○ Proposed Works Department Budget Adjustments finalised for submission in Quarter 2 Review. ○ Operational Budget <ul style="list-style-type: none"> ○ Reviewed Operational Budget for Q2 and relocation of funds across programs. ○ Reallocate funds to increase sealed road repairs and unsealed road grading budgets. ○ Bridge/culvert repair allocation will need to be increased to complete two timber bridge repairs. (Ellinthorpe-Hendon Road, Talgai and Lairds Lane, Yangan).

ATTACHMENTS

- 23-24 Works Department CAPEX Financial Report 2023-12-22
- Flood Recovery Program – GenEng Progress Status Report 2023
 - Not available at the time of this report, an updated report will be available week of 8 January 2024 to coincide with QRA reporting, refer Section 3 of this report for delivery update.

Item 10.1 Organisation Information Reports January 2024
Attachment 3: Infrastructure Services Monthly Status Report - January 2024

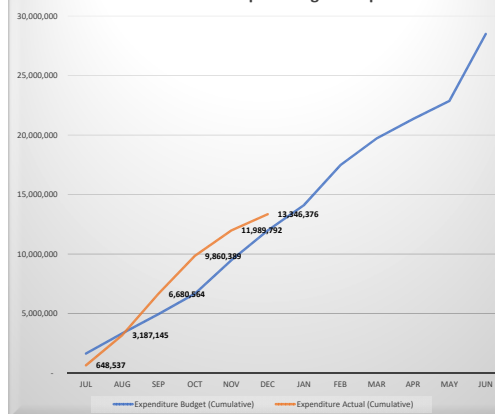


INFRASTRUCTURE SERVICES
23-24 Works Department CAPEX Financial Report 2023-12-22.xlsx

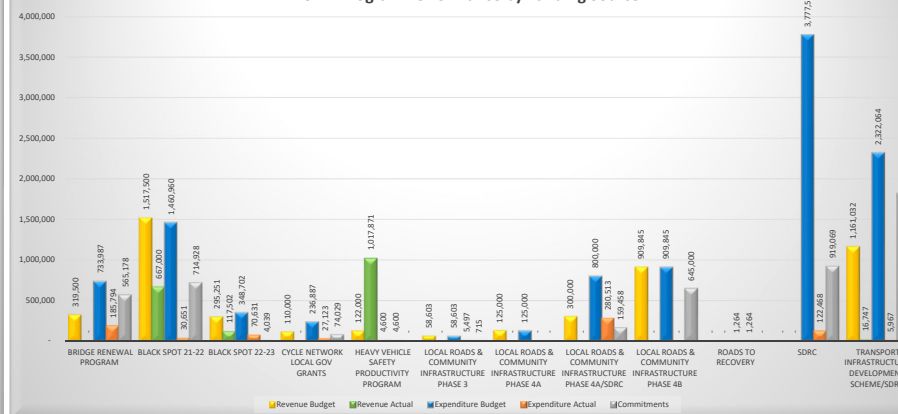
Works Capital
Page 1 of 1

Project Name	Funding Source	Funding Ratio External:SDRC	External Funding (Whole of Project)	Revenue Budget	Revenue Actual	Revenue Yet to be Received	Previous Years Expenditure	Expense Budget	Expense Actual	Commit	Actual + Commit	Left to Spend (Budget - Actual Exp)	Status/Comment		
102381 - Homestead Road Bridge Construction (BRP)	BRP	80:20	1,172,000	319,500	-	319,500	555,557	733,987	185,794	565,178	750,972	-	16,985 Bridge construction in progress.		
102296 - Flood Recovery 19_20 Feb20 Event (QRA)	QRA	95:5	3,097,710	398,435	375,279	23,156	3,221,476	-	-	-	-	-	Payment of final claims expected.		
102456 - Black Spot Program 21-22	BS21-22	100:0	4,300,000	1,517,500	667,000	850,500	1,399,951	1,460,960	30,651	714,928	745,578	715,382	Palmerin St & Guy St Crossings: designs completed, procurement in progress. Bracker Rd/Tooth St/Mardon Rd intersection improvement design being finalised.		
102600 - Black Spot Program 22-23	BS22-23	100:0	1,909,000	295,251	117,502	177,749	624,391	348,702	70,631	4,039	74,670	274,032	Glen Rd/Willi St: Investigations continuing.		
102088 - Dragon Pratten Eassey St Cycle Design	CNLGG	100:0	340,000	85,000	-	85,000	231,296	178,388	8,076	30,640	38,717	139,671	Request for variation submitted to TMR Cycle Network.		
102472 - Quatt Pot Creek Lighting (CNLGGP)	CNLGG	50:50	20,000	5,000	-	5,000	20,252	12,709	-	12,709	-	-	Preliminary designs being considered by CNLGG.		
102474 - Rosehill Road Cycleway (CNLGGP)	CNLGGP	50:50	55,000	13,750	-	13,750	52,238	27,554	4,042	25,480	29,522	-	1,968 Amended Preliminary designs submitted to CNLGG. Awaiting outcome.		
102578 - Mt Stirling Rd FpAth GlenAplin (CNLGGP)	CNLGGP	50:50	25,000	6,250	-	6,250	47,300	18,236	15,004	5,200	20,204	-	1,968 TMR approved detailed design plans.		
102391 - Curtin Rd Widen Reconstruct (HVSP7)	HVSP7	80:20	1,505,871	122,000	1,017,871	895,871	1,880,179	4,600	4,600	-	4,600	0	Completed. Final claim submitted.		
102572 - Tooth St Drainage LRCI3	LRCI3	100:0	100,000	1,642	-	1,642	28,792	1,642	1,642	-	1,642	0	Project completed.		
102574 - Homestead Road Drainage LRCI3	LRCI3	100:0	150,000	12	-	12	210,495	12	12	-	12	-	Project completed.		
102577 - Footpath Replacement LRCI3	LRCI3	100:0	200,000	56,949	-	56,949	143,051	56,949	3,843	715	4,558	52,391	Works progressing.		
102688 - Wallangarra Road Footpath LRCI4A	LRCI4A	100:0	125,000	125,000	-	125,000	-	125,000	-	-	-	125,000	LRCI Project nomination approved.		
102687 - Willowvale Road Stabilisation LRCI4B	LRCI4B	100:0	206,000	206,000	-	206,000	-	206,000	-	-	-	206,000	LRCI Project nomination approved.		
102691 - Freestone Creek Rd Stabilisation LRCI4B	LRCI4B	100:0	334,000	334,000	-	334,000	-	334,000	-	334,000	334,000	-	Contract awarded, works scheduled Feb/Mar		
102701 - RTR Program 23-24 Swanfels Road	LRCI4B	100:0	241,000	241,000	-	241,000	-	241,000	-	241,000	241,000	-	Contract awarded, works scheduled Mar		
102720 - Wheatvale Plains Rd Stabilisation LRCI4B	LRCI4B	100:0	128,845	128,845	-	128,845	-	128,845	-	70,000	70,000	58,845	Contract awarded, works being scheduled.		
102656 - Flood Recovery Comp Works 23-25 (LRCI 4)	SDRC	0:100	-	-	-	-	1,465,155	13,516	15,929	2,413	1,467,568	-	LRCI Phase 4 Part B fully allocated to Freestone Creek Rd, Willowvale Rd, Swanfels Rd, Wheatvale Plains Rd.		
102493 - March 2021 Rain Event - Capital (QRA)	QRA	77:23	1,004,050	1,054,979	1,055,022	43	2,106,799	776,184	687,684	385	688,069	88,115	Flood recovery works progressing.		
102539 - November 2021 Rain Event - Capital (QRA)	QRA	90:10	1,302,581	1,098,608	994,166	504,442	521,165	1,288,038	785,801	365,188	1,150,989	137,049	Flood recovery works progressing.		
102632 - Flood Recovery Feb 2022 Event (QRA)	QRA	90:10	4,927,241	2,907,405	954,047	1,953,358	357,258	2,708,970	670,664	290,462	961,126	1,747,844	Flood recovery works progressing.		
102633 - Flood Recovery May 2022 Event (QRA)	QRA	90:10	14,084,415	11,195,432	7,103,175	4,092,257	1,341,896	12,949,959	9,820,854	5,982,213	15,803,067	2,853,108	Flood recovery works progressing.		
102593 - Condamine River Rd-Construct 4 Crossings	QRA/RTR	85:15	1,485,958	698,698	-	698,698	455,669	776,184	702,804	6,364	798,168	67,016	Project completed.		
102455 - Barlows Gate Road Upgrade (R2R)	RTR	100:0	1,214,812	-	-	-	1,214,812	1,264	1,264	-	1,264	-	Project completed.		
102570 - East St Warwick Rehabilitation R2R	SDRC	0:100	50,000	-	-	-	62,533	-	1,000	1,000	1,000	-	Project withdrawn from RTR program - deferred.		
102597 - Major Pavement Repairs Various 22-23	SDRC	0:100	-	-	-	-	251,246	7,433	7,433	-	7,433	0	Project completed.		
102601 - Matthews St Stormwater Retention Basins	SDRC	0:100	-	-	-	-	22,469	5,000	9,880	9,880	-	4,880	Contract awarded for detailed design. QRRSF application submitted for construction.		
102603 - Leyburn Stormwater Investigation	SDRC	0:100	-	-	-	-	29,378	100,000	7,330	-	7,330	92,670	QRRSF application submitted for design and construction.		
102669 - Reseal Program 23-24	SDRC	0:100	-	-	-	-	-	1,000,000	69,193	810,480	879,673	120,327	Contract awarded, works being scheduled.		
102686 - Footpath Replacement 23-24	SDRC	0:100	-	-	-	-	-	100,000	4,567	3,560	8,127	91,873	Defects list being reviewed and prioritised.		
102687 - Replace Damaged Kerb and Channel 23-24	SDRC	0:100	-	-	-	-	-	100,000	11,090	-	11,090	88,910	Defects list being reviewed and prioritised.		
102707 - Drainage Improvement Program 23-24	LRCI4A/SDRC	0:100	-	300,000	-	300,000	-	800,000	280,513	159,458	439,971	360,029	LRCI4A \$300,000 Swanfels Rd Drainage added to Drainage Improvement Program. Drainage improvement works progressing.		
102712 - Resheet Gravel Roads (ex LRRS) 23-24	SDRC	0:100	-	-	-	-	-	800,000	7,598	110,078	117,676	682,324	Defects list being reviewed and prioritised.		
102721 - Roona Rd Culvert Replacement	SDRC	0:100	-	-	-	-	-	200,000	1,742	-	1,742	198,258	Temporary works completed to make safe. Culvert replacement works being scheduled.		
102604 - Old Stanthorpe Rd Widening TIDS FY22-23	TIDS	50:50	43,514	-	16,747	16,747	87,443	1,241	1,241	-	1,241	-	Design completed.		
102704 - Jack Smith Gully Rd TIDS 23-24	TIDS	50:50	358,000	358,000	-	358,000	718,000	2,038	716,740	718,779	2,770	-	Contract awarded, works scheduled Feb/Mar		
102719 - Lyndhurst La Stabilisation TIDS 2023-24	TIDS	50:50	226,000	226,000	-	226,000	-	452,000	452,740	452,740	-	740	Contract awarded, works commencing 9 Jan		
102722 - Freestone Rd Stabilisation TIDS 23-24	TIDS	50:50	295,000	192,000	-	192,000	-	384,000	590,740	590,740	-	206,740	Project allocation increased to cover stabilisation tender costs. Budget amendment required Quarter 2 Review. Contract awarded. Works scheduled Jan/Feb		
102723 - Old Stanthorpe Rd - TIDS 23-24	TIDS	50:50	180,032	283,032	-	283,032	-	566,064	2,661	-	2,661	563,403	Project allocation decreased for additional funding for Freestone Road stabilisation. Budget amendment required Quarter 2 Review.		
102724 - Inverrasmay Rd TIDS 23-24	TIDS	50:50	52,000	52,000	-	52,000	-	104,000	-	-	-	104,000	Drainage works being scoped		
102725 - Non-LRRS Roads Resealing TIDS 23-24	TIDS	50:50	50,000	50,000	-	50,000	-	100,000	27	58,343	58,370	41,630	Contract awarded, works being scheduled.		
							22,272,288	11,990,809	10,371,479	14,865,643	29,278,835	13,402,315	11,545,592	24,947,907	4,330,928

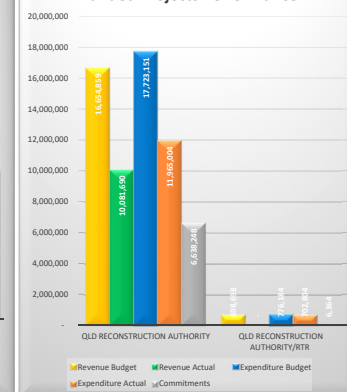
23-24 Whole Works Capital Program Expenditure



23-24 Program Performance by Funding Source



Qld Reconstruction Authority Funded Projects Performance




PARKS & OPERATIONS CAPITAL PROJECTS MONTHLY REPORT - JANUARY 2024							
Project	Total Project Funding	Full Year Expense Budget	Year to Date Expense Actual	Commitments	Actual + Commitments	Expense Variance (Budget less Actual+Comms)	Comments
101249 - Plant Replacement Program	\$6,701,319.00	\$6,701,319.00	\$892,413.00	\$1,686,732.00	\$2,579,145.00	\$4,122,174.00	Awaiting delivery on some plant items from 22/23 program. Tender processes have commenced for approved 23/24 program
102394 - Stanthorpe Netball Club House	\$240,000.00	\$212,552.00	\$0.00	\$1,453.00	\$1,453.00	\$211,099.00	Project to be deferred to 2024/25 W4Q program, enabling re-development of the concept to align design and affordability. Funding to be reassigned to another approved W4Q project
102461 - Stanthorpe Streetscape	\$1,099,364.00	\$992,032.00	\$67,009.00	\$59,961.00	\$126,970.00	\$865,062.00	Awaiting TMR approval of detailed civil design. Landscape construction plans finalised. Delivery phase to be led by Works Dept in partnership with P&O. Transition to delivery phase underway for commencement in coming months.
102563/102608 - Council depots refurbishment and improvements	\$246,000.00	\$207,067.00	\$3,120.00	\$5,265.00	\$8,385.00	\$198,682.00	Work on components of this project to recommence once other critical projects have progressed to procurement and resourcing becomes available
102605 - Regional UDF Projects - Dalveen LRCI3	\$120,000.00	\$107,251.00	\$4,122.00	\$54.00	\$4,176.00	\$103,075.00	Tender closes early January 2024
102606 - McGregor Park Ablution Refurbishment	\$250,000.00	\$239,257.00	\$4,049.00	\$719.00	\$4,768.00	\$234,489.00	Tender closes early January 2024
102607 - Brock Park Redevelopment	\$425,000.00	\$407,787.00	\$4,049.00	\$100.00	\$4,149.00	\$403,638.00	Tender closes early January 2024
102688 - Playground Management Program LCR14	\$120,000.00	\$120,000.00	\$0.00	\$0.00	\$0.00	\$120,000.00	LRCI 4 Funding approved. PMP under development.
102689 - Building upgrade/replacement	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	Priority works for allocation being assessed
102690 - Park Amenity/Safety Improvement	\$80,000.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	LRCI 4 Funding approved. PMP under development.
102718 - Leslie Dam Boat Ramp Ablution Block	\$327,273.00	\$327,273.00	\$0.00	\$0.00	\$0.00	\$327,273.00	Tender closes early January 2024
Warwick Admin Building Chambers roof and ceiling repairs	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	CPD submission completed. Concept designs for Chambers refurbishment presented to Council. Full costing and project documentation underway. Work schedule to be developed to align with Caretaker Period of Council, with works to be undertaken in February - April 2024
102715 - Warwick Dog Off Leash Area (DOLA)	\$135,000.00	\$135,000.00	\$0.00	\$0.00	\$0.00	\$135,000.00	Council resolved placement of DOLA at Victoria Park. Project now transitioning to delivery phase.
102685 - Fleet GPS/Telematics Upgrade	\$52,000.00	\$52,000.00	\$0.00	\$0.00	\$0.00	\$52,000.00	Comprehensive requirements being finalised in collaboration with external consultants with a view to testing the market in early 2024. It is anticipated that a phased, multi-year approach will be required to realise full capability across Council fleet. Procurement to align with presentation to ELT of an Integrated Fleet Capability Strategy paper.
102711 - Water Truck Replacement	\$380,000.00	\$380,000.00	\$0.00	\$0.00	\$0.00	\$380,000.00	Funding to be expended in line with replacement/upgrade of existing truck as part of relevant RFT process
102713 - Trimble GPS Grade Control Equipment	\$300,000.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	Tender documents under development
TOTAL	\$10,635,956.00	\$10,421,538.00	\$974,762.00	\$1,754,284.00	\$2,729,046.00	\$7,692,492.00	

OPERATIONAL PROJECTS							
Project	Total Project Funding	Full Year Expense Budget	Year to Date Expense Actual	Commitments	Actual + Commitments	Expense Variance (Budget less Actual+Comms)	Comments
Fencing of Stanthorpe Materials Yard (opposite depot)	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	Work on components of this project to recommence once other critical projects have progressed to procurement and resourcing becomes available
Refurbishment of Warwick Town Hall Clock	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	
Stanthorpe Cemetery Ground Water mitigation and investigation	\$38,000.00	\$38,000.00	\$0.00	\$0.00	\$0.00	\$38,000.00	Water testing complete and works to be commenced for ground water diversion once capacity can be planned in early 2024
Stanthorpe Cemetery Columbarium Extension	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Contractor on-site meeting planned to finalise location and size requirements for future needs. Final quoting will then determine the funding requirement
TOTAL	\$60,500.00	\$60,500.00	\$0.00	\$0.00	\$0.00	\$60,500.00	

0.0

Planning & Environment Monthly Status Report

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Managers – Planning & Environmental Services	ECM Function No/s:

Recommendation

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

REPORT

Planning and Development

Planning Services

- A Local Government Infrastructure Plan (LGIP) workshop was held with the consultant engaged to assist Council in preparing a new LGIP. Information gathering sessions are continuing with the individual network managers over the coming weeks.
- The Development Approvals Quarterly report, which provides a summary of the number of development related approvals, development related enquiries, and identified the approvals which are progressing toward construction, will be provided to the February 2024 Ordinary Council Meeting.

Built Environment

- The backflow prevention register program is continuing with 356 devices now tagged and 342 devices which have been previously identified.
- As a result of the 2023 Southern Downs bushfires, the Local Recovery Group was Stood Up, which included the Building Recovery Function. We continue to liaise with affected building owners in the demolition and/or rebuild phase.

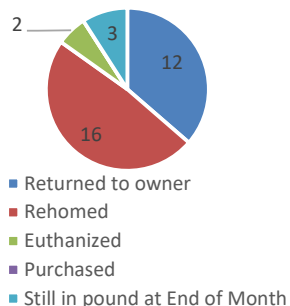
Environmental Services

Local Laws

<u>Animal Pound Data</u>	Total	Returned to owner	Rehomed	Euthanized	Purchased	Still in pound at End of Month
<i>Cats</i>						
Warwick	13	4	9	0	0	0
Stanthorpe	9	1	4	3	0	1
Total	22	5	13	3	0	1
YTD	175	11	67	88	1	8
<i>Dogs</i>						
Warwick	19	10	6	2	0	1
Stanthorpe	14	2	10	0	0	2
Total	33	12	16	2	0	3
YTD	175	80	87	18	1	26
<i>Other animals</i>						
Total	1					
YTD	10					

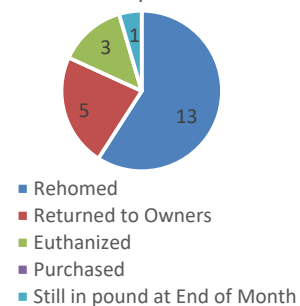
Dog Statistics from Warwick and Stanthorpe Pounds December 2023

Total Dogs Impounded= 33



Cat Statistics from Warwick and Stanthorpe Pounds December 2023

Total Cats Impounded= 22



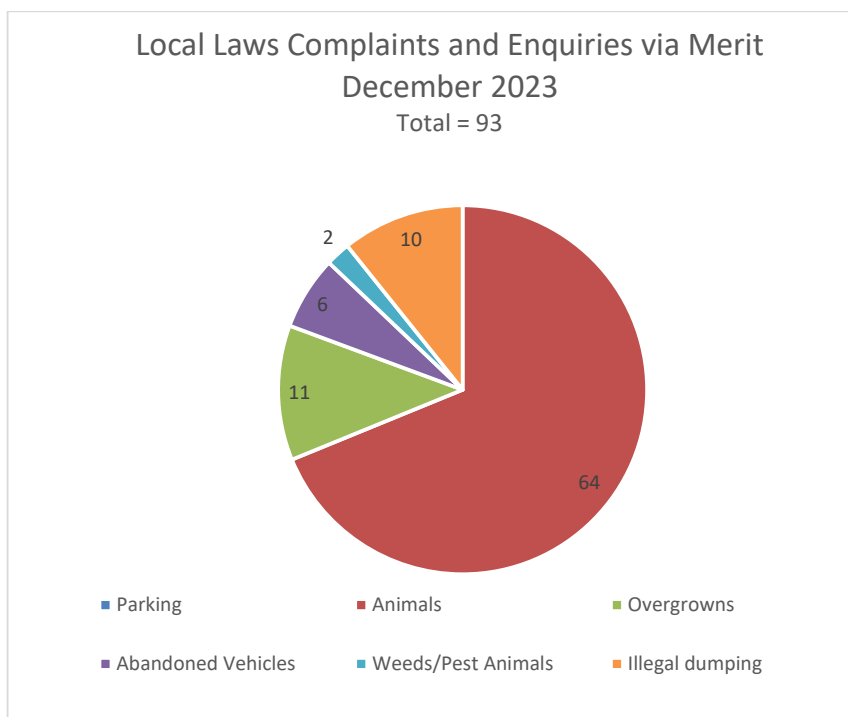
<u>Notices Issued</u>	Total	Animals	Overgrowns/ Unsightly	Parking	Approved Inspection Program
Infringement notices	18	17	0	1	0
Compliance notices	90	15	5	0	70
YTD	516	198	36	9	344

<u>Roadside Spraying Activity</u>	Total
Kms roadside sprayed	281
YTD	1189

<u>Wild Dog Bounties</u>	Total	Male	Female	Budget spent	% annual budget
Bounties Paid	14	7	7	\$1,400	4.67%
YTD	136	59	77	\$13,300.00	44.33%

<u>Baiting Activities</u>	Total	YTD
Total baits injected	129	5403
Number of properties covered by baits injected	3	95

Complaint and Enquiry Summary



Other Tasks Completed

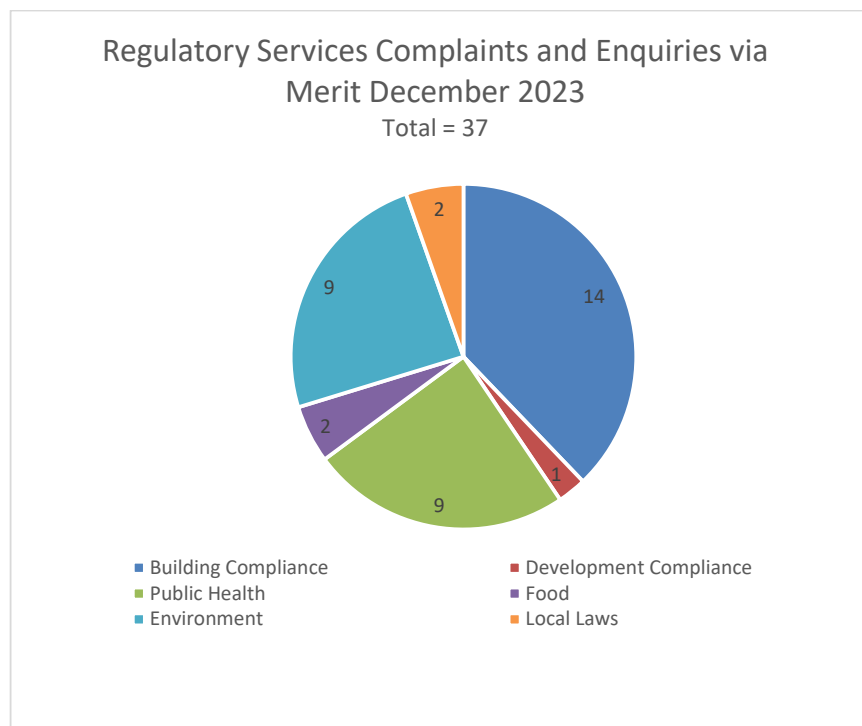
- Approved inspection program commenced- 687 new dog registrations since the commencement of the program on 1 November 2023

Regulatory Services

Inspection summary

Licenced Premises Type	Pre-Opening Inspections	Routine Inspections	Re-inspections	Total Inspections	% Premises Inspected
Food	2	6	2	10	2.3%
YTD	26	51	12	89	21.1%
Rental Accommodation	1	0	1	2	0.5%
YTD	8	13	1	22	10.5%

Complaint and Enquiry Summary



Environmental Sustainability Summary

- Progress on planning for the revegetation project of land on West Rd, Stanthorpe, for flying fox habitation, and update on grant provided to Department Environment and Science.
- 5 sprinklers and 0 showerheads exchanged as part of the water saving exchange program.
- Assisted and provided advice to Infrastructure Services, including fauna spotter/catcher for habitat clearing for emergency pipeline works at Leslie Dam.

Other Tasks Completed

- 1 penalty infringement notice was issued under the *Food Act 2006*.
- 20 new licence applications for premises were received in December 2023.
- The first mobile high risk personal appearance service business was inspected and approved in the region.

Waste

Transactions at Waste Facilities in the Region



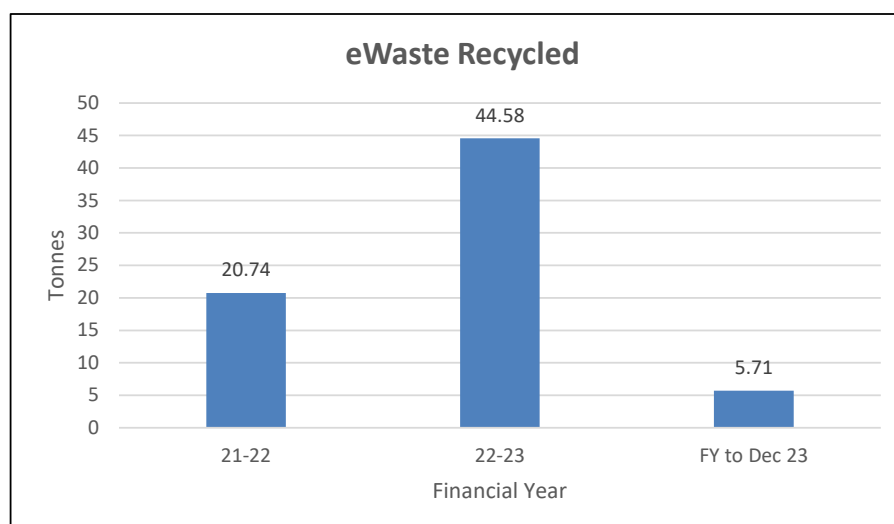
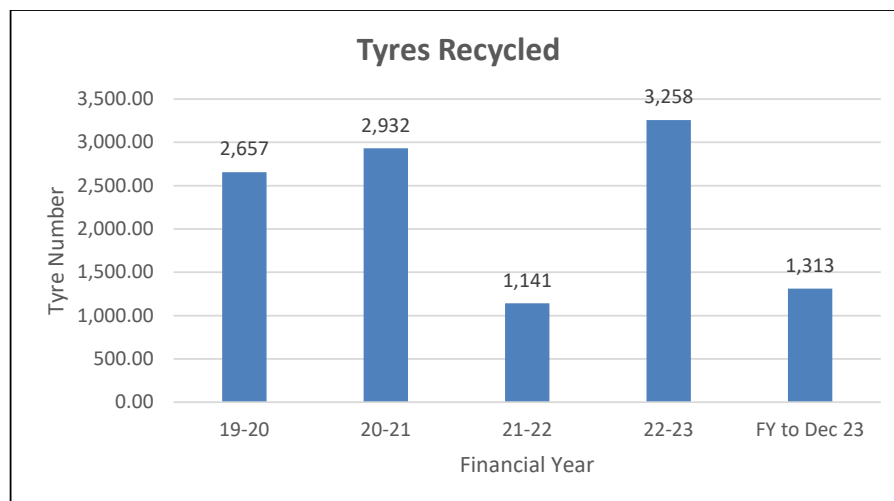
Note- this was nearly 4000 transactions extra than occurred in the previous month (November 2023).

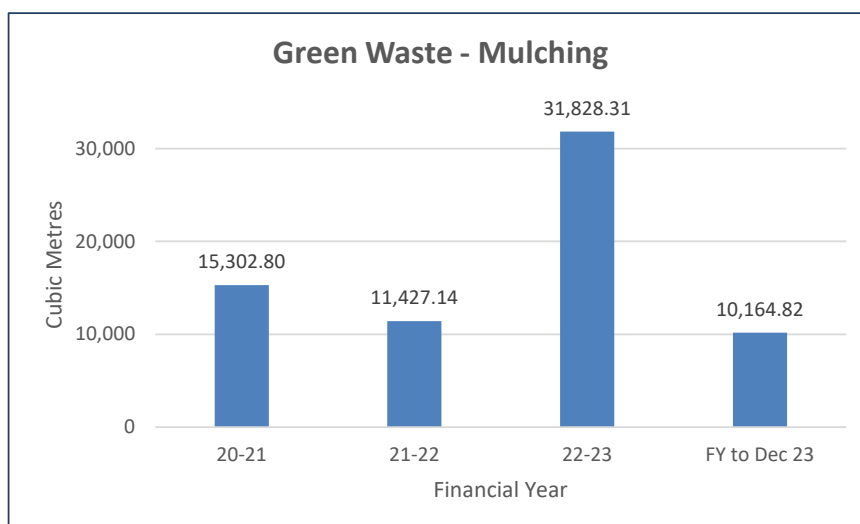
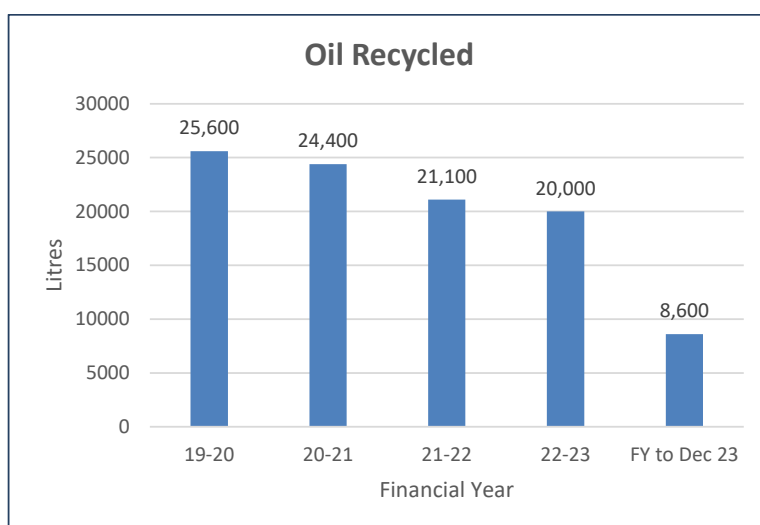
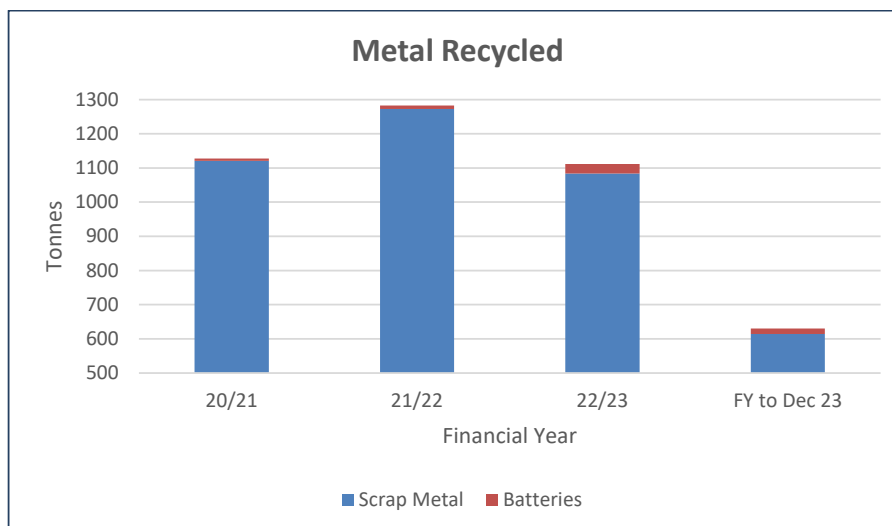
Tonnage of Waste to Landfill



Note- due to State Government reporting timeframes, this data is for November 2023. The data is for waste disposed of at Warwick and Stanthorpe landfills.

Recycling Data- Materials Recovered from Waste Facilities





Complaint and Enquiry Summary

- 60 complaints and enquiries received, primarily about kerbside waste collections.

Other Tasks Completed

- Paint back recycling service has successfully commenced at both Warwick & Stanthorpe Waste Facilities, social media advertising was completed to support the introduction.



The Paintback drop-off location at the Warwick Waste Management Facility


- Green waste mulching has been completed at four sites Warwick, Stanthorpe, Allora & Killarney.
- Ongoing monitoring of a fire at the legacy landfill at Wallangarra continues, which commenced during the Wallangarra bushfire event.
- The management of leachate at the Warwick Waste Management Facility continues, with the recent rain leading to an increase in volume generated. In December, 50,000 litres were transported to a processing facility in Toowoomba.

ATTACHMENTS

Nil

10.2 Quarterly Organisation Information Reports January 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	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 – October to December 2023.
2. Workplace Health and Safety Quarterly Report – October to December 2023.
3. Communications and Marketing Quarterly Report – October to December 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 realisation 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 [↓](#) 
2. Workplace Health and Safety Quarterly Report [↓](#) 
3. Communications and Marketing Quarterly Report - October to December 2023 [↓](#) 

Quarterly People and Culture Department Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: ## 2024
	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 People and Culture analytics used for insight into business decisions and improvement processes. This report is for the October to December 2023 quarter.

Workforce Demographics

Council's approved organisational structure as at 31 December 2023 consisted of 408.86 Full Time Equivalent (FTE) positions, which includes permanent, temporary and casual roles. A comparison of the FTE as at 31 December 2023 to the last quarter shows an increase in the number of approved positions of 5.65 FTE. This increase is attributed to the approval of five (5) temporary full-time First Start funded trainee positions for a twelve (12) month period. The 0.65 FTE increase has resulted from a decrease in FTE through contracting out the Stanthorpe Fitness Centre and an increase in FTE by Council directly managing the Killarney swimming pool.

Figure 1 outlines the number of approved full time equivalent (FTE) positions within Council at the conclusion of each financial year. As at 31 December 2023, Council has an approved FTE of 408.86 with a current occupancy of 351.21 FTE.

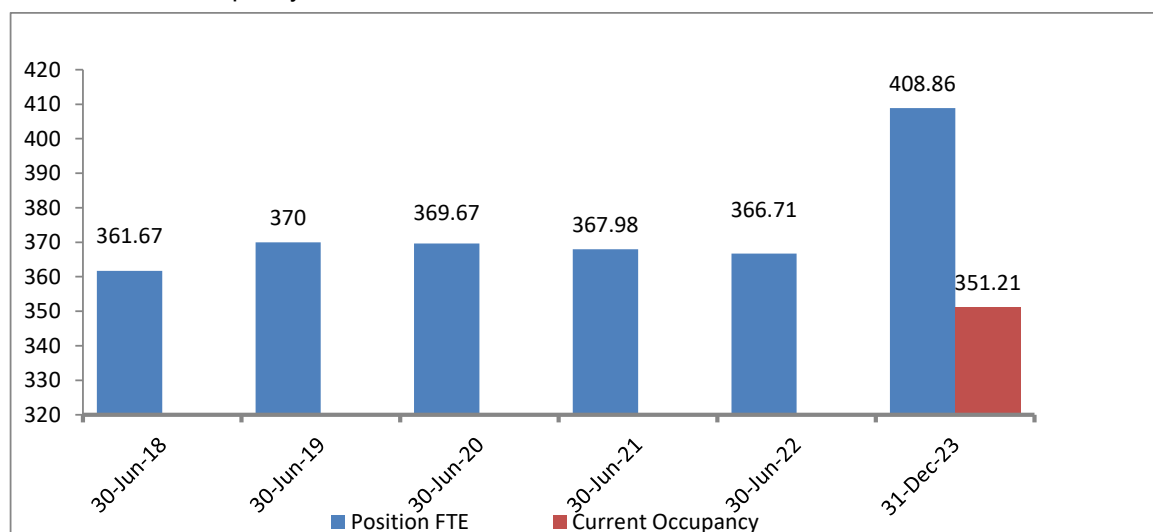


Figure 1: Total number of approved Full Time Equivalent (FTE) positions and current occupancy.

Council therefore has 57.65 FTE positions that remain unfilled which equates to 14% of Council's total FTE positions.

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. During December 2023, a pilot program was trialed with ELMO with a view of streamlining the system prior to going live.

Figure 2 further demonstrates the percentage breakdown of the 408.86 FTE positions across the Directorates in Council with Infrastructure Services Directorate (comprising of the Works Department, Water Department and Parks and Operations Department) holding 59.1% of the FTE positions and Executive Services (People and Safety Department, Marketing and Communications Department, Economic Development Department and Executive Leadership Team) holding 5.8% of the FTE positions.

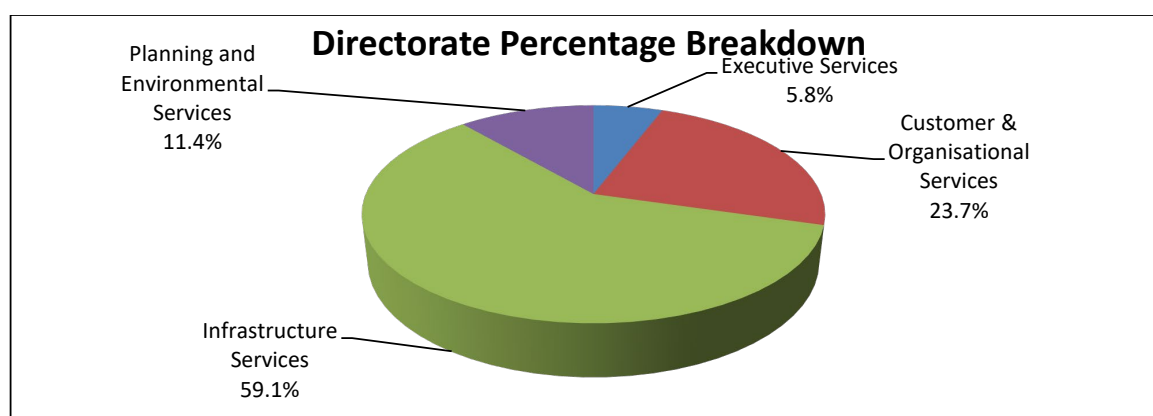


Figure 2: % Approved organisational structure (FTE) distribution per Directorate as at 31 December 2023.

The majority of staff are employed permanently, with 10.8% employed in a short term or casual capacity where Department's operational requirements call for this type of employment as outlined in Figure 3.

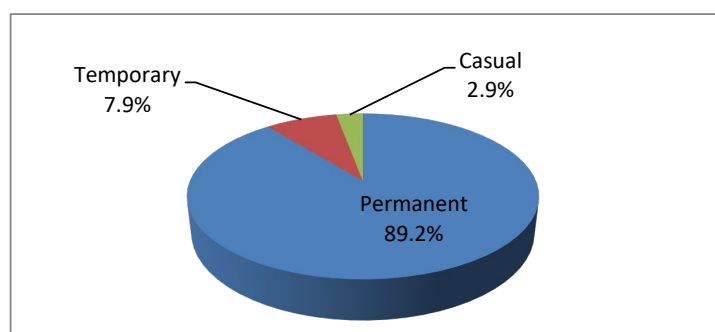


Figure 3: Employment Type Percentage Breakdown

Separations

Separation Rate (annualised)	
Staff exiting the organisation	22.3%

Figure 4: Annual Separation Rate to 31 December 2023
(Inclusive of staff resigning who were employed permanently or left before the end of a temporary engagement)

During this quarter, 27 employees separated from Council, equating to 6.6% of the total FTE for Council for this quarter. However, it must be noted that 41% of the total separations during the current reporting period were attributed to the transfer of the Stanthorpe Fitness Centre to the YMCA and 15% of the total separations during the current reporting period were attributed to age retirements. Figure 5 provides a summary of the separations.

Reasons for separation	Percentage of employees who separated based on 27 employees separating	Number of Employees who separated	Percentage of separations based on the total Council FTE for the quarter
Retired	15%	4	1%
Fitness Centre	41%	11	2.7%
Resignation	44%	12	2.9%
Total	100%	27	6.6%

Figure 5: Separations for October to December 2023

A further review of reasons for employee separations is being undertaken and will continue to inform the Workforce Strategy and workforce planning for Council.

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 following policies were developed during this quarter: Probation Policy (reviewed), Reward & Recognition Policy (reviewed), Higher Duties Policy (reviewed), Anti-sexual Harassment Policy (new), and Parental Leave Policy and Parental Leave Procedure (reviewed).

A Human Resource (HR) Decision Matrix was developed during this quarter which is to be finalised in January 2024. The HR Decision Matrix, through the CEO, assigns the authority to appropriate roles in Council to approve/direct/determine the discharge of human resource and industrial relations functions and duties during the employment life cycle of employees.

The research and development of the Workforce Strategic Plan for Council have commenced during this quarter.

A Service Description for the People and Safety Department has commenced during this quarter. The business model for the delivery of People and Safety strategies and policies, recruitment, industrial relations, organisational development, safety and wellbeing services are being considered to better position the People and Safety Department in enabling Council's Corporate and Operational Plans. The model aims to provide greater clarity to the business client and its management regarding points of service within the People and Safety Department to ensure a higher level of responsiveness, accuracy and effectiveness of information and advice, and operational efficiency.

Joint Consultative Committee (JCC)

The Joint Consultative Committee was convened on 30 November 2023. Organisers and/or delegates from the Australian Workers Union (AWU), The Services Union (TSU), Transport Services Union (TSU) and the Construction, Forestry and Maritime Employees Union (CFMEU) were in attendance with management from Council.

Corporate Induction

The newly developed full-day corporate induction was first delivered on 11 May 2023. Since the initial program, a further 3 induction days have been held with a total of 71 new employees attending from 11 May 2023. During this quarter an induction day was held on 26 November 2023 with 10 new employees attending. The new program continues to receive positive feedback and improvements have already been implemented based on some of the feedback.

Employee Assistance Program

Acacia EAP has been engaged by Council to offer wellbeing and counselling services to Council's employees. During this quarter, Acacia provided analytics for October and November 2023, outlining that there were three (3) new self-referrals with a total of six (6) referrals for the October and November months. This amounted to 13 counselling hours. There were no critical debriefs during this quarter.

Contact Officers

This network has not been accessed by any employees during this quarter under review.

Workplace Values

A continuation of team-based workshops has occurred during this quarter to further embed the values throughout the organization. The values have now been incorporated in core documents such as the Position Description template and the Achievement and Development Plan template.

Upskilling of teams and employees at all levels has continued during this quarter with a focus on improving communication, team dynamics and capability.

Employee Engagement Survey

Request for Quote (RFQ) documentation is currently being finalised for an employee engagement survey to measure levels of employee experience, engagement and culture elements to support the organisation in achieving its strategic and operational objectives. It is anticipated that this survey will be implemented in April 2024.

An Exit Survey has been developed during this quarter and it currently with the Senior Leadership Team for feedback. It is anticipated that this survey will be implemented during the next quarter.

Achievement and Development Plans

During this quarter there has been a continuation of completing the Achievement and Development Plans with Directors and Managers with a view of having these in place by 19 January 2024. As the next step, the implementation will commence for supervisor positions.

Training and Development

Leadership Development Program

The second in-house Leadership Development Program was finalised during this quarter. Three Leadership Development Programs were delivered during the calendar year.

Formal Training and Development

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

December 2023 Quarter			
Learning & Development			
Professional Development	Safety	Skills	Total
137	144	10	291

Figure 5: Staff Learning and Development Attendances

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

Staff Supported Studies Traineeships & Apprenticeships - Current	
Course	Staff Number
Cert III Mobile Plant Technology - AUR31216	2
Cert III Business BSB30120	5
Cert III Parks and Gardens - AHC31016	2
Cert III Civil Construction (Road Construction & Maintenance) - RII30920	10
Cert II Civil Construction - RII20720	1
Cert III in Water Industry Operations (TP) - NWP30222	4
Cert III in Water Industry Operations (Networks) - NWP30222	8
Certificate III Plumbing - CPC32420	4
Cert IV Library and Information Services - BSB40720	2
Total	38

Study Assistance		
Course	Category of Assistance	Staff Number
Diploma in Business (Records & Information Management)	2	1
CPA	2	1
Bachelor Information Technology	2	1
Certificate IV in Plumbing & Services	2	1
CPCSS00005 – Skill Set – Provide Building Surveying Services for Residential Buildings	1	1
CPCSS00005 – Skill Set – Provide Building Surveying Services for Residential Buildings	3	1
Total		6

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

This quarter we congratulated six staff from the Water and Waste Water team who completed their Certificate III in Water Industry Operations (Treatment Plant) as well as a Parks team member who completed his Certificate III in Parks and Gardens studies.

Year to Date comparisons for learning opportunities are as follows:

Year To Date Comparisons				
	Quarter Ending			
	Mar-23	Jun-23	Sep-23	Dec-23
Learning & Development Courses	148	103	576	291
Traineeships & Apprenticeships	35	36	44	39
Study Assistance	6	4	5	6

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 2 FY23/24 (1 Oct to 31 December 2023)

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 09/01/2024
	Work Health and Safety Acting Coordinator	ECM Function No/s:

Recommendation

THAT Council accept the Workplace Health and Safety quarterly report for the reporting period 1 Oct 2023 to 31 December 2023 (Q2 FY23/24).

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 - 4 represent an overview of health and safety statistics for the period 1 Oct 2023 until 31 December 2023 (Q2 FY23/24) with comparison to previous year reporting periods. Figure 1 provide statistical information on the overall number of incidents, injuries and near hits, and total number of hazards reported, per Directorate for Quarter 2 (1 Oct to 31 December) FY23/24. The total number of incident reports received (47) has increased since the previous year (39).

Hazard reports represent an opportunity to prevent an injury or incident and also demonstrate a positive reporting and safety culture. The total number of hazard reports in Q2 (9) is significantly higher than the previous year (4). The belief is that increases in hazard reporting is an indicator of an improving safety culture.

Directorate	Incident Report Total Q2 FY23/24	Incident Report Total Q2 FY22/23	Hazard Report Total Q2 FY23/24	Hazard Report Total Q2 FY22/23
<i>Infrastructure Services</i>	32	28	3	1
<i>Sustainable Development</i>	7	7	3	0
<i>Customer and Organisation Services</i>	5	4	2	3
<i>Executive</i>	3	0	1	0
<i>Total</i>	47	39	9	4

Figure 1: Incident and Hazard reports submitted in Sky trust – Quarter 2, FY23/24 vs FY22/23

Figure 2 provides a breakdown of all reported incidents by type, for the reporting period and the previous financial year. This quarter saw an increase in the number of injuries (23) compared with (20) from the previous year. Property damage for this quarter (16) has significantly increased from the previous year at (7). There was no notifiable incidents for the current reporting period.

Incident by Type	Incident by Type Total Q2 FY23/24	Incident by Type Total Q2 FY22/23
<i>Injury</i>	23	20
<i>Near Miss</i>	4	9
<i>Environment</i>	5	1
<i>Property</i>	16	7
<i>Community</i>	1	3
<i>Hazard</i>	1	2
<i>Other Incident</i>	4	0
<i>Security</i>	0	0
<i>Notifiable</i>	0	0

Figure 2: All incidents by type, for Quarter 2 FY23/24 vs FY22/23

Workers Compensation

Local Government Workcare has accepted (7) workers compensation claims for SDRC employees for the full year.

Figure 3 (below), shows the SDRC LTI Frequency Rate is lower than that of other councils within our group, in addition to the scheme overall. The LTI duration rate has decrease slightly since the last reporting period. This is due to employees requiring less period of time off work to recover from injury.

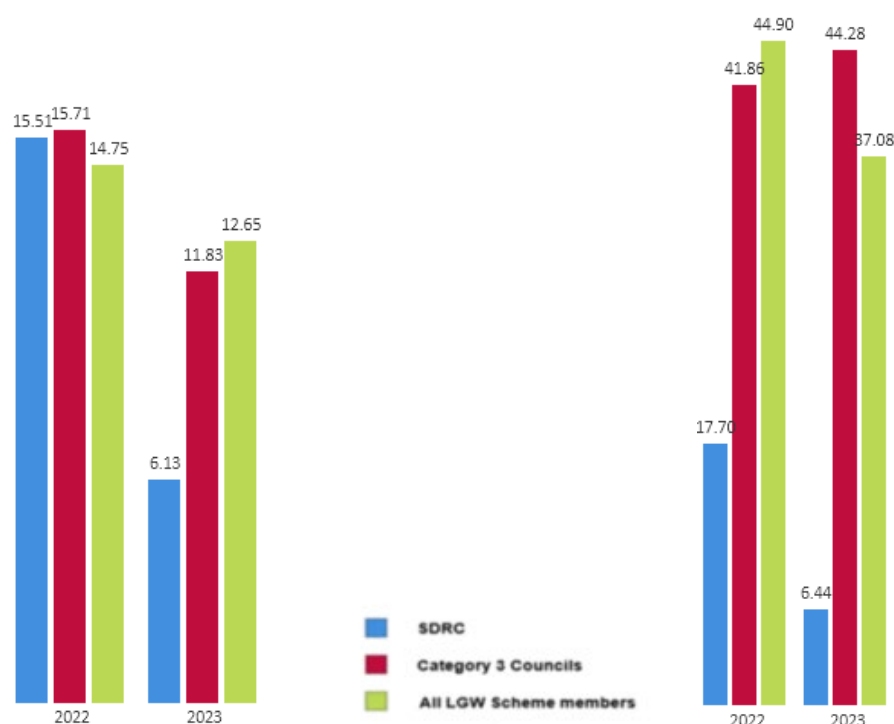


Figure 3: LTI Frequency Rate (left) and LTI Duration Rate (right) Year to Date - FY22/223

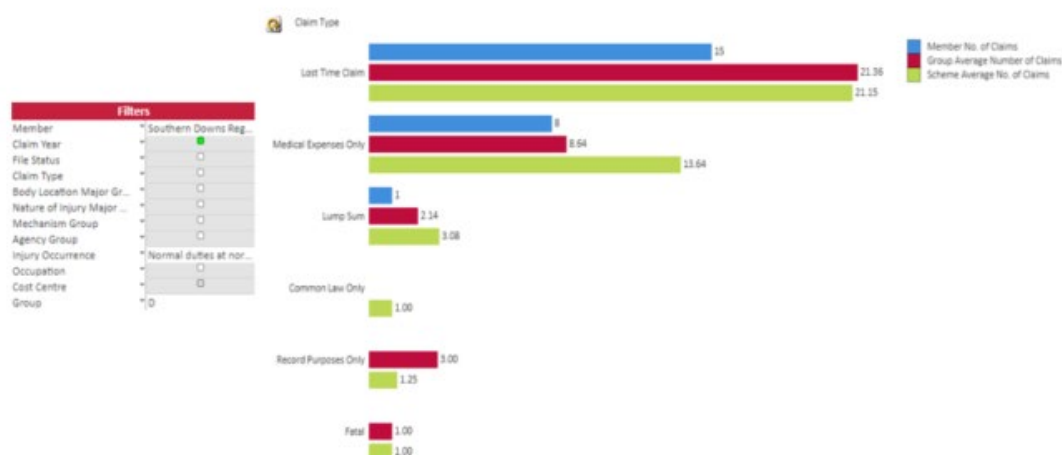


Figure 4: Comparative Analysis for number of claims Year to Date - FY22/223

Local Government Workcare (LGW) Mutual Risk Obligations (MRO) Safety Audit

A management action plan has been developed in consultation with LGW to manage the action items from the audit conducted.

Outstanding actions from the previous Safety Survey action plan will be added to the LGW MRO Audit Management Action plan to consolidate all outstanding safety actions. This plan will be monitored and updated to track progress and completion of action items.

Workplace Health and Safety Queensland (WHSQ)

WHSQ has issued two (2) improvement notices regarding Council's asbestos management plan. One (1) improvement notice has now been closed with one (1) remains outstanding as Council is waiting for the report from the contractor engaged to conduct the review and inspections of SDRC's Asbestos Management Plan.

Contractor Induction Completions

During Quarter 2 FY23/24, a total of 140 contractor inductions were sent out, with a 'Success Rate' of 86.51%.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Remote and Isolated Work

Employers must provide an effective means of communication between remote/isolated workers and a supervisor or a way for them to access the emergency services. [The Managing the Work Environment and Facilities Code of Practice 2021](#) suggests that to improve the health and safety of those who work alone, employees should be given a duress (panic) alarm that enables them to get immediate assistance.

Opportunity

Utilize existing GPS Tracer tracks units for all workers involved in remote and isolated work.

DTMR (Department of Main roads and Transport)

Certificate of Registration was attained for TMRS (Traffic Management Registration Scheme) issued on 6 October 2023 with an expiration date 30 September 2025. Council recently undertook an audit of their TM (Traffic Management) signage on their road networks along with a staff training program following DTMR's (Department of Main Roads and Transport) identification of issues.

COMMUNITY ENGAGEMENT

Internal Consultation

Council staff.

External Consultation

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

LEGAL / POLICY

Legislation / Local Law

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Workers Compensation and Rehabilitation Act 2003

Work Health and Safety (Psychosocial Risks) Amendment Regulation 2022

This regulation commences 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.

Corporate Plan

Theme: Performance

Focus Area: Organisational Excellence

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

Policy / Strategy


Nil

ATTACHMENTS

Nil

Communications and Marketing Quarterly Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	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 the directorate and it tables the activities of the CMD from 01 October to 31 December 2023. In summary, the team:

- Took on the operational management of the Southern Downs Visitor Information Centres in Stanthorpe and Warwick, including oversight of 50 volunteers
- Appointed a Communications and Marketing Support Officer
- Coordinated radio and television interviews with the Mayor and Councillors
- Hosted weekly media briefings for local journalists
- Issued 22 media releases
- Responded in detail to 22 media enquiries
- Produced 3 editions of The Scoop staff newsletter
- Circulated 6 *Your Southern Downs* resident email newsletters to the subscriber database
- Produced annual community newsletter *Your Southern Downs 2023 Year in Review* (9000 printed and distributed as an insert in *Warwick Today*/*Stanthorpe Today* and *Towns & Country Journal*)
- Promoted employment opportunities at Council through social media
- Delivered marketing support for tender advertisements
- Updated Customer Service Screen messaging
- Updated the Customer Service on-hold message
- Attended to @MySDRC Facebook page social media helpdesk requests
- Attended to www.SDRC.qld.gov.au corporate website helpdesk requests

- Delivered on the 2023 Destination Marketing program with the QLD's Horsepower Country spring campaign concluding in November
- Represented the region at the 2023 Brisbane Good Food and Wine Show
- Represented Southern Downs Visitor Information Centres at the 2023 Queensland Information Centre Association Conference in Agnes Water

Intradepartmental Support – Executive Services

The CMD is committed to strong collaboration within the **Executive Services directorate** through intradepartmental support of the People and Culture, Safety and Wellbeing, and Executive Services teams.

Activities this quarter have included:

- A corporate branding audit and commencement of the refreshing of signage templates and corporate document templates
- Ongoing promotion of *Connecting with Council* meetings and Ordinary Council Meetings
- Promotion of employment opportunities at Council through social media (Facebook/LinkedIn); preparing branded recruitment materials and collateral
- Coordinating the delivery of several corporate strategic documents, including the Integrated Planning & Reporting Framework, Communications and Community Engagement Strategy, Advocacy Strategy, Speaking up for Southern Downs Federal and State Advocacy Plan, Annual Report and Corporate Plan.

Media Relations

Council proactively engaged with local, regional and national media outlets through issuing media releases, coordinating interviews, hosting weekly media briefings with the Mayor and CEO and responding in detail to media enquiries. During this quarter Council's Communications Officer – Media Lead coordinated multiple radio interviews, issued 22 media releases and responded to 22 media enquiries from local, regional and national journalists.

	Media Releases	Media Responses	Interviews
Q1: JAN-MAR	21	18	4WK (monthly Mayoral interview)
Q2: APR-JUN	28	20	Triple M (monthly Mayoral interview)
Q3: JUL-SEP	26	16	ABC, Channel 7, Channel 9 and Channel 10
Q4: OCT-DEC	22	22	(ad-hoc requests)
Annual Total	97	76	

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.

The CMD issued **six editions** during this quarter. This newsletter now has an average **open rate of 56.17%**. Residents can subscribe to the newsletter by visiting Council's website and clicking the *Subscribe to our eNews* button at the top of the page. Subscriber growth remains steady.

	Q1: JAN-MAR	Q2: APR-JUN	Q3: JUL-SEP	Q4: OCT-DEC	Increase/Decrease Jan – Dec 2023
Subscribers	1,399	1,679	1,732	1,757	25.58% increase

Print Media Advertising

The CMD supports the graphic design and delivery of advertising in print media for civic events and programs delivered by Council's Community Services and Economic Development teams.

Opportunities for the community to connect with Council and elected members through *Connecting with Council* were promoted in local print media and online for Ballandean (11 Oct) and Emu Vale (1 Nov).

In addition, the official *Southern Downs & Granite Belt* visitor App was promoted in key event features and programs, including those circulated for the Ariat Warwick Rodeo & Pryde's Easifeed Warwick Gold Cup Campdraft and CelticFest Warwick.

Digital Channels

Corporate Website

Council's corporate website (www.sdrclld.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, Council's Digital Communications Officer distributed information about programs, civic events and workshops, as well as third-party programs such as grant funding opportunities on Facebook, Instagram and LinkedIn. In addition, Council's corporate website has received ongoing maintenance and updates as required by the various business units within Council.

Support was also 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 are covered later in this report.

SDRC Website Performance

	Q1: JAN-MAR	Q2: APR-JUN	Q3: JUL-SEP	Q4: OCT-NOV	Increase/Decrease
Average website users	15,526 p/m	14,564 p/m	14,344 p/m	17,238.50 p/m	120% increase Q3 to Q4 (11% increase Q1 to Q4)

SDRC Social Media Platform Performance

Platform	Profile	Followers	Average reach Dec 2023	Average reach in 2023
Facebook	@MySDRC	13k	36,175	390,737
Instagram	@southerndownsrc	1,476	744	12,153

Staff Communication



The CMD promotes the activities of Council as an employer of choice through the monthly internal newsletter, *The Scoop*.

The publication celebrates success, promotes wellbeing, reports on programs delivered and milestones achieved, provides updates on Workplace Health & Safety, career opportunities within Council, fundraising and events.

Three issues of *The Scoop* were published this quarter.

Casual for a Cause



On Fridays, Council Officers are invited to participate in Casual for a Cause in support of various charities as nominated by the staff.

During this quarter, Council raised funds for Breast Cancer Awareness and GIVIT.

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 CMD.

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

The 2022/23 campaign launched in December 2022 has now concluded. It comprised four themes to highlight the unique seasons of the Southern Downs. Each theme was accompanied by a dedicated look book that presented an all-of-region approach to the theme whilst promoting the regional hashtags #SeeSouthernDowns and #southerndownsandgranitebelt. High level results for the various seasonal sprints were as follows:

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 30/7/23	QLD's Horsepower Country (Spring) 25/7/203 – 30/9/2023
Top post reach: 159,652 Lookbook downloads 777 eNews opens: 31.20%	Top post reach: 179,747 eNews Opens: 46.05%	Newsletter opens: 45%	

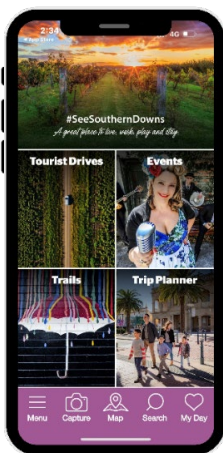
Official Visitor Website Performance

www.southerndownsandgranitebelt.com.au

	Website users	Increase/Decrease
Q1: JAN-MAR	Av. 8,659 p/m	
Q2: APR-JUN	Av. 16,422 p/m	
Q3: JUL-SEP	Av. 9,479 p/m	42% decrease Q2 to Q3
Q4: OCT-NOV	Av. 7,540 p/m	20% decrease Q3 to Q4

Official Visitor App Performance

www.southerndownsandgranitebelt.com.au/official-visitor-app/



Council's official [Southern Downs & Granite Belt App](http://www.southerndownsandgranitebelt.com.au/official-visitor-app/) is a high value visitor resource that provides up to date information about events, accommodation and attractions in the Southern Downs via an integration with the Australian Tourism Data Warehouse (ATDW). This data is mirrored on Council's tourism website at www.southerndownsandgranitebelt.com.au. Local businesses listed on ATDW benefit from added exposure on regional and national tourism websites.

Ongoing maintenance and development support for the App is delivered by Council's Digital Communications Officer. Through the development of digital trails, visitors are encouraged to step into the Warwick and Stanthorpe Visitor Information Centres, walk or drive through our towns to view specific attractions, and thereby support local cafés and businesses on their travels. There were **635 active users of the App in Q4**.

Visitor-Focused Social Media Platforms

[Southern Downs & Granite Belt / Stanthorpe VIC / Warwick VIC](#)

Council currently focuses destination marketing activities on Facebook and Instagram under the *Southern Downs & Granite Belt* brand as well as maintaining two profiles on Facebook for the Southern Downs VICs in Stanthorpe and Warwick.

Social Media statistics on visitor platforms for Q4 are as follows:

Platform	Profile	Followers	Average monthly reach	Average reach in 2023
Facebook	@SouthernDownsandGraniteBelt	18,928	25,714	1,153,145
Instagram	@southerndownsandgranitebelt	9,105	2,030	177,154
Facebook	@WarwickQLDInfo	5,199	1,380	14,618
Facebook	@StanthorpeVisitorInformation	3,582	1,269	16,123

Tourism Industry Representation

The CMD maintained positive relationships with external stakeholders, including but not limited to officers attending meetings for:

- Southern Queensland Country Tourism membership meetings

- Providing destination marketing updates for Council's EDU Officers to take to the Granite Belt Wine Tourism (GBWT) Board meetings
- Events including CelticFest Warwick; Ariat Warwick Rodeo and Prydes Easifeed Campdraft event; Morgan Park Raceway

Council also funded roving reporters from the Destination Marketing budget to attend CelticFest Warwick and the Ariat Warwick Rodeo and Pryde's Easifeed Campdraft and provide live coverage of the events on Council's corporate and destination marketing social media pages.

Good Food and Wine Show



Council was represented in the Savour Queensland pavilion at the Brisbane Good Food and Wine Show from 27-29 October 2023 under the region's official visitor brand *Southern Downs & Granite Belt*.

The pavilion was the only Queensland-focused cohort with 20 stands representing the Granite Belt food and wine industry. It featured local produce and the experiences that encourage visitation to and exploration of the region.

Over 20,000 wine and food loving Brisbanites attended the show over the 3 days.

Southern Downs Visitor Information Centres

During this quarter, the operational management of the two accredited Southern Downs Visitor Information Centres (VICs) in Stanthorpe and Warwick moved to the CMD.

The Warwick VIC is currently attended by 20 active volunteers and the Stanthorpe VIC by 30 active volunteers.

Activities this quarter have included:

- Welcoming a Communications and Marketing Support Officer to the team. This role will be assisting in the day-to-day operational requirements of the VICs
- An audit of administrative functions and improvements made to volunteer rosters, banking and visitor statistics required for accreditation and fossicking returns
- Inducting four new volunteers to Warwick VIC volunteer pool
- Reinstating quarterly volunteer meetings at both VICs

Annual VIC Christmas Events



The Stanthorpe VIC volunteer lunch at Granite Belt Brewery included a tasting and educational presentation by the owner of Australian Vinegar, Ian Henderson.

Photo left: Stanthorpe VIC volunteers and Council staff



The Warwick VIC volunteer dinner at the Abbey Boutique Hotel included an informative guided tour by the owner and an author's talk by Scott Rawstorne of The Global Paddler.

Photo left: Warwick VIC volunteers and Council staff

VIC Volunteer service milestones



Stanthorpe VIC volunteers recognised with a Queensland Information Centre Association (QICA) badge for service milestones included:

- Neville Bryant: 25 years' service in 2023



Warwick VIC volunteers recognised with a QICA badge for service milestones in 2023 included:

- Betty Wells – 10 years
- Bob & Sue Platt – 5 years
- Dave and Liz Warwick – 5 years

VIC Work Experience Students



The Stanthorpe VIC welcomed seven work experience students at the Stanthorpe VIC over 3 days in October.

Photo left: (FLTR) Torston Birch, Keegan Paulsen and Matt Harvey helped to create a wonderful open pantry display in the Visitor Information Centre during their work experience day.

Interdepartmental Support

- Customer and Organisational Services
 - Warwick Saleyards redevelopment marketing and communications campaign
 - Maintain updated messaging on customer service screens and on-hold messaging
 - Cover official opening of the Stanthorpe Y
 - A Southern Downs Christmas communications campaign
 - Christmas closure communications campaign
 - Southern Downs Library survey
 - Allora Community Halls and Precinct campaign
 - Australia Day Awards campaign
 - 2022/23 Annual Report
 - Bushfire disaster support
- Infrastructure Services
 - Taggle Smart Water Meter Roll out communications campaign for Warwick event commencing January 2024
 - DOLA consultation
 - Flood recovery works complete campaign on social media
 - Water shutdowns
 - Roadworks updates
- Planning and Environmental Services
 - Sort-It Sally Waste Education campaign branding review

- National Recycling week campaign communications
- Festive food safety campaign
- Illegal dumping campaign

Training or Conferences Attended

- Coordinator attended the annual Queensland Information Centre Association Conference (QICA) in Agnes Water

FINANCIAL IMPLICATIONS

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

RISK AND OPPORTUNITY

Risk

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

Opportunity

Retaining the services of the contracted Digital Communications Officer (contract ends August 2024) will provide much needed assurance that the CMD will be able to continue delivering excellent customer service across tourism, digital communications, websites and social media platforms to internal and external stakeholders.

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 including:

- Taggle Smart Water Meter Roll Communications working group
- Toowoomba to Warwick Pipeline Communications and Engagement Working Group
- Southern Queensland Country Tourism forums

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

10.3 Investigation Report re Alleged Councillor Conduct Breach - OIA Matter Number C/23/00552

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council:

1. Receive the report from the external investigator; and
2. Pursuant to section 150AG(1) of the *Local Government Act 2009* ('the Act'), Council decide whether Cr McDonald engaged/did not engage in a conduct breach (formally inappropriate conduct) and whether Council intends/does not intend to take action; and
3. Pursuant to section 150AH of the Act and item 2 above, Council makes appropriate orders to be taken against Cr McDonald.

REPORT

Background

Council received a complaint on 23 September 2023 in relation to the conduct of Councillor McDonald claiming disrespectful behaviour and language. In accordance with section 150P of the *Local Government Act 2009* (the *LGA*), Council referred the complaint to the Office of the Independent Assessor (OIA) on 23 September 2023.

On 27 October 2023, Council received referral advice from the OIA regarding the matter which stated that there was a reasonable suspicion that one allegation involved inappropriate conduct (now called a conduct breach due to recent changes to the *Local Government Act 2009*) and that the complaint should be referred to Council to be dealt with, pursuant to section 150W(b) of the *LGA*.

In accordance with section 4.4 of Council's *Councillors Investigations Policy* (the Policy), the CEO advised all non-conflicted Councillors of the referral from the OIA and provided details of the complaint. Councillors were given the opportunity to disagree with the recommendation from the OIA and express an opinion that the complaint should be dealt with in a way other than under this policy. This would require the matter to be referred to the next meeting of the Council for an alternative resolution to be considered. A majority of non-conflicted Councillors were not in disagreement with the recommendation from the OIA.

The complaint, if proven, involves a conduct breach (formally called inappropriate conduct) and should be dealt with by Council under Chapter 5A, Part 3, Division 5 of the *LGA*.

Report

On 23 September 2023, the Office of the Independent Assessor (OIA) received a complaint about the conduct of Councillor McDonald alleging there has been an accumulation of disrespectful behaviour and language from Councillor McDonald. The OIA reasonably suspected that part of the allegation involved inappropriate conduct (conduct breach).

In November 2023 Council engaged Ashdale, specialists in workplace investigations and conflict resolution, to undertake the complaint investigation. Following the completion of the investigation, including interviews with the complainant and Councillor McDonald, the final report was provided to the CEO on 19 December 2023.

A confidential copy of the investigation report is attached for Councillors consideration. In accordance with the LGA principles of transparent and accountable decision making in the public interest, this matter is being considered in an open meeting of Council.

Pursuant to section 150AFA of the Act, Council must make a summary of the investigation report publicly available. The summary report is as follows:

Item	Description
OIC Reference	C/23/00552
Name of Councillor whose conduct has been investigated	Cr Cynthia McDonald
Description of alleged conduct	<p>Within email exchanges between 24 August 2023 and 26 September 2023 (copied to all Councillors) Cr McDonald failed to meet her obligations under the Code of Conduct for Councillors in Queensland to treat another Councillor reasonably/fairly and/or courteously/respectfully. For example:</p> <ul style="list-style-type: none">• Failing to provide Cr Tancred (who resided in Stanthorpe) with a reasonable/respectful and/or adequate response to his request for particulars of a concern raised by Cr McDonald regarding 'clandestine' meetings of (unspecified) Council members at Stanthorpe McDonalds (when she commented to him <i>'Your email appears similar to the Mayors. "Could", "Maybe", "Perhaps"???? I have had 3 recent specific Meetings/ Gatherings brought to my attention over the last 2 weeks by different individuals. I have a job to do and that is to report them as appropriate. I'm sure the OIA will be in touch with the individuals involved'.</i>)• Commenting <i>'Good evening Steven (sic), Are you upset? Did another constituent hang up the phone in your ear because they were tired of your ramblings. Or they may have simply found you arrogant as was expressed to me. Perhaps a lesson in Statesmanship? I hear your electioneering is going tremendously. Fire as many complaints as you wish'</i> (after Cr Tancred had indicated to all Councillors that he had referred Cr McDonald's concern to the OIA).
Statement of the facts established by the investigation	<p>Email exchanges between Councillors from 24 August 2023 to 26 September 2023 included the following:</p> <ul style="list-style-type: none">• On 24 August 2023, Cr McDonald emailed the Mayor and all

Item	Description
	<p>Councillors re 'Complaint' about clandestine meetings.</p> <ul style="list-style-type: none"> • On 31 August 2023, Cr Tancred replied to Cr McDonald and all Councillors seeking further information about the complaint. • Cr McDonald replied on 31 August 2023 (including all Councillors). • On 26 September 2023, Cr Tancred emailed all Councillors about replies received from some Councillors. • On 26 September 2023, Cr McDonald replied to Cr Tancred (copying all Councillors).
Description of how natural justice was afforded to the councillor during the conduct of the investigation	<p>The investigation was conducted in accordance with Council's Councillors Investigation Policy – PL-CS085, which requires that investigations of suspected inappropriate conduct must be carried out in accordance with natural justice.</p> <p>Such principles were followed as part of the investigation.</p>
Summary of findings of the investigation	<p>On the balance of probability, it could be found that the allegation was substantiated.</p>
Any recommendations made by the entity that investigated the conduct	<ol style="list-style-type: none"> 1. This report be submitted to the Council for consideration, pursuant to section 150AG of the Act, as to whether or not the Subject Councillor has engaged in inappropriate conduct, and if so, what disciplinary action the Council will take pursuant to section 150AH of the Act; and 2. Should the Council agree with the analysis, then the following finding could be made: <i>Within emails on 31 August 2023 and 26 September 2023 (copied to all Councillors), Cr McDonald behaved inappropriately towards Cr Tancred when she made discourteous comments towards him and failed to provide a reasonable/courteous response to his request for information about a concern she had raised.</i> 3. Should the Council determine that the Subject Councillor has engaged in inappropriate conduct, the following factors (identified within the OIA's Inappropriate Conduct Disciplinary Action Guideline) were considered relevant to the Council's consideration of the appropriate order: <ul style="list-style-type: none"> • The alleged conduct did not appear to have had a financial or reputational impact on the Council, but it appeared to have the potential to impact on the reputation of another Councillor; • The Subject Councillor appeared to demonstrate limited insight into the inappropriate nature of her conduct; • The Subject Councillor's conduct appeared to be deliberate and/or reckless; and • A search of the Council's Councillor Conduct Register indicated that there had been no previous recorded finding of inappropriate conduct against the Subject Councillor. 4. If the Council finds that the Subject Councillor has engaged in inappropriate conduct, then, following consideration of the OIA's

Item	Description
	<p>Inappropriate Conduct Disciplinary Action Guideline, the below range of disciplinary action is recommended:</p> <ul style="list-style-type: none"> • An order that no action be taken against the Councillor; • An order reprimanding the Councillor for the conduct; and/or • An order that the Councillor attends training or counselling addressing the councillor's conduct; and/or • An order that the Councillor makes a public admission that the Councillor has engaged in inappropriate conduct (should the Council consider that there is heightened or particular public interest in the type of conduct or the subject matter relating to the conduct).

Conclusion/Summary

Council has received a referral from the OIA following a complaint about the alleged conduct breach (inappropriate conduct) of Councillor McDonald. An external investigator was appointed and following the investigation, a number of recommendations have been made to Council for consideration. The report concluded that based on the interviews conducted as part of the investigation and the evidence to hand, on the balance of probabilities, that the complaint is substantiated.

In accordance with the *LGA*, Council must decide whether Councillor McDonald has engaged in a conduct breach (inappropriate conduct) and if so, what action it will take.

FINANCIAL IMPLICATIONS

The financial implications of this matter involve the cost of the investigation including internal staff resources to manage the process.

The cost of the external investigation was \$6,381 (excluding GST).

In terms of such financial implications, Council may make an order that Cr McDonald reimburse SDRC for all or some of the costs arising from the investigation into the Councillor's conduct.

RISK AND OPPORTUNITY

Risk

The risk of reputational damage to Council may arise as a result of this matter. Such risks may be caused by the actions of the Councillor subject to the complaint together with a negative impact on the Councillor subject to the conduct breach (inappropriate conduct).

Opportunity

An appropriate decision by Council to decide whether the Councillor engaged in a conduct breach (inappropriate conduct) and action taken may demonstrate Council's commitment to standards of behaviour, having regard to the principles of natural justice.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil.

External Consultation

External consultation involved the OIA and an independent third party to conduct an investigation.

In accordance with s150AFA of the LGA, a summary of the investigation report, via this Council meeting report, has been made public at the time the January meeting agenda was made available to the public.

In accordance with s150AGA of the LGA, a redacted version of the investigation report will be made publicly available within 10 days after the Council meeting.

LEGAL / POLICY

Legislation / Local Law

Chapter 5A, Part 3, Division 5 of the *Local Government Act 2009*

Corporate Plan

Goal:	4	Our Performance
Outcome:	4.4	Council has embedded risk management, good governance, transparency and accountability into what we do
Objective:	4.4.1	Provide assurance through effective governance, audit and risk management practices

Policy / Strategy

Councillors Investigation Policy PL-CS085

- Section 150AE of the LGA requires that Council must, by resolution, adopt an Investigation Policy. The Southern Downs Regional Council's Councillors Investigation Policy was adopted by Council on 3 December 2018. This Policy sets out the process on how Council will deal with suspected inappropriate conduct (conduct breach) referrals from the OIA.

Code of Conduct for Councillors in Queensland

ATTACHMENTS

- Investigation Report (Confidential - Provided to Councillors Only) [↓](#) 


**INVESTIGATION REPORT
ALLEGED INAPPROPRIATE COUNCILLOR
CONDUCT MATTER NUMBER C/23/00552**

Confidential Attachment

**INVESTIGATION REPORT
PROVIDED TO COUNCILLORS ONLY**

10.4 Cross Border Collaborative Working Arrangement

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council approve the attached Memorandum of Understanding between Southern Downs Regional Council and Tenterfield Shire Council.

REPORT

Background

Southern Downs Regional Council and Tenterfield Shire Council have had a Memorandum of Understanding in relation to a strategic alliance since September 2013. Over that time there have been many changes to both organisations and communities and it is recognised by both parties that this strategic alliance MOU needs to be reviewed and updated to reflect contemporary issues of mutual interest and collaboration.

A copy of this historical document is provided as **Attachment B**.

Report

Southern Downs Regional Council (SDRC) and Tenterfield Shire Council (TSC) have a history of working collaboratively on various joint projects across our respective LGA footprints.

This new MoU signals a heightened commitment from the parties to strengthen the linkages that exist between our border communities.

This MoU establishes the collaborative working arrangements approach between Southern Downs Regional Council and Tenterfield Shire Council. It builds on the Parties existing commitment to working collaboratively for the betterment of both Councils and recognises the history of shared responsibility and the importance of a continued strong partnership.

A meeting between SDRC and TSC elected members and senior executives was convened on 25 October at Stanthorpe. Subsequent to this a draft MOU was prepared by the author of this report and forwarded to TSC.

A response was received on 13 December.

The letter and attached signed MOU is provided as **Attachment A** for Council's review and approval.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Various opportunities could be realised through the strategic alliance:

- Collaboration: a collaborative approach to delivering agreed projects and services.
- Cooperative partnership: an understanding of the roles, responsibilities and obligations of the Parties.
- Service delivery: sharing services to strengthen community capability.
- Value for money: the cost-effective use of resources devoted to the management and support of projects and activities.
- Accountability: integrated decision-making with clearly defined roles and responsibilities
- Efficiency: avoid duplication and conflict between the provision of services.
- Transparency: information sharing in relation to agreed projects and activities.

COMMUNITY ENGAGEMENT

Internal Consultation

Elected members

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Nil



Corporate Plan

Goal	4.	Our Performance
Outcome	4.5	We have genuine and effective partnerships
Objective	4.5.1	We act in an honest, open and respectful to build strong relationships, partnerships and trust with our stakeholders at all levels of the organisation.
Performance Indicator		New partnerships established

Policy / Strategy

Nil

ATTACHMENTS

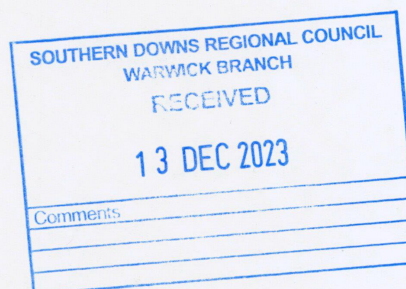
1. Southern Downs Regional Council and Tenterfield Shire Council Memorandum of Understanding [↓](#) 
2. Previous Memorandum of Understanding [↓](#) 



Birthplace of Our Nation

6 December 2023
CR/103 OUT23/64061A18

Dave Burges
Chief Executive Officer
Southern Downs Regional Council
P O Box 26
WARWICK QLD 4370



Email: mail@sdrc.qld.gov.au

Dear Mr. Burges,

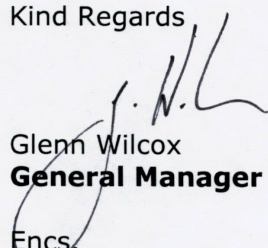
Re: Memorandum of Understanding – Southern Downs Regional Council and Tenterfield Shire Council.

Please find enclosed executed Memorandum of Understanding signed by Mayor Petrie on 6 December 2023, for your information and signature.

Please review the enclosed document and sign and return when satisfied.

Should you wish to discuss this matter further, please do not hesitate to contact myself on 0429 457 611 or email g.wilcox@tenterfield.nsw.gov.au.

Kind Regards


Glenn Wilcox
General Manager

Encs.

All correspondence should be addressed to:

**The Chief Executive
Tenterfield Shire Council**

247 Rouse Street (PO Box 214) TENTERFIELD NSW 2372

Telephone: (02) 6736 6000 Facsimile: (02) 6736 6005 email: council@tenterfield.nsw.gov.au website: www.tenterfield.nsw.gov.au
ABN 85 010 810 083

Southern Downs Regional Council



and Tenterfield Shire Council



Memorandum of Understanding

Cross Border Collaborative Working Arrangement

December 2023

Table of Contents

1. Introduction	3
2. Background	4
3. Purpose	4
4. Commencement and Duration	5
5. Collaborative Working Arrangement – Strategic Priority Areas (SAP) - Activities ...	5
6. Intellectual Property	6
7. Confidential Information	6
8. Costs.....	6
9. Review and Variation.....	7
10. Termination	7
11. Definitions.....	7
12. Signatures	8

1. Introduction

This MoU document seeks to formalise the shared vision of a commitment to working together for the betterment of the border region local government areas of Southern Downs Regional Council and Tenterfield Shire Council.

This document also seeks to support the objectives and outcomes contained in the 2016 - 19 Statement of Principles and Priorities for Cross-border Collaboration between the Queensland and New South Wales governments¹.

This MoU has been developed to advance the following objectives:

- i. A commitment to working collaboratively to achieve outcomes for the betterment of both Councils and their respective local government areas;
- ii. Seek to promote efficient and effective service delivery of 'Border communities';
- iii. Develop a shared advocacy on the BROOC 'Strategic Priority Areas' (SPA).

The BROOC Strategic Priority Areas (SPA):

- 1 ECONOMIC DEVELOPMENT & TOURISM
 - Industry
 - Digital Connectivity
 - Tourism
- 2 LIVEABILITY
 - Health
 - Housing
 - Education
 - Policing/Crime Prevention
- 3 INFRASTRUCTURE
 - Road Network
 - Transport
 - Water Security, Urban & Waste Water
- 4 DISASTER MANAGEMENT
 - Agency Coordination
 - Biosecurity

¹ <https://www.premiers.qld.gov.au/about-us/what-we-do/assets/qld-nsw-mou-2016-2019.pdf>

2. Background

Both QLD and NSW Councils have a limited history of working collaboratively on various joint projects across their Shire footprints. This is particularly relevant to Southern Downs Regional Council (SDRC) and Tenterfield Shire Council (TSC). SDRC and TSC entered into a Strategic Alliance in 2013 and it is recognised that this alliance needs to be reviewed and updated to reflect contemporary issues of mutual interest and collaboration.

This MoU signals a heightened commitment from the parties to strengthen the linkages that exist between border communities.

3. Purpose

3.1 This MoU establishes the collaborative working arrangements approach between Southern Downs Regional Council and Tenterfield Shire Council. It builds on the Parties existing commitment to working collaboratively for the betterment of both Councils and recognises the history of shared responsibility and the importance of a continued strong partnership.

3.2 This MoU sets out the framework for both Parties.

3.3 Both Parties seek from this MoU:

- i. **Collaboration:** a collaborative approach to delivering agreed projects and services.
- ii. **Cooperative partnership:** an understanding of the roles, responsibilities and obligations of the Parties.
- iii. **Service delivery:** sharing services to strengthen community capability.
- iv. **Value for money:** the cost-effective use of resources devoted to the management and support of projects and activities.
- v. **Accountability:** integrated decision-making with clearly defined roles and responsibilities
- vi. **Efficiency:** avoid duplication and conflict between the provision of services.
- vii. **Transparency:** information sharing in relation to agreed projects and activities.

3.4 Any prior obligation, whether financial or otherwise, of either Party, shall continue in the same manner as was the case prior to this MoU. This MoU does not create any additional financial commitment on the parties. Furthermore, it is acknowledged that each party shall continue to prioritise their own communities.

3.5 This MoU does not constitute or create any legally binding or enforceable obligations on the part of either Party.

3.6 The Parties are expected to always act in good faith during the term of this MoU.

4. Commencement and Duration

The MoU will commence the date both Parties have signed and remain valid for a period of (insert time frame) or until either (insert alternative terms).

5. Collaborative Working Arrangement – Strategic Priority Areas (SAP) - Activities

Southern Downs Regional Council and Tenterfield Shire Council agree to the following activities forming the basis of this MoU:

5.1 ECONOMIC DEVELOPMENT & TOURISM

- Industry
- Digital Connectivity
- Tourism

Both Southern Downs Regional Council and Tenterfield Shire Council agree to:

- i. Work together to examine economic development & tourism needs of residents and determine if there are any service gaps in the border communities;
- ii. Develop a joint advocacy position on strategies to address these identified services gaps;
- iii. Consider and if appropriate support industry proposals that seek to enhance the economic outcomes of the border region;
- iv. Jointly apply for or support each other parties' applications for grants to deliver economic outcomes for the border region's communities.

5.2 LIVEABILITY

- Health
- Housing
- Education
- Policing/Crime Prevention

Both Southern Downs Regional Council and Tenterfield Shire Council agree to:

- i. Work together to examine the liveability needs of residents and determine if there are any service gaps in the border communities;
- ii. Develop a joint advocacy position on improved delivery of services in the border communities.

5.3 INFRASTRUCTURE

- Road Network
- Transport
- Water Security, Urban & Waste Water

Both Southern Downs Regional Council and Tenterfield Shire Council agree to:

- i. Examine opportunities to utilise shared contract arrangements for the efficient and effective delivery of services to the border communities;
- ii. Review service delivery including general maintenance and procurement to gain efficiencies and cost savings in the border regions; and
- iii. Advocate together on behalf of the region with respect to the proposed long-term program of infrastructure upgrade works.

5.4 DISASTER MANAGEMENT

- Agency Coordination
- Biosecurity

Both Southern Downs Regional Council and Tenterfield Shire Council agree to:

- i. Work together to respond and recover from disaster events;
- ii. Proactively work together to inform the travelling public of road closures due to disaster events;
- iii. Share and disseminate emergency information during response and recovery phases;
- iv. Participate in respective Local Disaster Management Group meetings;
- v. Advocate for a Cross Border Disaster Management Framework; and
- vi. Develop a joint advocacy position on any identified services gaps.

6. Intellectual Property

6.1 Unless expressly provided, nothing in this MoU has the effect of transferring any intellectual property owned or created by either Party, to the other Party.

7. Confidential Information

7.1 The Parties agree unless expressly authorised in writing by the other Party or required by law, confidential information will not be disclosed to any third party.

7.2 The Parties understand they are bound by privacy laws applicable to them in their respective jurisdictions.

8. Costs

8.1 The Parties agree expenses associated with the implementation of this MoU and compliance with any legislative requirements remains the responsibility of each Party.

8.2 Should costs be incurred that are otherwise not considered by this MoU or the legislative provisions the responsibility for these costs will be subject to negotiation between the Parties.

9. Review and Variation

9.1 The MoU may be varied by agreement between the Parties in writing.

9.2 It will be sufficient evidence of any agreement to vary a schedule to the MoU if the Parties execute and date a document purporting to be a substitute schedule.

9.3 The Parties agree to review the content of the MoU 12 months from the commencement date, and thereafter annually on the anniversary of the initial review, or at such other time as may be agreed by the Parties.

10. Termination

10.1 Either party may, at any time, withdraw from this MoU without legal consequence by providing 30 days written notice to the other party.

11. Definitions

Word or phrase	Definition
MoU	Memorandum of Understanding
SPA	Strategic Priority Areas


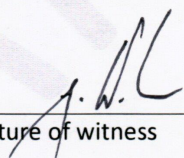
12. Signatures

Signed by the Parties on the dates set out below:

SIGNED for **Southern Downs Regional Council** by its duly authorised representative, in the presence of:

Signature of representative	Signature of witness
Name of representative (BLOCK LETTERS)	Name of witness (BLOCK LETTERS)
Date signed	

SIGNED for **Tenterfield Shire Council** by its duly authorised representative, in the presence of:

	
Signature of representative	Signature of witness
Mayor Bronwyn Petrie	G.A. Wilcox
Name of representative (BLOCK LETTERS)	Name of witness (BLOCK LETTERS)
6 th December 2023	5.12.2023
Date signed	

MEMORANDUM OF UNDERSTANDING
STRATEGIC ALLIANCE
BETWEEN
SOUTHERN DOWNS REGIONAL COUNCIL
AND
TENTERFIELD SHIRE COUNCIL

Southern Downs Regional Council



Tenterfield Shire Council



- 1) **THIS AGREEMENT** made this *Fri*..... day of *20 September*.. 2013, sets out the commitment of the Southern Downs Regional Council and Tenterfield Shire Council to form a Strategic Alliance to benefit both Council's in the areas of :

- (a) Roads Maintenance (eg Mt Lindesay Road)
- (b) Waste Management
- (c) Information Sharing
- (d) Tourism
- (e) Joint Lobbying
- (f) Emergency Management
- (g) Cross Border Resourcing

- 2) The parties have willingly agreed to enter into this Agreement on the terms and subject to the conditions hereafter.

(a) Potential Areas for Participation in Service Delivery and Co-operative Arrangements

The Council's shall, within three (3) months of the signing of this Agreement, detail how they will gain efficiencies that will benefit both Councils and their respective communities in the areas stated above and report back to their Councils on those agreed efficiencies and benefits to be achieved in the form of a Strategic Plan for Action.

(b) Alliance Structure

The Alliance Structure shall consist of the following from each participating Council:

- ♦ The Mayor (or his/her representative);
- ♦ The Chief Executive Officer; and
- ♦ Other senior staff depending on the matters to be discussed.

The Board shall meet every six months, or more frequently if required.

Chairmanship of the Alliance and the formation of an Agenda will be the responsibility of the host Council of each meeting.

(c) Role of the Alliance

The Alliance shall be responsible for the identification of potential savings in Service Delivery, the development, monitoring and implementation of Co-operative Arrangements.

(d) Twelve Monthly Review

The Alliance shall carry out a formal review of the benefits of the Alliance on a twelve monthly basis to ensure it is meeting its aims and objectives as well as benefiting the ratepayers and residents of both Councils. A report will be presented to both Council's on the outcome of the twelve monthly review.

(e) Secretariat

Secretarial services shall be provided by the host Council of each meeting.

(f) Protection of Employment in Towns and Villages of Member Councils

A supplementary aim of the strategic alliance is to protect the employment in the towns and villages of both Councils.

(g) Centres of Excellence

It is acknowledged that both Councils have expertise in particular areas. The Strategic Alliance shall formulate strategies to further develop these areas with a possibility of employing extra staff and outsourcing services if the need arises.

(h) State Government Agencies and Services

To improve Local Government / Interagency co-operation and efficiencies the Alliance shall meet on a six monthly basis with Local Members, both Federal and State, to discuss cross border issues and project funding options. The Local Members of each host Council area will be invited to the regular meeting only for the agenda items that are relevant to them.

(i) Assistance to Other Councils

The Alliance undertakes to assist other Councils that have a genuine commitment to co-operation and resource sharing.

(j) Department of Local Government Queensland and Division of Local Government New South Wales Consultation

The Alliance shall meet with the Director General, Department of Local Government Queensland (or his/her nominee), the Chief Executive, Division of Local Government New South Wales (or his/her nominee) and Cross Border Commissioners from both States to attend at least annually to discuss the outcomes achieved and areas where further development might occur. Again, the invitation will only be for the agenda items relevant to them.

(k) Admission of Other Council to the Strategic Alliance

The Alliance may, at any time, resolve to admit other Councils to the Strategic Alliance on such terms and conditions as the Alliance determines.

(l) Termination of Agreement

This agreement may be terminated by six (6) months written notice by either Council.

The termination of this Agreement shall not preclude other parties from entering into a further Strategic Alliance.



Mayor
Southern Downs Regional Council



Mayor
Tenterfield Shire Council



Chief Executive Officer
Southern Downs Regional Council




General Manager
Tenterfield Shire Council

11. CUSTOMER AND ORGANISATIONAL SERVICES REPORTS

11.1 Disposal of land described as Lot 21 on SP287038, located at 111 Massie Bony Mountain Road, Massie - Warwick Aerodrome

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Land Management Consultant	ECM Function No/s: 3739077

Recommendation

THAT Council:

1. Pursuant to section 236(2) of the *Local Government Regulation 2012*, apply an exception to the disposal of a valuable non-current asset other than by tender or auction for land located at 111 Massie Bony Mountain Road, Massie and described as Lot 21 on SP287038 (the Land);
2. Pursuant to section 236(1)(c)(vii) of the *Local Government Regulation 2012*, approve the disposal of the Land to the current lessee at market value given the land is used as an airport or related purposes; and
3. Authorise the Chief Executive Officer to finalise the terms and conditions of the sale and relevant Titles Queensland land transfer documents.

REPORT

Background

Council has developed and subsequently leased and/or sold various parcels of land at the Warwick Aerodrome, dating back a number of years. Prior decisions to dispose of leased land were delegated to the Chief Executive Officer, based on the fact that the lessee was given the option to purchase the land.

The current Lessee of Lot 21 on SP287038, having an established lease since October 2017, seeks to purchase the land. This request comes about following a previous agreement where Council agreed to dispose of the land to the Lessee. In February 2018, Council offered the Lessee an option to lease or buy the land, with a proposed purchase price being considered at the time.

The Lessee advised that he intended to purchase the hangar located on the land from the previous Lessee and sought to continue leasing, with the intent of purchasing the land 12-months hence.

Discussions regarding proposed purchase were ongoing, however, no purchase occurred in the agreed timeframe, despite a commitment from the Lessee to purchase the land.

In August 2020, Council again repeated its offer to the Lessee to purchase the land and in September 2020 Council was advised by the Lessee that the impacts of COVID19 had severely disrupted business activities and requested to continue leasing the land.

With Council's consent, the Lessee has continued to lease the site under a holding over clause given the cessation of the impacts of COVID19. Council is now being requested to abide by the previous agreement to sell the land.

Report

Pursuant to section 236 of the *Local Government Regulation 2012*, Council has the ability to dispose of land without holding an auction or calling tenders, in certain circumstances. In the past, Council has provided the Chief Executive Officer with delegated authority to approve the disposal of land, with exemption from tendering or auction, in certain circumstances. At Council's General Meeting on 26 April 2018, Council resolved that the following circumstances for disposal applied:

- (a) The land is not suitable to be offered for disposal by tender or auction for a particular reason, including for example, the size of the land or the existence of particular infrastructure on the land; and
- (b) There is not another person who owns other adjoining land who wishes to acquire the land; and
- (c) It is in the public interest to dispose of the land without a tender or auctions; and
- (d) The disposal is otherwise in accordance with sound contracting principles.

Given the leased area contained a hangar and concrete slab owned by the Lessee, there is added complication in separating the constructed assets and disposing of the land which may either require the Lessee to remove the slab and hangar or negotiate the sale of the hanger to a new perspective buyer. The risk arises that potential buyers would be deterred from offering to buy the land given the existence of a hangar on the land.

Having regard to the background circumstances, Council is able to rely on exceptions for the disposal of a valuable non-current assets whereby Council may dispose of an interest in land that is used as an airport or for related purposes if it is in the public interest to dispose of the land without a tender or auction and the disposal is otherwise in accordance with sound contracting principles. In support of the recommendation to dispose of the land to the Lessee, the following circumstances are provided:

Sound contracting principles (section 104(3) of the *Local Government Act 2009 (LGA)*:

- a revised valuation dated October 2023 was obtained for the land only. A registered valuer under the *Valuers Registration Act 1992* prepared the market value for the Land, which was agreed to by the Lessee. The market value indicated that the sale price meets market expectations and is considered acceptable to Council.
- The existence of a constructed hanger and concrete slab, potentially not forming part of the sale contract presents a risk to achieving open and effective competition.

Public Interest

- Included in the **local government principles** (section 4(2) of the LGA) is transparent and effective processes and decision-making. In this case, it is deemed unnecessary and costly to offer the land by tender given the prior agreement with the Lessee and existing ownership of assets on the land.

Conclusion/Summary

Council is now requested to consider approving the disposal of land to the prospective buyer, based on the previous circumstances together with Council meeting legislative compliance with the exceptions to dispose of such land.

Given the prolonged negotiations between Council and the Lessee, without a sale being executed when initial discussions took place, Council is requested to consider the matter in lieu of the Chief Executive Officer exercising delegated authority, which is considered an expired authority for this matter in any case.

FINANCIAL IMPLICATIONS

There are no significant financial implications of this decision, other than sale proceeds not being budgeted and ongoing rates revenue continuing.

Legal costs for the sale are deducted from sale proceeds and the purchaser meets their legal costs.

RISK AND OPPORTUNITY

Risk

Minimal risks exist with this decision as it meets legislative requirements and resolves a long-standing lease matter.

Opportunity

Council has the opportunity to dispose of land that was previously being leased. Sale proceeds are received in lieu of ongoing lease rental payments.

COMMUNITY ENGAGEMENT

Internal Consultation

No internal consultation has occurred with this matter, other than senior management.

External Consultation

External consultation has occurred with the prospective purchaser. Council has also sought comments from the Principal Advisor, Local Government Division, Department of State Development, Infrastructure, Local Government and Planning. Advice indicates that Council may consider the use as airport and related purposes together with ensuring the disposal is in the public interest and meets sound contracting principles.

LEGAL / POLICY

Legislation / Local Law

Pursuant to the *Local Government Regulation 2012*, Council cannot dispose of land unless it invites written tenders under section 228 or offers the land for sale by auction. However, pursuant to section 236(1)(c)(vii), Council has the ability to dispose of land without holding an auction or calling tenders where the disposal is of an interest in land that is used as an airport or for related purposes, if it is in the public interest and in accordance with sound contracting principles. Those circumstances have been addressed in this report and supporting information presented to justify the recommendation.

Corporate Plan

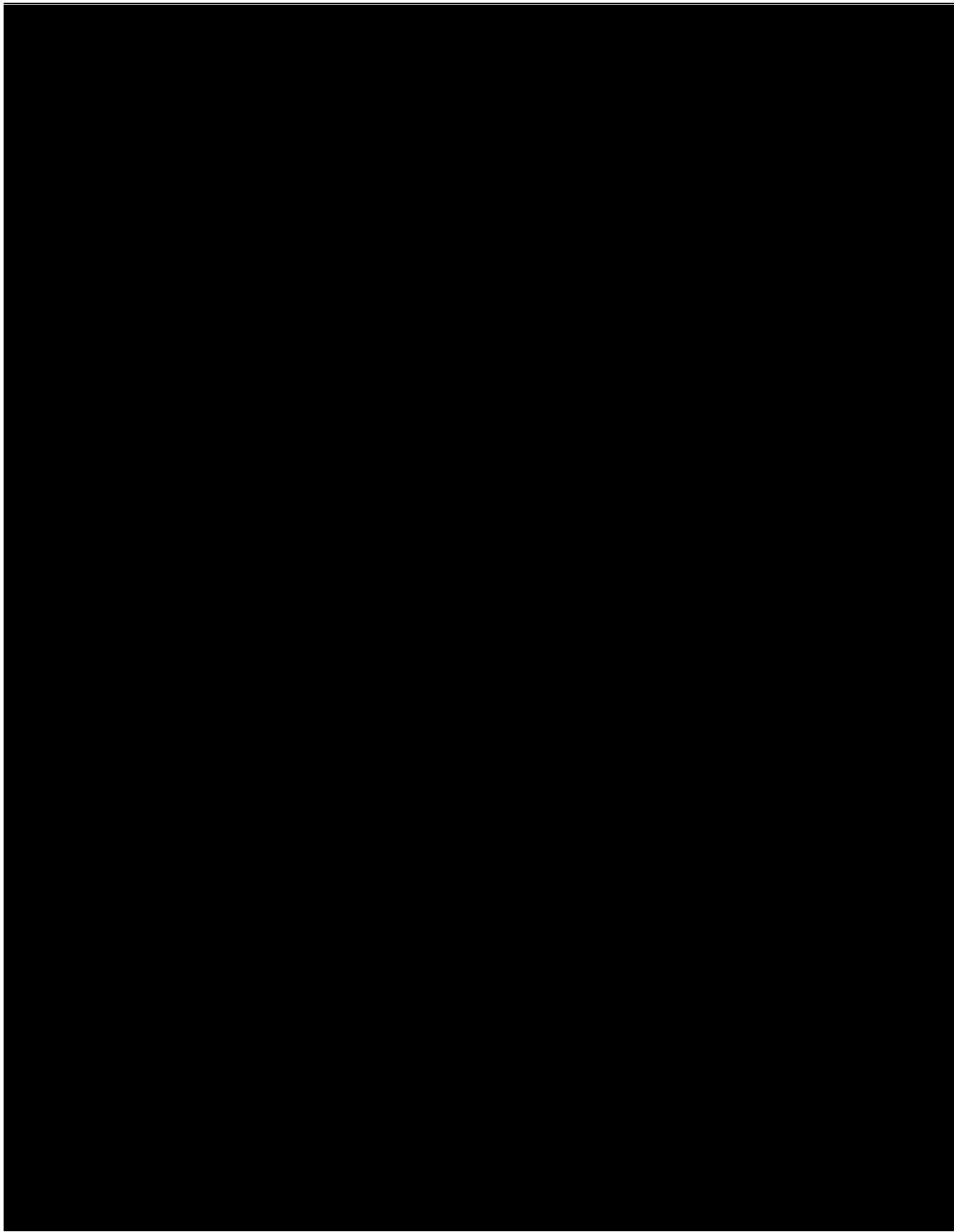
Goal:	3	Our Prosperity
Outcome:	3.1	Population growth is maximized within the parameters of maintaining our locality's unique character and provision of infrastructure.
Objective:	3.1.1	Develop and implement a Residential Attraction Strategy and Job Creation Strategy to attract a diverse range of new residents to the region.
Performance Indicator:		Population Growth



Policy / Strategy

Council Tenure Policy PL-RP001. Compliance with the requirements of the lease policy have been achieved.

ATTACHMENTS


1. Site Plan  



 Southern Downs REGIONAL COUNCIL	Disclaimer: Southern Downs Regional Council does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that SDRC shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.	Scale (A4): 1:756 Projection: GDA2020 / MGA zone 56	
	Based on or contains data provided by the Department of Resources Queensland 2023 which gives no warranty in relation to the data (including accuracy, reliability, completeness or suitability) and accepts no liability (including without limitation, liability in negligence) for any loss, damage or costs (including consequential damage) relating to any use of the data.	Printed by: Mark Watt Date: 22/11/2023	

11.2 Sale of Land for Overdue Rates and Charges

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Business Improvement Officer	ECM Function No/s: 25.01.01, 25.05, 25.09, 25.16

Recommendation

THAT Council:

1. Pursuant to section 140(2) of the *Local Government Regulation 2012*, sell the land as described in Attachment 1: Sale of Land for Overdue Rates List 2023/24; and
2. Delegate its power to the Chief Executive Officer to take all further steps under Chapter 4, Part 12, Division 3 of the *Local Government Regulation 2012* to complete the sale of the land or end the sale procedures if appropriate.

REPORT

Background

The purpose of this report is to inform Council of the properties which have an outstanding rates and/or charge and which are able to be sold in accordance with section 5.1.5 of PL-FS057 –Debt Recovery Policy and to seek a decision from Council to proceed with the sale of the land.

Report

Councils Revenue officers and legal service provider have used all reasonable efforts to contact property owners whose property is on Attachment 1: Sale of Land for Overdue Rates List 2023/24 to recover the outstanding amounts in accordance with Council's Debt Recovery Policy.

The Council may, by resolution, decide to sell the land. Once Council has resolved to sell the land the only way a property can be removed from the auction is if all the overdue rates or charges, including interest, and expenses of sale are paid in full.

If Council resolve to sell the land each incumbent, lessee or trustee who has given Council notice of their interest in the land must be notified of the intention to sell as soon as possible after the resolution to sell the land.

Procedures for selling land must be started between three and six months after the notice of intention to sell has been given to the registered owners.

Confidential Attachment 2: Detailed Land for Sale for Overdue Rates 2023/2024 contains further details of the properties recommended for sale.

FINANCIAL IMPLICATIONS

The outstanding rates and charges for the 14 properties totals \$189,508.24 as at 30 November 2023.

RISK AND OPPORTUNITY

Risk

Not following debt collection processes reduces Councils cashflow process and increases the amount of debt on the property with ongoing interest charges.

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Chief Financial Officer and Director Customer & Organisational Services

External Consultation

Council's legal service provider

LEGAL / POLICY

Legislation / Local Law

Local Government Regulation 2012 Chapter 4 Part 12 Overdue Rates and Charges Division 3 Selling or acquiring land for overdue rates or charges.

Part 12 Division 3 of the Local Government Regulation 2012 gives Council the power to sell land for overdue rates or charges.

Part 12 Division 1 Section 132 (1)(a)(i) defines overdue rates or charges as rates or charges that are not paid by the due date for payment stated in the rates notice; and Section 132 (2) states they become overdue on the day after the due date for payment of the rates and charges stated in the rates notice.

Section 140 (1) Notice of intention to sell land for overdue rates or charges.

These are:

- (a) There are overdue rates or charges on the land; and
- (b) The liability to pay the overdue rates or charges is not the subject of court proceedings; and
- (c) Some or all of the overdue rates and charges have been overdue for at least –
 - i. generally – 3 years; or
 - ii. if the rates or charges were levied on vacant land or land used only for commercial purposes, and the local government has obtained judgement for the overdue rates or charges – 1 year.

Corporate Plan

Goal:	4	Our Performance
Outcome:	4.4	Council has embedded risk management, good governance, transparency and accountability into what we do.
Objective:	4.4.2	Ensure our long-term financial sustainability is a pillar of our decision making.
Performance Indicator:		Achieve Unmodified Audit Opinion (QAO) and meet targets set by the Local Government Sustainability Measures

Policy / Strategy


PL-CS013 – Revenue Policy | Part 4.4:

If rates or charges are outstanding for three years or more Council may, in accordance with the provisions of the Act and Regulation, offer the property for sale to recover outstanding amounts.

PL-FS057 –Debt Recovery Policy | Part 5.1.5:

Periodically a list of ratepayers with rates outstanding in excess of the periods allowed is prepared in accordance with the requirements of Chapter 4, Part 12, Division 3 of the Local Government Regulation 2012, and tabled for Council's consideration at the earliest opportunity.

ATTACHMENTS

1. Attachment 1: Land for Sale for Overdue Rates 2023/2024 [↓](#) 
2. Attachment 2: Detailed Land for Sale for Overdue Rates 2023/2024 (Confidential - Provided to Councillors only)


2023/2024

	Property ID	Legal Description	Rates Balance	Land Use
1	20885	Lot 11 on RP 89985	20,553.65	02
2	23095	Lot 3 on RP 65872	15,122.93	02
3	30665	Lot 2 on W 30116	21,718.44	37A
4	47185	Lot 52 on M 58411	7,032.00	01A
5	64895	Lot 1 on RP 31588	8,336.07	65
6	78565	Lot 1 on ML 50209	23,181.89	40B
7	80615	Lot 57 on SP 182444	18,236.01	02
8	85225	Lot 13 on RP 5818 Lot 5 on SP 204070	14,947.64	02
9	89960	Lot 72 on SP 215201	15,258.26	02
10	100175	Lot 1 on RP 175328	7,357.55	01A
11	109835	Lot 3 on RP 27118	5,112.60	83
12	110785	Lot 2 on RP 47289	11,088.66	02
13	137580	Lot 24 on CVE 643	11,094.49	02
14	138800	Lot 95 on ML 772 Lot 1 on RP 55135	10,468.05	01A

189,508.24

11.3 Advertising Expenditure Policy PL-GV012 (Review)

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Manager Corporate Services	ECM Function No/s:

Recommendation

THAT Council adopt the PL-GV012 Advertising Expenditure Policy as attached.

REPORT

Background

The purpose of this report is for Council to adopt the amended Advertising Expenditure Policy.

This policy was reviewed and approved by ELT on 14 November 2023.

A tracked change version and a clean version of the policy are attached.

Report

Section 197 of the Local Government Regulation 2012 states that:

197 Advertising spending

- (1) A local government must prepare and adopt a policy about the local government's spending on advertising (an *advertising spending policy*).
- (2) A local government may spend money on advertising only—
 - (a) if—
 - (i) the advertising is to provide information or education to the public; and
 - (ii) the information or education is provided in the public interest; and
 - (b) in a way that is consistent with the local government's advertising spending policy.
- (3) *Advertising* is promoting, for the payment of a fee, an idea, goods or services to the public.

Conclusion/Summary

Under the *Local Government Regulation 2012*, Council is required to adopt a policy concerning advertising expenditure. The policy has been reviewed and complies with the legislative

requirements and is suitable for Southern Downs Regional Council operations. The policy ensures Council is consistent and openly accountable for its expenditure in this area.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

ELT – reviewed and approved – 14 November 2023

LEGAL / POLICY



Legislation / Local Law

Local Government Regulation 2012

Policy / Strategy

PL-GV012 Advertising Expenditure Policy

ATTACHMENTS

1. PL-GV012 Advertising Expenditure Policy - tracked changes [↓](#) 
2. PL-GV012 - Advertising Expenditure Policy - final [↓](#) 



Advertising Expenditure Policy

Policy Number:	PL-GV012
Department:	Executive Services
Section:	Governance
Responsible Manager:	Media and Consultation Officer
Date Adopted:	25 June 2008
Date to be Reviewed:	29 June 2021
Date Reviewed:	30 June 2020
<u>Approved by CEO:</u>	
<u>Date Rescinded:</u>	N/A

REVISION RECORD

Date	Version	Revision description
19/09/12	2	Revision
29/04/14	3	Revision
26/10/16	4	Reviewed and Updated.
17/06/20	5	Revision

CONTENTS

1	Purpose	3
2	Scope	3
3	Legislative Context.....	4
4	Related Documents.....	4
5	Policy Details	4
5.1	Acceptable Advertising Expenditure	4
5.2	Advertising Expenditure Approval.....	5
5.3	Acceptable Advertising Expenditure	6
5.4	Unacceptable Advertising Expenditure – Caretaker period	6
6	Next Review	7
7	Definitions	8
1	Purpose	3
2	Scope	3
3	Legislative Context.....	3
4	Policy Details	4
4.1	Advertising Expenditure	4
4.2	Acceptable Advertising Expenditure	4
4.3	Unacceptable Advertising Expenditure	5
5	Definitions	5
6	Related Documents.....	6

1 **Purpose**

In accordance with s197 (1) of the Local Government Regulation 2012 Council must prepare and adopt a policy about its spending on advertising. Relevantly s.197 (3) defines “Advertising” as “promoting, for the payment of a fee, an idea, goods or services”.

In accordance with s.197 (2) of the Local Government Regulation 2012 a local government may spend money on advertising only-

a) if-

- i. the advertising is to provide information or education to the public; and
- ii. the information or education is provided in the public interest.

Advertising expenditure must only occur where these requirements are met. It should not be used to promote the particular achievements or plans of a particular Councillor or groups of Councillors.

Advertising must not constitute ‘election material’ (as defined by the Section 90D(2) *Local Government Act 2009*) during the ‘caretaker period’ including for example a fact sheet, direct mail out or newsletter that raises the profile of a Councillor.

~~This policy provides for the control of expenditure on advertisements placed by Council in various media. The *Local Government Regulation 2012* outlines requirements that must be adhered to in relation to advertising expenditure, which ensures that Council advertising is in accordance with the public interest and Council policies.~~

~~The objectives of this policy, in line with accountability, transparency and good governance, are:~~

- ~~• to meet the requirements of the legislation;~~
- ~~• to ensure appropriate authorisation of advertising expenditure; and~~
- ~~• to ensure that Council obtains value for money in placing advertising.~~

2 **Scope**

This policy applies to any paid advertisement or notice in any media, to promote goods or services (including facilities) provided by Council. This policy applies to all Council officers including procurement officers who advertise tenders and recruitment officers who advertise job vacancies for Council. This policy applies to all Councillors, Council employees and contractors.

~~This policy does not apply to:~~

- ~~• advertising for recruitment;~~
- ~~• advertising for the acquisition or disposal of property plant and equipment used, or to be used by Council in its business;~~
- ~~• matters required by legislation to be advertised;~~
- ~~• advertisements for tenders or expressions of interest under Council's Procurement Policy or under the *Local Government Act 2009*; or~~
- ~~• reports published in the media where no payment is made for the report.~~

3 Legislative Context

~~— Local Government Regulation 2012, s 197 states:~~

~~197 Advertising spending~~

~~(1) A local government must prepare and adopt a policy about the local government's spending on advertising (an **advertising spending policy**).~~

~~(2) The local government may spend money on advertising only —~~

~~a) if —~~

~~i. the advertising is to provide information or education to the public; and~~

~~ii. the information or education is provided in the public interest; and~~

~~(b) in a way that is consistent with the local government's advertising spending policy.~~

~~(3) **Advertising** is promoting, for the payment of a fee, an idea, goods or services to the public.~~

- [Local Government Act 2009](#)
- [Local Government Regulation 2012, s 197 \(3\)](#)
- [Local Government Electoral Act 2011](#)

4 Related Documents

- [SDRC Procurement Policy PL-FA010](#)
- [Adopted Budget](#)
- [Community Engagement Policy](#)
- [Procurement Policy](#)
- [Caretaker Policy](#)

4.5 Policy Details

Council may incur expenditure for advertising only if the advertising is for providing information or education to the public, and the information or education is provided in the public interest. Advertising should not be used to promote the particular achievements or plans of individual Councillors or groups of Councillors. Advertising that is paid for by the Council should not be used to influence the voters in an election.

~~Advertising should be used where the purposes of the Council or the benefit of the community is advanced. It should not be used to promote the particular achievements or plans of individual Councillors or groups of Councillors. In particular, advertising should not be used to influence the voters in an election.~~

~~4.1~~ 5.1 Acceptable Advertising Expenditure

~~Council may incur expenditure for advertising only if:~~

~~20~~

Advertising Expenditure Policy

Policy no: PL-GV012

Updated: ~~30 June 2020~~ 18 January 2023

Page 4 - 8

© Southern Downs Regional Council

- ~~a) the advertising is for provision of information or education to the public; and~~
- ~~b) the information or education is provided in the public interest; and~~
- ~~c) the Authorising Officer has approved the expenditure.~~

~~The Authorising Officer must ensure that:~~

- ~~i. the expenditure is in accordance with this policy; and~~
 - ~~ii. the cost of the advertisement is appropriate for the audience and provides a benefit to the Council or to the public; and~~
 - ~~iii. the cost is budgeted for and subsequently accounted appropriately.~~
- ~~d) the advertising falls into one of the categories set out in section 4.2.~~

Section 197 of the *Local Government Regulation 2012* states that Council may spend money on advertising only if:

- i. the advertising is to provide information or education to the public; and
- ii. the information or education is provided in the public interest; and
- iii. in a way that is consistent with the local government's advertising spending policy.

4.25.2 ~~Acceptable~~ Advertising Expenditure Approval

No Council advertising is to be undertaken unless the necessary expenditure has been approved by the Chief Executive Officer, a Senior Manager, or an officer to whom authority has been delegated by the Chief Executive Officer.

All officers incurring and authorising advertising expenditure shall do so in accordance with relevant financial delegations and Council's Procurement Policy, and must ensure that:

- a) the appropriate branding and current corporate style guide has been followed
- b) the expenditure is in accordance with this policy and related SDRC policies have been consulted (e.g. Procurement, IT, Media and Social Media policies)
- c) the expense is reasonable in comparison to the audience reached
- d) falls generally within the type of advertising listed in this policy and is seen as appropriate to Council's business purposes
- e) properly documented and available for internal and external scrutiny, including the provision of detailed tax invoices and receipts
- f) it appears appropriate and reasonable and can withstand the 'public defensibility test'
- g) it is for official Council purposes only and incurred in providing a service in the public interest
- h) it is approved for in a work program / budget and be authorised in accordance with Council's normal accounting financial management procedures.

~~Acceptable uses of Council money for advertising are:~~

- ~~a) to advise the public of a new or continuing service or facility provided by the Council; or~~

24

Advertising Expenditure Policy

Policy no: PL-GV012

Updated: ~~30 June 2020~~ 18 January 2023

Page 5 - 8

© Southern Downs Regional Council

- b) ~~to increase the use, or inform the public of a service or facility provided by the Council on a commercial basis with a view to profit; or~~
- c) ~~to inform the public about endorsed regional marketing, events or activities; or~~
- d) ~~to advise the public of the decisions made by Council at its meetings; and/or~~
- e) ~~to request comments or feedback on proposed policies, services, facilities or activities of Council; or~~
- f) ~~where the advertisement facilitates the administration of the Council.~~

~~4.3~~ **5.3** ~~Unacceptable Advertising Expenditure~~ **Acceptable Advertising Expenditure**

Advertising expenditure may include:

- Advising the public about new or existing services, programs, facilities and venues
- Advising the public about changes to existing services, programs, facilities and venues
- To increase the use of a service, program, facility or venue
- To achieve Council's plans, goals and objectives
- Advising the public of Council meetings, outcomes, legislation and proposed policies
- Requesting public feedback or comment on Council's business
- To recruit staff, acquire or dispose of property, plant and equipment, promote tenders and expressions of interest
- Promoting tenders for work required by Council to advance projects and programs
- Promote the economic development and sustainability of the region
- To effectively engage with the Community as part of Council's Community Engagement Policy
- To promote the Southern Downs Council region; and
- To comply with applicable legislation
- Promotional materials that feature official customer contact phone numbers, website and email addresses (i.e. fridge magnets, notepads, promotional items etc).

5.4 Unacceptable Advertising Expenditure – Caretaker period

Section 90D (1) of the Local Government Act 2009 states that *A local government or a controlled entity of a local government must not, during a caretaker period for the local government, publish or distribute election material.*

- Election material as defined by 90(D)(2) of the Local Government Act 2009, is anything able to, or intended to-
 - influence an elector about voting at an election; or
 - affect the result of an election.
- The adoption of tight controls over advertising, in the period in question is viewed as a matter of good governance in the lead up to an election so as to bring about levels of fairness and provide a level 'playing field' for all persons seeking office in local government.

Accordingly, Council must not in the caretaker period:

- a) place advertisements relating to future plans unless, unless those plans have been formally adopted by Council or approved by Council or the Chief Executive Officer for public consultation prior to Council consideration of such plans.
 - b) advertise or promote the activities of a Councillor.
 - c) publish or promote divisional news in a monthly local newsletter or publication at the Council's expense either directly or indirectly or through any arrangement that offers editorial space for advertising paid for by the Council.
 - d) place advertisements (including on digital communication platforms) which seek to influence support for a particular Councillor, groups of Councillors or potential candidates in a local government election.
- Note: A by-election does not in itself result in the application of the above restrictions on advertising.
 - The above provisions do not preclude Councillors appearing in unpaid publicity or other publicity.

6 Next Review

This Policy is to be reviewed annually as part of Budget process

~~Council must not:~~

- ~~a) during the period of three months preceding an election of the local government other than a by-election; or during the period after the date of a by-election is advertised until the day of the election:~~
 - ~~i. place advertisements relating to future plans unless, and only to the extent that those plans have been formally adopted by Council;~~
 - ~~ii. advertise the activities of Council other than in the manner and form it is customary for the Council to advertise its activities;~~
 - ~~iii. place advertisements which seek to influence support for particular candidates, groups of candidates or potential candidates in the election;~~
- ~~b) bear the cost of advertisements featuring one or more Councillors or containing quotations attributed to individual councillors (Note: This does not preclude Councillors appearing in unpaid publicity or other publicity where the cost is not borne by the Council) except those deemed acceptable by Council approval.~~

57 Definitions

Term	Meaning
<u>Advertising</u>	Defined by the Local Government Regulation 2012, section 197, as <u>promoting, for the payment of a fee, an idea, goods or services to the public</u> Promoting to the public an idea, goods or services for which a fee is paid.
<u>Caretaker period – Medium</u>	Section 90A of the Local Government Act 2009 defines the caretaker period as: (1) The ‘caretaker period’ for a local government is the period during an election for a local government that - (a) starts on the day when public notice of the holding of the election is given under the Local Government Electoral Act 2011, section 25(1); and (b) ends at the conclusion of the election. (2) There is no caretaker period during a by-election or fresh election (3) The exact dates of a caretaker period are determined by the Electoral Commission of Queensland (ECQ) Commonly used media for advertising consists of magazines, newspapers, radio, television and promotional products such as magnets and brochures.
<u>Election material</u> <u>Authorising Officer</u>	– Section 90D(2) of the Local Government Act 2009 defines election material as anything able to, or intended to: (a) influence an elector about voting at an election; or (b) affect the result of an election. Example a fact sheet, direct mail out or newsletter that raises the profile of a councillor Council officer with adequate financial delegation.

6 Related Documents

— Procurement Policy



Advertising Expenditure Policy

Policy Number:	PL-GV012
Department:	Executive Services
Section:	Communications & Marketing
Responsible Manager:	Media and Consultation Officer
Date Adopted:	25 June 2008
Date to be Reviewed:	10 January 2026
Date Reviewed:	10 January 2024
Approved by CEO:	

REVISION RECORD

Date	Version	Revision description
19/09/12	2	Revision
29/04/14	3	Revision
26/10/16	4	Reviewed and Updated.
17/06/20	5	Revision

CONTENTS

1	Purpose	3
2	Scope.....	3
3	Legislative Context.....	3
4	Related Documents.....	3
5	Policy Details	3
5.1	Acceptable Advertising Expenditure	4
5.2	Advertising Expenditure Approval.....	4
5.3	Acceptable Advertising Expenditure	4
5.4	Unacceptable Advertising Expenditure – Caretaker period	5
6	Next Review	5
7	Definitions	6

1 Purpose

In accordance with s197 (1) of the Local Government Regulation 2012 Council must prepare and adopt a policy about its spending on advertising. Relevantly s.197 (3) defines “Advertising” as “promoting, for the payment of a fee, an idea, goods or services”.

In accordance with s.197 (2) of the Local Government Regulation 2012 a local government may spend money on advertising only-

- a) if-
 - i. the advertising is to provide information or education to the public; and
 - ii. the information or education is provided in the public interest.

Advertising expenditure must only occur where these requirements are met. It should not be used to promote the particular achievements or plans of a particular Councillor or groups of Councillors.

Advertising must not constitute ‘election material’ (as defined by the Section 90D(2) *Local Government Act 2009*) during the ‘caretaker period’ including for example a fact sheet, direct mail out or newsletter that raises the profile of a Councillor.

2 Scope

This policy applies to any paid advertisement or notice in any media, to promote goods or services (including facilities) provided by Council. This policy applies to all Council officers including procurement officers who advertise tenders and recruitment officers who advertise job vacancies for Council. This policy applies to all Councillors, Council employees and contractors.

3 Legislative Context

- Local Government Act 2009
- Local Government Regulation 2012, s 197 (3)
- Local Government Electoral Act 2011

4 Related Documents

- SDRC Procurement Policy PL-FA010
- Adopted Budget
- Community Engagement Policy
- Procurement Policy
- Caretaker Policy

5 Policy Details

Council may incur expenditure for advertising only if the advertising is for providing information or education to the public, and the information or education is provided in the public interest. Advertising should not be used to promote the particular achievements or plans of individual Councillors or groups of Councillors. Advertising that is paid for by the Council should not be used to influence the voters in an election.

5.1 Acceptable Advertising Expenditure

Section 197 of the *Local Government Regulation 2012* states that Council may spend money on advertising only if:

- i. the advertising is to provide information or education to the public; and
- ii. the information or education is provided in the public interest; and
- iii. in a way that is consistent with the local government's advertising spending policy.

5.2 Advertising Expenditure Approval

No Council advertising is to be undertaken unless the necessary expenditure has been approved by the Chief Executive Officer, a Senior Manager, or an officer to whom authority has been delegated by the Chief Executive Officer.

All officers incurring and authorising advertising expenditure shall do so in accordance with relevant financial delegations and Council's Procurement Policy, and must ensure that:

- a) the appropriate branding and current corporate style guide has been followed
- b) the expenditure is in accordance with this policy and related SDRC policies have been consulted (e.g. Procurement, IT, Media and Social Media policies)
- c) the expense is reasonable in comparison to the audience reached
- d) falls generally within the type of advertising listed in this policy and is seen as appropriate to Council's business purposes
- e) properly documented and available for internal and external scrutiny, including the provision of detailed tax invoices and receipts
- f) it appears appropriate and reasonable and can withstand the 'public defensibility test'
- g) it is for official Council purposes only and incurred in providing a service in the public interest
- h) it is approved for in a work program / budget and be authorised in accordance with Council's normal accounting financial management procedures.

5.3 Acceptable Advertising Expenditure

Advertising expenditure may include:

- Advising the public about new or existing services, programs, facilities and venues
- Advising the public about changes to existing services, programs, facilities and venues
- To increase the use of a service, program, facility or venue
- To achieve Council's plans, goals and objectives
- Advising the public of Council meetings, outcomes, legislation and proposed policies
- Requesting public feedback or comment on Council's business
- To recruit staff, acquire or dispose of property, plant and equipment, promote tenders and expressions of interest
- Promoting tenders for work required by Council to advance projects and programs
- Promote the economic development and sustainability of the region
- To effectively engage with the Community as part of Council's Community Engagement Policy

- To promote the Southern Downs Council region; and
- To comply with applicable legislation
- Promotional materials that feature official customer contact phone numbers, website and email addresses (i.e. fridge magnets, notepads, promotional items etc).

5.4 Unacceptable Advertising Expenditure – Caretaker period

Section 90D (1) of the Local Government Act 2009 states that *A local government or a controlled entity of a local government must not, during a caretaker period for the local government, publish or distribute election material.*

- Election material as defined by 90(D)(2) of the Local Government Act 2009, is anything able to, or intended to-
 - influence an elector about voting at an election; or
 - affect the result of an election.
- The adoption of tight controls over advertising, in the period in question is viewed as a matter of good governance in the lead up to an election so as to bring about levels of fairness and provide a level 'playing field' for all persons seeking office in local government.

Accordingly, Council must not in the caretaker period:

- a) place advertisements relating to future plans unless, unless those plans have been formally adopted by Council or approved by Council or the Chief Executive Officer for public consultation prior to Council consideration of such plans.
 - b) advertise or promote the activities of a Councillor.
 - c) publish or promote divisional news in a monthly local newsletter or publication at the Council's expense either directly or indirectly or through any arrangement that offers editorial space for advertising paid for by the Council.
 - d) place advertisements (including on digital communication platforms) which seek to influence support for a particular Councillor, groups of Councillors or potential candidates in a local government election.
- Note: A by-election does not in itself result in the application of the above restrictions on advertising.
 - The above provisions do not preclude Councillors appearing in unpaid publicity or other publicity.

6 Next Review


This Policy is to be reviewed annually as part of Budget process

7 Definitions

Term	Meaning
Advertising	Defined by the Local Government Regulation 2012, section 197, as promoting, for the payment of a fee, an idea, goods or services to the public
Caretaker period –	<p>Section 90A of the Local Government Act 2009 defines the caretaker period as:</p> <p>(1) The ‘caretaker period’ for a local government is the period during an election for a local government that -</p> <ul style="list-style-type: none"> (a) starts on the day when public notice of the holding of the election is given under the Local Government Electoral Act 2011, section 25(1); and (b) ends at the conclusion of the election. <p>(2) There is no caretaker period during a by-election or fresh election</p> <p>(3) The exact dates of a caretaker period are determined by the Electoral Commission of Queensland (ECQ)</p>
Election material	<p>– Section 90D(2) of the Local Government Act 2009 defines election material as anything able to, or intended to:</p> <ul style="list-style-type: none"> (a) influence an elector about voting at an election; or (b) affect the result of an election. <p>Example a fact sheet, direct mail out or newsletter that raises the profile of a councillor</p>

11.4 Adoption of Amended Fees and Charges 2023-24

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Financial Services Coordinator	ECM Function No/s:

Recommendation

THAT Council adopt the revised Schedule of General Fees and Charges for 2023/2024.

REPORT

The purpose of this report is for Council to adopt the revised Schedule of General Fees and Charges for the 2023/2024 financial year.

Council adopted the Schedule of General Fees and Charges along with associated budget documents at a general meeting held in July 2023. However, since then a number of changes have been identified which includes minor wording and spelling corrections and rearrangement of fee order for clarity.

The changes are as follows:

Infrastructure Services Fees

A number of changes have been made within the Water Fees section.

Section	Fee	Page No
20mm Smart Water Meter	Removal of the smart water meter extra charge of \$198 and this amount added to the standard 20mm connection fee	39
(b) Single 20mm connection for full and restricted flow service where the developer has installed the water service components excluding the actual water meter	Fee changed increased from \$370 to \$568 to include the fee to install the smart water fee (as above)	40
(c) All other 20mm connections	Fee changed increased from \$2,370 to \$2,568 to include the fee to install the smart water meter (as above)	40

Customer and Organisational Services Fees

Two fees have been added to both the Stanthorpe YMCA and WIRAC sections.

Section	Fee	Page No
Stanthorpe YMCA – Club Fees	Addition of two new fees – Club Nights \$160 per night and Club Carnivals and Championships \$650 per event	52
Warwick Indoor and Recreation Centre	Addition of two new fees – Club Nights \$160 per night and Club Carnivals and Championships	57

Other changes

Minor updates including correct GST treatment for some fees.

FINANCIAL IMPLICATIONS

The changes are not anticipated to have major financial implication on Council.

COMMUNITY ENGAGEMENT

Internal Consultation

Program Managers

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009 and Local Government Regulation 2012

Corporate Plan


Goal: 4 Our Performance
Outcome: 4.4 Council has embedded risk management, good governance, transparency and accountability into what we do
Objective: 4.4.2 Ensure our long-term financial sustainability is a pillar of our decision making

ATTACHMENTS

1. SDRC Schedule of Fees and Charges 2023-24 (Excluded from agenda - Provided under separate cover) 

11.5 Second Quarter Budget Review 2023-24

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Budget Accountant	ECM Function No/s:

Recommendation

THAT Council adopt the Amended 2023/24 Budget as presented in the Attachments to the report.

REPORT

A comprehensive review of Council's operational budget and capital works budget for the quarter ended 31 December 2023 has been completed. The approach for the operational budget review was to examine the existing budget but also undertake a detailed analysis of each Department's general ledger codes to understand patterns of revenue and expenditure in order to produce a forecasted result of Council's financial performance for the period ending 30 June 2024.

A full set of financial statements for the 2023/24 financial year and forecasts for the next two financial years incorporating the second quarter budget review are contained in Attachment 2. This also includes the long-term financial forecast (10 years). Council will continue to update its Asset Management Plans including anticipated future capital programs and revisit all the budget assumptions as part of the FY24/25 budget process.

A detailed review of the current capital works budget has also been performed as part of the second quarter review.

Operating Budget

The second quarter budget review has led to an increase in the operating result from the previously adopted surplus of \$238K to a surplus of \$240K.

At a macro level there has been an increase in operating revenue of \$89K or 0.1% of total operating revenue and an increase in expenditure of \$87K or 0.1% of total operating expenditure. The changes mainly relate to:

- increase in Operating Grants and Subsidies due to reallocation of budget from the capital program associated with the Regional Airports Program Round 2 funding.
- decrease in Employee Costs of \$259K based on current FTE numbers.
- increase in Community Grants of \$21K for inclusion of the QPS Grants for cameras.
- movement between expenditure categories associated with the Economic Development and Marketing and Tourism.
- increase in Contractors due to the change in project scope for the Regional Airports Program Round 2 funding.

Further details of the budget amendments arising from the second quarter budget review on the operating budget are provided in Attachments 1 and 2.

Net Result

Council's net result incorporates all operating revenues and expenditures as well as capital revenues and expenditures.

Council's net result after the second quarter budget review has increased from \$36.5M to \$38.5M. This increase of \$2M was driven by the changes in capital grants.

Balance Sheet

The second quarter budget amendments will increase community equity from \$965.4M to \$968M.

Total assets will increase from \$1.02B to \$1.03B with current assets of \$75.6M and non-current assets of \$951.6M. Total liabilities will increase from \$58.2M to \$59.3M.

Capital Works Budget

The second quarter review of the capital expenditure budget has increased from \$79.9M to \$80.4M. The net increase of \$569K mainly relates to the following:

- \$2.1M net increase to Community Services due to the Enhanced Stanthorpe Art Gallery project requiring additional funds due to preliminary costs being recalculated in September. Other notable changes relate to WIRAC Capital Project (W4Q) and Stanthorpe Runway Lighting Upgrade. W4Q Funding for the Stanthorpe Netball project has been redirected to WIRAC in consultation with the Department of Housing, Local Government, Planning and Public Works.
- \$680K net increase in Works capital program which includes realignment of flood recovery works and adjustment to grant funded programs used to deliver some flood related projects. Other notable changes relate to Homestead Road Bridge Construction, Condamine River Rd and Matthews St Stormwater Retention Basins.
- \$1.5M decrease to Environmental Services with the Stanthorpe Waste Profile Capping project scope being partly deferred to 2024/25 based on revised project timelines.
- \$600K decrease for Staff Housing Development due to project being deferred to future years.
- \$113K net decrease to Parks and Operations due to the Stanthorpe Netball Courts project being deferred to future year and the addition of the Warwick Chambers Refurbishment project.

Council will continue to monitor closely its capital works delivery and progress claims associated with all funding. The full amended capital works budget is included in Attachment 3.

FINANCIAL IMPLICATIONS

The budget has been updated to align with project milestones and assessment around market condition changes have been considered. Council will reassess its long term financial position as part of the FY23/24 budget in detail.

RISK AND OPPORTUNITY

Risk

Ineffective financial management, lack of resources and impact of change in market conditions. These are being mitigated and are being closely monitored.

Opportunity

Business process improvement opportunities have been identified associated with the budget and further training will be rolled out in the future.

COMMUNITY ENGAGEMENT

Internal Consultation

Coordinators, Managers and the Executive Team.

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Local Government Regulation 2012

Australian Accounting Standards

Corporate Plan

Theme: Performance




Focus Area: Financial Sustainability

Deliverable: 4.4.2 Ensure our long-term financial sustainability is a pillar of our decision making.
4.4.3 Our asset management is smart, effective and efficient with robust project selection pathways

Policy / Strategy

Long Term Financial Plan

ATTACHMENTS

1. Attachment 1: 2nd Quarter Budget Review 2023-24 - Proposed Operating Budget with Notes [!\[\]\(49cafc1b4ac9c36b24a666d112dd1bdd_img.jpg\)](#) 
2. Attachment 2: 2nd Quarter Budget Review 2023-24 - Financial Statements [!\[\]\(119910d55c53d7c363d7a7af7cc110f5_img.jpg\)](#) 
3. Attachment 3: 2nd Quarter Budget Review 2023-24 - Proposed Capital Works Program [!\[\]\(ee9978c30678ad4e518b00a570930ae0_img.jpg\)](#) 

Attachment 1 - 2nd Quarter Budget Review 2023-24 - Proposed Operating Budget with Notes

Southern Downs Regional Council
2023/24 Operating Budget

Last year Actual	Current Actual to Period	Description	Quarter 1 Budget	Proposed Budget	Change \$ (Proposed less Current)	Change % (Proposed less Current)	Notes
2022-23 \$	12 \$		2023-24 \$	2023-24 \$	\$	%	
Revenue							
Operating revenue							
Rates and Utility Charges							
35,779,497	18,868,312	General rates	37,596,222	37,596,222	0	0.0%	
277,986	139,743	Rural fire brigade levy	278,700	278,700	0	0.0%	
13,876,524	7,591,885	Water	15,024,534	15,024,534	0	0.0%	
9,855,363	5,127,691	Sewerage	10,239,576	10,239,576	0	0.0%	
6,715,284	3,929,714	Waste management	7,826,770	7,826,770	0	0.0%	
66,504,653	35,657,346	Total rates and utility charges	70,965,802	70,965,802	0	0.0%	
(2,263,362)	(1,200,237)	Less: Discount	(2,401,646)	(2,401,646)	0		
64,241,292	34,457,109	Net rates and utility charges revenue	68,564,156	68,564,156	0	0.0%	
Other Operating Revenue							
7,779,181	3,919,556	Fees and charges	7,236,578	7,236,578	0	0.0%	
3,100,222	688,555	Interest income	3,052,880	3,052,880	0	0.0%	
498,272	271,404	Leasing and rent	521,812	521,812	0	0.0%	
25,347,303	5,335,861	Operating grants and subsidies	15,457,468	15,546,918	89,450	0.6%	Note 1
2,831,273	412,194	Recoverable works	2,334,716	2,334,716	0	0.0%	
1,136,077	406,865	Other revenue	1,069,659	1,069,659	0	0.0%	
5,563,364	2,102,755	Internal Revenue	5,046,612	5,046,612	0	0.0%	
110,496,983	47,594,299	Total operating revenue	103,283,880	103,373,330	89,450	0.1%	
Operating expenses							
29,395,082	14,092,399	Employee costs	31,805,731	31,650,435	(155,296)	-0.5%	Employee costs recalculated at 30 November based on current FTE numbers
(958,980)	(529,336)	Employee oncosts / (recoveries)	(2,325,989)	(2,429,988)	(103,999)	4.5%	Employee costs recalculated at 30 November based on current FTE numbers
817,631	393,611	Councillors' Expenses	860,632	860,632	0	0.0%	
879,996	343,378	Community Grants	986,339	1,007,339	21,000	2.1%	Note 2
26,310,060	8,749,577	Contracts and Services	21,960,663	22,209,604	248,941	1.1%	Note 3
24,188,340	11,359,589	Materials	21,333,385	21,404,635	71,250	0.3%	Note 4
1,592,255	210,684	Finance Costs	1,187,614	1,187,614	0	0.0%	
522,175	226,755	Other Expenses	451,906	456,986	5,080	1.1%	Note 5
18,567,155	10,170,294	Depreciation	22,525,889	22,525,889	(0)	0.0%	
(1,342,268)	(812,804)	Plant Hire / (recoveries)	(1,500,000)	(1,500,000)	0	0.0%	
680,946	366,319	Rates on Council Properties	713,291	713,291	0	0.0%	
5,563,364	2,102,755	Internal Charges	5,046,612	5,046,612	0	0.0%	
106,215,755	46,673,221	Total operating expenses	103,046,073	103,133,049	86,976	0.1%	
4,281,228	921,078	Operating Surplus\ (Deficit)	237,807	240,282	2,474	1.0%	
Capital amounts							
16,350,840	15,262,771	Capital grants	39,946,997	42,175,447	2,228,450	5.6%	Details are contained in the Capital Works Report
1,972,534	0	Capital contributions	250,000	250,000	0	0.0%	
374,262	364,205	Developer contributions	607,273	380,000	(227,273)	-37.4%	Details are contained in the Capital Works Report
6,000	0	Capital income other	0	0	0	0.0%	
(6,707,444)	(548,781)	Profit / (Loss) on disposal	(4,513,108)	(4,513,108)	0	0.0%	
11,996,193	15,078,195	Total of capital amounts	36,291,162	38,292,339	2,001,177	5.5%	
16,277,421	15,999,272	Net Result surplus / (Deficit)	36,528,969	38,532,621	2,003,652	5.5%	

Notes to Quarter 2 Proposed Operating Budget for 2023/24

Note 1	Operating Grants and Subsidies	Regional Airports Program - Round 2 - change in project scope. Budget reallocated from Capex to Opex \$90K
Note 2	Community Grants	QPS Grant for Cameras \$16K Stanthorpe Chamber of Commerce - carry over grant from last FY \$5K
Note 3	Contracts and Services	Employee Engagement Survey \$30K Regional Airports Program - Round 2 - change in project scope. Budget reallocated from Capex to Opex \$140K Allora Community Hall Remediation Works \$150K Economic Development/Marketing & Tourism project funds reallocated to Materials/Other Expense \$(66)K Funds moved to Capex for Evacuation Storage \$(5)K
Note 4	Materials	Economic Development/Marketing & Tourism project funds reallocated from Contracts and Services \$61K HRIS Membership Budget moved from Capex to Opex \$19K Funds moved to Capex for Evacuation Storage \$(9)K
Note 5	Other Expenses	Economic Development/Marketing & Tourism project funds reallocated from Contracts and Services \$5K

Attachment 2 - 2nd Quarter Budget Review 2023-24 - Financial Statements

Southern Downs Regional Council Statement of Comprehensive Income

	Annual result Jun-23A	Jun-24B	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F	Jun-33F
Income											
Revenue											
Operating revenue											
Net rates, levies and charges	64,238	68,564	72,396	76,102	80,040	84,226	87,331	90,553	93,897	97,369	100,971
Fees and charges	7,732	7,237	7,382	7,529	7,680	7,834	7,990	8,150	8,313	8,479	8,649
Rental income	498	522	548	567	581	596	611	626	642	658	674
Interest received	3,100	3,052	3,080	3,131	3,197	3,351	3,435	3,519	3,596	3,722	3,864
Sales revenue	2,959	3,405	3,575	3,700	3,793	3,888	3,985	4,085	4,187	4,291	4,399
Other income	1,055	-	-	-	-	-	-	-	-	-	-
Grants, subsidies, contributions and donations	25,349	15,547	13,174	12,661	12,978	13,302	13,635	13,976	14,325	14,683	15,050
Total operating revenue	104,931	98,327	100,155	103,691	108,270	113,196	116,986	120,909	124,960	129,202	133,607
Capital revenue											
Grants, subsidies, contributions and donations	18,703	42,806	18,122	13,780	11,036	15,400	4,744	6,872	9,960	10,171	11,148
Total revenue	123,634	141,133	118,276	117,471	119,306	128,597	121,731	127,781	134,920	139,374	144,755
Capital income											
Total Capital Income	15	(4,513)	(5,305)	(3,916)	(3,453)	(2,821)	(3,466)	(2,966)	(3,203)	(3,121)	(2,245)
Total income	123,649	136,620	112,972	113,555	115,853	125,776	118,264	124,815	131,717	136,253	142,510
Expenses											
Operating expenses											
Employee benefits	29,315	30,081	31,147	32,237	33,356	34,514	35,712	36,952	38,235	39,562	40,936
Materials and services	51,345	44,294	43,454	44,974	46,547	48,176	49,862	51,606	53,412	55,281	57,215
Finance costs	1,429	1,187	1,065	1,135	1,383	2,294	2,874	2,755	2,776	2,983	3,201
Depreciation and amortisation	18,567	22,525	23,997	25,130	26,092	26,924	26,069	24,773	25,525	26,046	26,530
Total operating expenses	100,656	98,087	99,663	103,476	107,379	111,908	114,516	116,086	119,947	123,872	127,882
Capital expenses											
Total Capital expenses	6,707	-	-	-	-	-	-	-	-	-	-

Attachment 2 - 2nd Quarter Budget Review 2023-24 - Financial Statements

Southern Downs Regional Council Statement of Comprehensive Income

	Annual result Jun-23A	Jun-24B	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F	Jun-33F
Total expenses	107,363	98,087	99,663	103,476	107,379	111,908	114,516	116,086	119,947	123,872	127,882
Net result	16,286	38,533	13,309	10,079	8,474	13,868	3,748	8,729	11,770	12,381	14,628
Tax equivalents											
Net result before tax equivalents	16,286	38,533	13,309	10,079	8,474	13,868	3,748	8,729	11,770	12,381	14,628
Tax equivalents payable	-	-	-	-	-	-	-	-	-	-	-
Net result after tax equivalents	16,286	38,533	13,309	10,079	8,474	13,868	3,748	8,729	11,770	12,381	14,628
Other comprehensive income											
Items that will not be reclassified to net result											
Increase (decrease) in asset revaluation surplus	31,074	-	-	-	-	-	-	-	-	-	-
Total other comprehensive income for the year	31,074	-	-	-	-	-	-	-	-	-	-
Total comprehensive income for the year	47,360	38,533	13,309	10,079	8,474	13,868	3,748	8,729	11,770	12,381	14,628
Operating result											
Operating revenue	104,931	98,327	100,155	103,691	108,270	113,196	116,986	120,909	124,960	129,202	133,607
Operating expenses	100,656	98,087	99,663	103,476	107,379	111,908	114,516	116,086	119,947	123,872	127,882
Operating result	4,275	240	492	215	891	1,288	2,470	4,823	5,013	5,330	5,725

Attachment 2 - 2nd Quarter Budget Review 2023-24 - Financial Statements

Southern Downs Regional Council Statement of Financial Position

	Annual result Jun-23A	Jun-24B	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F	Jun-33F
Assets											
Current assets											
Cash and cash equivalents	83,492	64,933	55,519	52,177	64,950	66,119	66,602	65,747	72,762	81,042	90,960
Trade and other receivables	9,086	7,809	7,979	8,265	8,636	9,004	9,333	9,648	9,975	10,285	10,664
Inventories	834	834	834	834	834	834	834	834	834	834	834
Other current assets	760	760	760	760	760	760	760	760	760	760	760
Non-current assets held for sale	1,309	1,309	1,309	1,309	1,309	1,309	1,309	1,309	1,309	1,309	1,309
Total current assets	95,481	75,645	66,401	63,346	76,489	78,026	78,838	78,298	85,640	94,231	104,527
Non-current assets											
Contract Assets	6,290	6,290	6,290	6,290	6,290	6,290	6,290	6,290	6,290	6,290	6,290
Investments	406	406	406	406	406	406	406	406	406	406	406
Property, plant & equipment	893,808	944,559	969,684	988,683	1,004,805	1,032,916	1,042,265	1,052,252	1,061,410	1,070,177	1,083,779
Other non-current assets	295	388	443	389	355	333	360	433	395	408	465
Total non-current assets	900,799	951,643	976,824	995,768	1,011,856	1,039,945	1,049,321	1,059,381	1,068,502	1,077,281	1,090,941
Total assets	996,280	1,027,288	1,043,225	1,059,114	1,088,346	1,117,971	1,128,159	1,137,679	1,154,142	1,171,511	1,195,468
Liabilities											
Current liabilities											
Trade and other payables	15,299	9,679	9,651	9,987	10,336	10,667	11,070	11,456	11,856	12,236	12,698
Contract Liabilities	13,267	-	-	-	-	-	-	-	-	-	-
Borrowings	1,912	1,981	2,406	2,772	5,826	4,183	4,530	5,140	5,061	4,465	4,384
Provisions	6,086	8,850	8,850	8,850	8,850	8,850	8,850	8,850	8,850	8,850	8,850
Other current liabilities	1,807	1,807	1,807	1,807	1,807	1,807	1,807	1,807	1,807	1,807	1,807

Attachment 2 - 2nd Quarter Budget Review 2023-24 - Financial Statements

Southern Downs Regional Council Statement of Financial Position

	Annual result Jun-23A	Jun-24B	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F	Jun-33F
Total current liabilities	38,371	22,317	22,714	23,417	26,819	25,507	26,256	27,253	27,574	27,358	27,739
Non-current liabilities											
Contract Liabilities	-	13,267	13,267	13,267	13,267	13,267	13,267	13,267	13,267	13,267	13,267
Borrowings	12,346	10,372	12,604	17,710	35,066	48,761	46,051	45,845	50,217	55,420	64,369
Provisions	11,329	8,565	8,565	8,565	8,565	8,565	8,565	8,565	8,565	8,565	8,565
Other non-current liabilities	4,767	4,767	4,767	4,767	4,767	4,767	4,767	4,767	4,767	4,767	4,767
Total non-current liabilities	28,442	36,971	39,203	44,309	61,665	75,360	72,650	72,444	76,816	82,019	90,968
Total liabilities	66,813	59,288	61,916	67,726	88,484	100,867	98,906	99,697	104,390	109,378	118,707
Net community assets	929,467	968,000	981,309	991,388	999,862	1,017,104	1,029,253	1,037,982	1,049,752	1,062,133	1,076,762
Community equity											
Asset revaluation surplus	290,991	290,991	290,991	290,991	290,991	294,365	302,766	302,766	302,766	302,766	302,766
Retained surplus	638,476	677,009	690,318	700,397	708,871	722,739	726,486	735,216	746,986	759,367	773,995
Total community equity	929,467	968,000	981,309	991,388	999,862	1,017,104	1,029,253	1,037,982	1,049,752	1,062,133	1,076,762

Attachment 2 - 2nd Quarter Budget Review 2023-24 - Financial Statements

Southern Downs Regional Council Statement of Cash Flows

	Annual result Jun-23A	Jun-24B	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F	Jun-33F
Cash flows from operating activities											
Receipts from customers	73,738	80,267	82,994	87,005	91,169	95,604	99,008	102,501	106,100	109,856	113,675
Payments to suppliers and employees	(82,858)	(80,418)	(75,052)	(77,297)	(79,978)	(82,781)	(85,594)	(88,595)	(91,670)	(94,886)	(98,112)
Interest received	3,100	3,052	3,080	3,131	3,197	3,351	3,435	3,519	3,596	3,722	3,864
Rental income	498	529	546	566	580	595	610	625	641	657	673
Non-capital grants and contributions	22,806	15,755	13,366	12,703	12,952	13,279	13,605	13,948	14,296	14,657	15,017
Borrowing costs	(1,785)	(764)	(642)	(712)	(960)	(1,871)	(2,451)	(2,332)	(2,353)	(2,560)	(2,778)
Other cash flows from operating activities	10,867	-	-	-	-	-	-	-	-	-	-
Net cash inflow from operating activities	26,366	18,422	24,291	25,395	26,961	28,176	28,612	29,667	30,611	31,446	32,338
Cash flows from investing activities											
Payments for property, plant and equipment	(34,874)	(80,323)	(56,080)	(49,244)	(46,740)	(55,362)	(31,570)	(38,648)	(38,868)	(38,894)	(43,284)
Payments for intangible assets	-	(125)	(100)	-	-	-	(50)	(100)	-	(50)	(100)
Proceeds from sale of property, plant and equipment	842	1,965	1,698	1,254	1,106	903	1,110	949	1,020	999	949
Grants, subsidies, contributions and donations	21,499	42,806	18,122	13,780	11,036	15,400	4,744	6,872	9,960	10,171	11,148
Other cash flows from investing activities	-	601	-	-	-	-	-	-	-	-	-
Net cash inflow from investing activities	(12,533)	(35,076)	(36,360)	(34,210)	(34,597)	(39,059)	(25,766)	(30,926)	(27,888)	(27,774)	(31,287)
Cash flows from financing activities											
Proceeds from borrowings	-	-	4,637	7,878	11,600	17,878	1,819	4,934	9,433	9,669	13,332
Repayment of borrowings	(1,814)	(1,905)	(1,981)	(2,405)	8,809	(5,826)	(4,182)	(4,529)	(5,140)	(5,061)	(4,465)
Repayment of leases	(106)	-	-	-	-	-	-	-	-	-	-
Net cash inflow from financing activities	(1,920)	(1,905)	2,656	5,473	20,409	12,052	(2,363)	405	4,293	4,608	8,867
Total cash flows											

Attachment 2 - 2nd Quarter Budget Review 2023-24 - Financial Statements

**Southern Downs Regional Council
Statement of Cash Flows**

	Annual result Jun-23A	Jun-24B	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F	Jun-33F
Net increase in cash and cash equivalent held	11,913	(18,559)	(9,413)	(3,342)	12,773	1,169	482	(855)	7,015	8,280	9,918
Opening cash and cash equivalents	71,579	83,492	64,933	55,519	52,177	64,950	66,119	66,602	65,747	72,762	81,042
Closing cash and cash equivalents	83,492	64,933	55,519	52,177	64,950	66,119	66,602	65,747	72,762	81,042	90,960

Attachment 2 - 2nd Quarter Budget Review 2023-24 - Financial Statements

**Southern Downs Regional Council
Statement of Changes in Equity**

	Annual result Jun-23A	Jun-24B	Jun-25F	Jun-26F	Jun-27F	Jun-28F	Jun-29F	Jun-30F	Jun-31F	Jun-32F	Jun-33F
Asset revaluation surplus											
Opening balance		290,991	290,991	290,991	290,991	290,991	294,365	302,766	302,766	302,766	302,766
Net result		na	na	na	na	na	na	na	na	na	na
Increase in asset revaluation surplus		-	-	-	-	3,374	8,401	-	-	-	-
Internal payments made		na	na	na	na	na	na	na	na	na	na
Adjustment for Initial Recognition of Accounting Standards		na	na	na	na	na	na	na	na	na	na
Closing balance	290,991	290,991	290,991	290,991	290,991	294,365	302,766	302,766	302,766	302,766	302,766
Retained surplus											
Opening balance		638,476	677,009	690,318	700,397	708,871	722,739	726,486	735,216	746,986	759,367
Net result		38,533	13,309	10,079	8,474	13,868	3,748	8,729	11,770	12,381	14,628
Increase in asset revaluation surplus		na	na	na	na	na	na	na	na	na	na
Internal payments made		-	-	-	-	-	-	-	-	-	-
Adjustment for Initial Recognition of Accounting Standards		-	na	na	na	na	na	na	na	na	na
Closing balance	638,476	677,009	690,318	700,397	708,871	722,739	726,486	735,216	746,986	759,367	773,995
Total											
Opening balance		929,467	968,000	981,309	991,388	999,862	1,017,104	1,029,253	1,037,982	1,049,752	1,062,133
Net result		38,533	13,309	10,079	8,474	13,868	3,748	8,729	11,770	12,381	14,628
Increase in asset revaluation surplus		-	-	-	-	3,374	8,401	-	-	-	-
Internal payments made		-	-	-	-	-	-	-	-	-	-
Adjustment for Initial Recognition of Accounting Standards		-	na	na	na	na	na	na	na	na	na
Closing balance	929,467	968,000	981,309	991,388	999,862	1,017,104	1,029,253	1,037,982	1,049,752	1,062,133	1,076,762

Attachment 3 - 2nd Quarter Budget Review 2023-24 - Proposed Capital Budget

2023-24 Quarter 2 Budget Review - Capital Works Listing											
		Expenditure			Funding Sources						
Project No	Project Name	Adopted Budget \$	Requested Amendment \$	Revised Budget \$	Revenue Funded in 2023/24 \$	New Funding Request Dec 2023	External Funding in 2023/24 \$	Funds Carried Over from PY \$	Reserves \$	Other \$	Loans \$
Customer and Organisational Services											
102666	Staff Housing Development	600,000	(600,000)	0	0		0	0			
Customer and Organisational Services Total		600,000	(600,000)	0	0		0	0	0	0	0
Community Services											
102185	Enhanced Stanthorpe Art Gallery (BBRF)	4,491,085	2,000,000	6,491,085	0	2,000,000	812,500	241,085	3,437,500		
102647	WIRAC Capital Works Project LRCI4	230,000		230,000	0		230,000				
102702	Warwick Art Gallery Signage Renewal	15,000		15,000	15,000						
102703	WIRAC, SFC and Pools - LRCI4	222,341		222,341	0		222,341				
102706	Allora Community Hall Works LCRI 4	150,000		150,000	0		150,000				
102708	CASA Safety Findings	50,000		50,000	50,000						
102709	Washpool Campgrounds Office Building	10,000		10,000	10,000						
102425	Safety improvements WIRAC (LRCI)	206,185		206,185	0			206,185			
102484	Stanthorpe Runway Lighting Upgrade	140,000	(140,000)	0	0			0			
102716	WIRAC Capital Works Project W4Q	200,000	250,000	450,000	37,448		365,000	47,552			
102738	Evacuation Centre Shelving	0	15,000	15,000	0	15,000					
Community Services Total		5,714,611	2,125,000	7,839,611	112,448	2,015,000	1,779,841	494,822	3,437,500	0	0
Corporate Services											
102431	Acquisition of State land - Leslie Parade	67,198		67,198	0			67,198			
102491	Redevelopment of Warwick Saleyards	7,197,689		7,197,689	0		4,000,000	197,689	1,000,000		2,000,000
Corporate Services Total		7,264,887	0	7,264,887	0		4,000,000	264,887	1,000,000	0	2,000,000
Financial Services											
102684	Replacement of Server Room UPS	70,000		70,000	70,000						
102714	SafeCity CCTV Renewal Program LRCI4	50,000		50,000	0		50,000				
102726	Stanthorpe Depot CCTV Expansion	3,500		3,500	3,500						
102085	Capital Work Seed Funding	35,000		35,000	0			35,000			
102590	Projector Replacements	60,000	(60,000)	0	0			0			
102610	Replacement of On-Premise Servers	190,000	60,000	250,000	0			250,000			
102640	Data Analytics System	5,000		5,000	0			5,000			
Financial Services Total		413,500	0	413,500	73,500		50,000	290,000	0	0	0

Attachment 3 - 2nd Quarter Budget Review 2023-24 - Proposed Capital Budget

2023-24 Quarter 2 Budget Review - Capital Works Listing											
		Expenditure			Funding Sources						
Project No	Project Name	Adopted Budget \$	Requested Amendment \$	Revised Budget \$	Revenue Funded in 2023/24 \$	New Funding Request Dec 2023	External Funding in 2023/24 \$	Funds Carried Over from PY \$	Reserves \$	Other \$	Loans \$
Sustainability and Strategy											
102681	Fitzroy / Canning – Business Cases	100,000		100,000	100,000						
102682	Land Development (Design & Concept)	123,000		123,000	123,000						
102473	Solar to Council Facilities	125,000		125,000	0			125,000			
102717	Willi St Depot Subdivision	77,000		77,000	77,000						
Sustainability and Strategy Total		425,000	0	425,000	300,000		0	125,000	0	0	0
CEO Office											
102670	Warwick Boardroom - Office Furniture	14,000	0	14,000	14,000						
CEO Office Total		14,000	0	14,000	14,000		0	0	0	0	0
Human Resources											
102401	HR Information System (HRIS) Software	18,500	(18,500)	0	0			0			
Human Resources Total		18,500	(18,500)	0	0		0	0	0	0	0
Parks & Operations											
101249	Plant Replacement Program 23/24	6,701,319		6,701,319	4,428,108		0	603,211		1,670,000	
102394	Stanthorpe Netball Club House	212,552	(212,552)	0	0		0	0			
102423	Minor Renewal Allora Outdoor Pool (LRCI)	152,059		152,059	0		117,417	34,642			
102424	Upgrade Killarney Pool (LRCI)	145,027		145,027	0		117,303	27,724			
102461	Stanthorpe Streetscape (LRCI 3)	992,032		992,032	288,665		199,841	132,668	370,858		
102563	Yangan rd Lunch room and meeting room	65,747		65,747	60,000			5,747			
102605	Regional UDF Projects - Dalveen LRCI3	107,251		107,251	0		90,000	17,251			
102606	McGregor Park Ablution Refurbishment	239,257		239,257	0		230,000	9,257			
102607	Brock Park Redevelopment LRCI	407,787		407,787	0		399,500	8,287			
102608	Depot Renovations Warwick	141,320		141,320	0			71,320	70,000		
102685	Fleet GPS/Telematics Upgrade	52,000		52,000	52,000			0			
102688	Playground Management Program LCRI 4	120,000		120,000	0		120,000	0			
102689	Building maintenance/replacement	60,000		60,000	60,000			0			
102690	Park Amenity/Safety Improvement	80,000		80,000	80,000			0			
102711	Water Truck Replacement	380,000		380,000	85,000			0		295,000	
102713	Trimble GPS Grade Control Equipment	300,000		300,000	300,000			0			
102602	Lighting and Shade Sails Allora Pool	15,484		15,484	0			15,484			

Attachment 3 - 2nd Quarter Budget Review 2023-24 - Proposed Capital Budget

2023-24 Quarter 2 Budget Review - Capital Works Listing											
		Expenditure			Funding Sources						
Project No	Project Name	Adopted Budget \$	Requested Amendment \$	Revised Budget \$	Revenue Funded in 2023/24 \$	New Funding Request Dec 2023	External Funding in 2023/24 \$	Funds Carried Over from PY \$	Reserves \$	Other \$	Loans \$
102715	Warwick Dog Off-Leash Area (DOLA)	135,000		135,000	0		100,000			35,000	
102718	Leslie Dam Toilet Facilities	327,273		327,273	0		327,273				
102739	Warwick Chambers Refurbishment	0	100,000	100,000	0	100,000					
Parks & Operations Total		10,634,108	(112,552)	10,521,556	5,353,773	100,000	1,701,334	925,591	440,858	2,000,000	0
Water											
102141	Extension Recycled Water STP Upgrade	0	9,272	9,272	0			9,272			
102143	Connolly Dam Spillway Options	1,059,259		1,059,259	206,990			50,499	801,770		
102153	Stanthorpe WWTP Upgrade	799,606		799,606	550,000			49,606	200,000		
102242	Cleary Street pump station upgrade	244,534	(70,000)	174,534	(70,000)			94,534	150,000		
102313	Relining of Sewer Mains	1,100,000		1,100,000	500,000		600,000				
102315	Sewer Rising Main Replacement	228,000		228,000	228,000						
102319	Warwick WTP Replace the aerator plates	138,000		138,000	138,000						
102324	Warwick Saleyards Effluent Treatmt (BOR)	47,166	20,000	67,166	0			67,166			
102325	Smart Water Metering	160,000	(5,000)	155,000	0			155,000			
102458	Chemical dosing equipment upgrade - WTPs	43,408		43,408	0			13,324	30,084		
102470	SPS upgrade at Stanthorpe	1,289,811		1,289,811	250,000		780,000	59,811	200,000		
102475	Market Sq Sewer Rising Mains Replacement	3,104,801		3,104,801	424,758		1,468,242	36,801	200,000		975,000
102487	SCADA Telemetry Renewal-Upgrade 21-22	0	6,695	6,695	0			6,695			
102532	Drought Resilience Package – SDRC	3,154,463		3,154,463	0		3,050,000	104,463			
102558	Stanthorpe Showground Water Supply Zone	0	15,000	15,000	0			15,000			
102591	Wallangarra CED Ponds Renewal	200,000	70,000	270,000	70,000			200,000			
102598	Recycled Water Extension to Morgan Park	1,558,434		1,558,434	640,161		692,565	25,708	200,000		
102642	Rehab of Recycled Main at Stanthorpe	196,688		196,688	150,000			46,688			
102654	Smart Reticulation & Network Monitoring	3,500,000		3,500,000	0		3,500,000				
102671	Stanthorpe Sewerage - Treatment Plant	22,500		22,500	22,500						
102672	Warwick Sewerage - Pump Stations	110,000		110,000	110,000						
102673	Stanthorpe Water Treatment	90,000		90,000	90,000						
102674	Pratten Water Fittings and Hardware	35,000		35,000	35,000						
102675	Warwick Water Storage,Treatment & Source	434,000		434,000	434,000						
102676	Killarney Water Main Renewal	207,000		207,000	207,000						
102677	Southern Water Main Renewal	571,000		571,000	571,000						
102679	Valve and Hydrants Renewal	276,000		276,000	276,000						

Attachment 3 - 2nd Quarter Budget Review 2023-24 - Proposed Capital Budget

2023-24 Quarter 2 Budget Review - Capital Works Listing											
		Expenditure			Funding Sources						
Project No	Project Name	Adopted Budget \$	Requested Amendment \$	Revised Budget \$	Revenue Funded in 2023/24 \$	New Funding Request Dec 2023	External Funding in 2023/24 \$	Funds Carried Over from PY \$	Reserves \$	Other \$	Loans \$
102680	Northern Water Main Renewal	778,000		778,000	778,000						
102683	Warwick WTP Upgrade - Reservoir	50,000		50,000	0						50,000
102692	Remove Common Drains Wck and Stpe Sewers	100,000		100,000	100,000						
102693	Sewerage Network Warwick EPO	100,000		100,000	100,000						
102694	Sewerage Network Upgrades	100,000		100,000	100,000						
102695	Replace Rural Watermain	69,000		69,000	69,000						
102696	Yangan Reservoir Replace & Redevelopment	800,000		800,000	0						800,000
102697	Reservoir Replacement and Repairs	50,000		50,000	0						50,000
102698	Jardine St Reservoir Upgrade	50,000		50,000	0						50,000
102699	Storm King Dam Re-Tensioning	300,000		300,000	300,000						
102700	Connolly Dam Inlet, Pipe and Tunnel Work	400,000		400,000	400,000						
102710	Replace Freestone Reservoir	50,000		50,000	0						50,000
102145	Market Sq WWPS Upgrade	20,000	(5,000)	15,000	0			15,000			
102267	Leslie Dam raw water pumps renewal	65,506	(45,506)	20,000	0			20,000			
102312	Sewerage Rising Main Renewal OLeary St	9,883		9,883	0			9,883			
102402	Safety Improvement at various sites	153,789		153,789	91,240			62,549			
102499	Warwick STP Upgrade	203,539		203,539	0			203,539			
102643	SCADA Roll Out to SPSs	100,000		100,000	98,320			1,680			
Water Total		21,969,387	(4,539)	21,964,848	6,869,969	0	10,090,807	1,247,218	1,781,854	0	1,975,000
Works											
102088	Dragon Pratten Easey St Cycle Design	178,388		178,388	0		85,000	93,388			
102296	Flood Recovery 19_20 Feb 20 Event (QRA)	0		0	0		398,435	(398,435)			
102381	Homestead Road Bridge Construction (BRP)	733,987	175,456	909,443	0		959,000	(49,557)			
102391	Curtin Rd Widen Reconstruct (HVSPP7)	4,600		4,600	0		1,017,871	(1,013,271)			
102456	Black Spot Program 21-22	1,460,960		1,460,960	0		1,517,500	(56,540)			
102472	Quart Pot Creek Lighting (CNLGGP)	12,709		12,709	0		5,000	7,709			
102474	Rosehill Road Cycleway (CNLGGP)	27,554		27,554	0		13,750	13,804			
102493	March 2021 Rain Event - Capital (QRA)	776,184	(88,500)	687,684	0		982,790	(295,106)			
102539	November 2021 Rain Event - Capital (QRA)	1,288,038		1,288,038	189,430		1,098,608				
102577	Footpath Replacement LRCI3	56,949		56,949	0		56,949				
102578	Mt Stirling Rd Ftpath GlenAplin (CNLGGP)	18,236		18,236	0		6,250	11,986			
102593	Condamine River Rd-Construct 4 Crossings	776,184	(73,380)	702,804	0		626,509	76,295			

Attachment 3 - 2nd Quarter Budget Review 2023-24 - Proposed Capital Budget


2023-24 Quarter 2 Budget Review - Capital Works Listing											
		Expenditure			Funding Sources						
Project No	Project Name	Adopted Budget \$	Requested Amendment \$	Revised Budget \$	Revenue Funded in 2023/24 \$	New Funding Request Dec 2023	External Funding in 2023/24 \$	Funds Carried Over from PY \$	Reserves \$	Other \$	Loans \$
102600	Black Spot Program 22-23	348,702		348,702	0		295,251	53,451			
102601	Matthews St Stormwater Retention Basins	5,000	100,000	105,000	0	100,000		5,000			
102603	Leyburn Stormwater Investigation	100,000		100,000	50,000				50,000		
102632	Flood Recovery Feb 2022 Event (QRA)	2,708,970		2,708,970	0		2,907,405	(198,435)			
102633	Flood Recovery May 2022 Event (QRA)	12,949,959		12,949,959	1,754,527		11,195,432				
102656	Flood Recovery Comp Works 23-25 (LRCI 4)	1,465,155		1,465,155	1,465,155						
102667	Willowvale Road Stabilisation LRCI4B	206,000		206,000	0		206,000				
102668	Wallangarra Road Footpath LRCI4A	125,000		125,000	0		125,000				
102669	Reseal Program 23-24	1,000,000		1,000,000	1,000,000						
102686	Footpath Replacement 23-24	100,000		100,000	100,000						
102687	Replace Damaged Kerb and Channel 23-24	100,000		100,000	100,000						
102691	Freestone Creek Rd Stabilisation LRCI4B	334,000		334,000	0		334,000				
102701	RTR Program 23-24 Swanfels Road LRCI4B	241,000		241,000	0		241,000				
102707	Drainage Improvement Program 23-24	800,000	(300,000)	500,000	500,000						
102712	Resheet Gravel Roads (ex LRRS) 23-24	800,000		800,000	800,000						
102704	Jack Smith Gully Rd TIDS 23-24	716,000		716,000	358,000		358,000				
102719	Lyndhurst La Stabilisation TIDS 2023-24	452,000		452,000	226,000		226,000				
102722	Freestone Rd Stabilisation TIDS 2023-24	384,000	206,000	590,000	295,000		295,000				
102723	Old Stanthorpe Rd TIDS 2023-24	566,064	(206,000)	360,064	180,032		180,032				
102724	Inverramsay Rd TIDS 2023-24	104,000		104,000	52,000		52,000				
102725	Non-LRRS Roads Resealing TIDS 2023-24	100,000		100,000	50,000		50,000				
102720	Wheatvale Plains Rd Stabilisation LRCI4B	128,845		128,845	0		128,845				
102721	Roona Rd Culvert Replacement	200,000		200,000	200,000						
102737	Swanfels Rd Drainage LRCI4A		300,000	300,000	0		300,000				
102740	Cox Bridge Victoria St, Warwick (BRP)		25,000	25,000	0	25,000					
102741	Easey St Drainage LGIP/ERFRR		100,000	100,000	0	100,000					
102742	Verney Dr Turnaround Rehabilitation		50,000	50,000	0	50,000					
102743	Glen Niven Rd Culvert RTR23-24		5,857	5,857	0		5,857				
102744	Goldfields Rd Culvert RTR23-24		62,763	62,763	0		62,763				
102745	Talgai West Rd Culvert RTR23-24		16,021	16,021	0		16,021				
102746	Merivale St Culvert RTR23-24		16,500	16,500	0		16,500				
102747	Cosmo La Culvert RTR23-24		10,000	10,000	0		10,000				
102748	Connells Bridge Rd Repairs RTR23-24		131,198	131,198	0		131,198				

Attachment 3 - 2nd Quarter Budget Review 2023-24 - Proposed Capital Budget

2023-24 Quarter 2 Budget Review - Capital Works Listing											
Expenditure					Funding Sources						
Project No	Project Name	Adopted Budget \$	Requested Amendment \$	Revised Budget \$	Revenue Funded in 2023/24 \$	New Funding Request Dec 2023	External Funding in 2023/24 \$	Funds Carried Over from PY \$	Reserves \$	Other \$	Loans \$
102749	Kital Road Bridge RTR23-24		5,880	5,880	0		5,880				
102750	Better Inverts RTR23-24		143,215	143,215	0		143,215				
	Minor Capex < \$10,000	10,351	0	10,351	0	0	1,654	8,697	0	0	0
Works Total		29,278,835	680,010	29,958,845	7,320,144	275,000	24,054,715	(1,741,014)	50,000	0	0
Planning and Development											
102705	UDF projects multiple locations LCRI 4	280,000	0	280,000	0		280,000				
Planning and Development Total		280,000	0	280,000	0		280,000	0	0	0	0
Environmental Services											
102187	Stanthorpe Waste Profile Capping	2,500,835	(1,500,000)	1,000,835	0			203,000	797,835		
102190	Waste - Warwick Cell	250,000		250,000	250,000						
102585	Yangan Waste Transfer Station Design	335,000		335,000	81,250		218,750	35,000			
102678	Minor CAPEX -W'wick&S'thorpe Waste 23-24	100,000		100,000	100,000						
102586	Minor Waste Capital Projects 22-23	20,000		20,000	0			20,000			
102612	Security Cameras Bin Compounds	60,000		60,000	0			60,000			
Environmental Services Total		3,265,835	(1,500,000)	1,765,835	431,250		218,750	318,000	797,835	0	0
Total 2023/24 Capital Works Program		79,878,663	569,419	80,448,082	20,475,084	2,390,000	42,175,447	1,924,504	7,508,047	2,000,000	3,975,000

11.6 Financial Services - Financial Report as at 31 December 2023

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Budget Accountant Financial Services Coordinator	ECM Function No/s:

Recommendation

THAT Council receive and note the Financial Report as at 31 December 2023.

REPORT

Income Statement

Revenue

Operational revenue of \$49.5M is \$553K over budget compared to YTD budget of \$48.9M with main variations being:

- General Rates and Utility Charges received year-to-date are over budget by \$154K;
- Fees and Charges received year-to-date are over budget by \$302K mostly relating to higher than expected Water Sales and Waste Disposal Fees;
- Interest income is \$774K over budget due to higher than expected cash balance and changes in Reserve Bank cash rates;
- Contracts and Sales Revenue is under budget by \$775K mostly due to Roads Maintenance and Performance Contract funds received year-to-date being less than anticipated; and
- Grants and Subsidies are \$179K over budget due to the anticipated timing of funds received for the Trainee Subsidies Program.

Expenses

Operational expenditure of \$46.4M is \$5.7M under budget compared to YTD budget of \$52.1M.

Variations include:

- Employee Costs are under budget by \$609K. This variance is due to a posting error in TechOne and does not include timesheet entries for Pay Periods 12 and 13. This will be resolved in mid-January and corrected for next month's finance report.
- Materials and Services are under budget by \$4.3M
- Depreciation is under budget by \$668K. Increased capitalisation and revaluation changes will impact the figures later in the financial year.

Please note internal overheads have been included in the reports attached.

Capital Grants

Revenue from capital grants is under budget by \$4.5M. The timing of the receipt of capital grants can vary and dependent on the progress of projects.

Balance Sheet

As at 31 December 2023, Council had \$78.7M in cash at bank and investments. The total of outstanding loans, both the current and non-current portions is \$13.3M

Capital Works in Progress

Capital works expenditure to 31 December 2023 is \$25.7M which is 32.3% of the adopted capital works budget of \$79.8M. There are committed costs of \$28M meaning \$53.7M has been spent or committed, representing 67.3% of the adopted budget.

Southern Downs Regional Council
Capital Works Projects by Asset Class
As At 31 December 2023

	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land & Land Improvements	267,198	1,549	0.6%	818	2,367	0.9%
Buildings	7,145,581	3,857,001	54.0%	275,074	4,132,075	57.8%
Plant & Equipment	7,767,319	1,084,990	14.0%	1,661,465	2,746,455	35.4%
Roads, Drains & Bridges	29,328,835	13,403,224	45.7%	11,194,322	24,597,546	83.9%
Water	12,937,824	4,330,852	33.5%	3,460,507	7,791,359	60.2%
Sewerage	9,031,563	1,765,743	19.6%	4,668,337	6,434,080	71.2%
Other Assets	13,365,343	1,284,812	9.6%	6,730,191	8,015,003	60.0%
Total	79,843,663	25,728,171	32.2%	27,990,714	53,718,885	67.3%

FINANCIAL IMPLICATIONS

Council adopted the Revised First Quarter Budget on the 25th October 2023. The Second Quarter Budget Review is underway and will be presented to Council at the January 2024 meeting.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009 and Local Government Regulation 2012

Corporate Plan

Goal: 4 Our Performance
Outcome: 4.4 Council has embedded risk management, good governance, transparency and accountability into what we do
Objective: 4.4.2 Ensure our long-term financial sustainability is a pillar of our decision making.

Policy / Strategy

Operational Plan 2023/24

ATTACHMENTS

1. Performance Report December 2023 [!\[\]\(a43b62a38b6e2844e794f4301a08d3ba_img.jpg\) !\[\]\(6e4ee66e87e896673b3d048b72667243_img.jpg\)](#)



Performance Report

December 2023

Southern Downs Regional Council Income Statement

December 2023

	Phased 2024 YTD Actual \$	Phased 2024 YTD Budget \$	YTD Variance \$	YTD Variance %	Annual 2024 Budget \$
Revenue from ordinary activities					
General Rates	19,717,197	19,607,513	109,684	0.6%	39,286,696
Rural fire brigade levy	139,743	139,350	393	0.3%	278,700
Utility Rates and Charges	15,800,406	15,736,038	64,368	0.4%	31,400,406
Less Discounts	(1,200,295)	(1,200,823)	528	(0.0%)	(2,401,646)
Rates on Council properties	(366,319)	(345,220)	(21,099)	6.1%	(713,291)
	34,090,732	33,936,857	153,873	0.5%	67,850,865
Fees and Charges	4,023,982	3,722,076	301,906	8.1%	7,236,578
Interest	2,300,969	1,526,840	774,129	50.7%	3,052,880
Contract & Sales Revenue	412,194	1,186,779	(774,585)	(65.3%)	2,334,716
Rent and Other Income	689,901	772,051	(82,150)	(10.6%)	1,591,471
Government Grants and Subsidies	5,421,884	5,242,537	179,347	3.4%	15,457,468
Internal Revenue	2,523,306	2,523,306	(0)	(0.0%)	5,046,612
Total Operating Revenue	49,462,968	48,910,445	552,520	1.1%	102,570,589
Expenses from ordinary activities					
Employee Costs	14,112,088	14,721,724	(609,636)	(4.1%)	29,479,742
Materials and Services	18,596,251	22,938,914	(4,342,663)	(18.9%)	44,092,926
Depreciation and Amortisation	10,714,627	11,383,362	(668,735)	(5.9%)	22,525,889
Finance Costs	455,505	516,307	(60,801)	(11.8%)	1,187,614
Internal Charges	2,523,306	2,523,306	0	0.0%	5,046,612
Total Operating Expenses	46,401,777	52,083,612	(5,681,834)	(10.9%)	102,332,782
Operating Surplus/(Deficit) before capital items	3,061,190	(3,173,166)	6,234,355	(196.47%)	237,807
Other Capital Amounts					
Capital Grants, Contributions and Donations	15,992,871	11,520,178	4,472,693	38.8%	40,804,270
Other capital income and (expenses)	(396,707)	(3,239,054)	2,842,347	(87.8%)	(4,513,108)
Net Result Surplus/(Deficit)	18,657,354	5,107,957	13,549,395	265.3%	36,528,969

Southern Downs Regional Council Balance Sheet

December 2023

	Phased 2023 YTD Actual \$	Annual 2023 Budget \$	YTD Variance \$	YTD Variance %
Current Assets				
Cash assets & Investments	78,744,084	61,573,000	17,171,084	27.9%
Receivables	12,925,065	15,115,000	(2,189,935)	(14.5%)
Assets held for sale	1,309,066	1,309,000	66	0.0%
Inventories	889,473	834,000	55,473	6.7%
	93,867,688	78,831,000	15,036,688	19.1%
Non-Current Assets				
Investment Property	406,260	406,000	260	0.1%
Property, plant and equipment	862,361,160	944,155,000	(81,793,840)	(8.7%)
Other Financial Assets	140,800	-	140,800	0.0%
Capital works in progress	46,458,843	-	46,458,843	0.0%
Intangible Assets	140,006	223,000	(82,994)	(37.2%)
	909,507,069	944,784,000	(35,276,931)	(3.7%)
TOTAL ASSETS	1,003,374,757	1,023,615,000	(20,240,243)	(2.0%)
Current Liabilities				
Creditors and other payables	18,495,067	11,452,000	7,043,067	61.5%
Provisions	6,417,895	8,850,000	(2,432,105)	(27.5%)
Interest bearing liabilities	1,911,819	1,981,000	(69,181)	(3.5%)
	26,824,781	22,283,000	4,541,781	20.4%
Non-Current Liabilities				
Interest bearing liabilities	11,339,450	10,372,000	967,450	9.3%
Provisions	12,145,738	8,565,000	3,580,738	41.8%
Other Payables	4,826,324	17,002,000	(12,175,676)	(71.6%)
	28,311,512	35,939,000	(7,627,488)	(21.2%)
TOTAL LIABILITIES	55,136,293	58,222,000	(3,085,707)	(5.3%)
NET COMMUNITY ASSETS	948,238,464	965,393,000	(17,154,536)	(1.8%)
Community Equity				
Asset Revaluation Reserve	291,103,426	290,991,000	112,426	0.0%
Retained surplus	657,135,038	674,402,000	(17,266,962)	(2.6%)
TOTAL COMMUNITY EQUITY	948,238,464	965,393,000	(17,154,536)	(1.8%)

SDRC Sustainability Ratios - December 2023

Key Ratios	Calculation	Budget	YTD Actual	Target Ratio	On Target?	Overview
Council Controlled Revenue Ratio	((Net Rates, Levies and Charges + Fees and Charges) / Total Operating Revenue) (%)	77.16%	79.80%	N/A	✓	Council-controlled revenue is an indicator of a Council's financial ability to influence its operating income, and capacity to respond to unexpected financial shocks.
Operating Surplus Ratio	(Net Operating Surplus / Total Operating Revenue) (%)	0.23%	6.20%	> 0.0% to < 10.0%	✓	The operating surplus ratio is an indicator of the extent to which revenues raised cover operational expenses only or are available for funding purposes.
Operating Cash Ratio	(Net Operating Surplus + Depreciation + Finance Costs) / Total Operating Revenue (%)	58.73%	60.30%	> 0%	✓	The operating cash ratio indicates that a Council is generating surplus from its core operations, which suggests that Council has the ability to fund its capital expenditure requirements.
Asset Sustainability Ratio	(Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	215.0%	150.5%	> 90%	✓	This is an approximation of the extent to which the infrastructure managed by the Council are being replaced as these reach the end of their useful lives.
Asset Consumption Ratio	Written Down Replacement Cost of Depreciable Infrastructure Assets / Current Replacement Cost of Depreciable Infrastructure Assets	64.1%	62.3%	> 60%	✓	The asset consumption ratio approximates the extent to which Council infrastructure assets have been consumed compared to what it would cost to build a new asset with the same benefit to the community.
Debt Leverage Ratio	(Book Value of Debt / (Total Operating Revenue - Total Operating Expenditure + Depreciation and Amortisation))	0.54	0.96	Tier 4 = 0 - 3 times	✓	This is an indicator of Council's ability to repay its existing debt. It also shows the relative size of the Council's debt to its operating performance.
Working Capital Ratio	(Current Assets / Current Liabilities)	3.54 : 1	3.5 : 1	> 1:1	✓	This is an indicator of the management of working capital (short term financial capital). Measures the extent to which a Council has liquidity available to meet short term financial obligations.
Net Financial Liabilities Ratio	((Total Liabilities - Current Assets) / Total Operating Revenue)	(20.1%)	(78.3%)	<=60%	✓	This is an indicator of the extent to which the net financial liabilities of the Council can be serviced by its operating revenues.

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 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 also indicates 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						
Fees and Charges	777	-	777	0.0%	-	
Operating Grants and Subsidies	198,136	14,000	184,136	1315.3%	113,100	Note 1
Sundry Revenue	15,540	11,780	3,760	31.9%	21,030	
Internal Revenue	239,555	239,555	-	0.0%	479,110	
Total Operating Revenue	454,008	265,335	(188,673)	71.1%	613,240	
Operating Expenses						
Employee Costs	1,715,306	1,764,615	(49,309)	0.0%	3,479,460	
Materials	284,083	351,542	(67,460)	(2.8%)	715,241	
Contracts and Services	197,892	556,046	(358,154)	(64.4%)	1,284,497	Note 2
Depreciation and Amortisation	5,156	5,169	(12)	(0.2%)	10,253	
Plant Hire	(1,025)	20,225	(21,250)	(105.1%)	40,450	
Other Expenses	529,167	583,642	(54,476)	(9.3%)	1,167,285	
Rates on Council Properties	1,666	1,676	(10)	(0.6%)	3,352	
Internal Charges	98,561	98,561	-	0.0%	197,123	
Total Operating Expenses	2,830,807	3,381,477	(550,670)	(17.2%)	6,897,661	
Operating Surplus/Deficit	(2,376,799)	(3,116,142)	739,343	(23.7%)	(6,284,421)	
Comments						
Note 1	Trainee Subsidy received YTD more than anticipated \$164K					
Note 2	2024 Local Government Election cost actuals YTD not aligned with budget \$(116)K					
	Corporate Communication actuals YTD less than anticipated \$(60)K					
	Economic Development various project actuals YTD less than anticipated \$(129)K					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Customer and Organisational Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	17,807,760	17,700,803	106,957	0.6%	35,473,276	Note 1
Fees and Charges	899,139	840,970	58,169	6.9%	1,634,570	
Operating Grants and Subsidies	3,507,395	3,442,976	64,420	1.9%	9,622,834	
Interest Received	2,300,969	1,526,840	774,129	50.7%	3,052,880	Note 2
Leasing and Rent	268,524	254,666	13,858	5.4%	509,332	
Sundry Revenue	126,078	221,405	(95,327)	(43.1%)	457,711	
Internal Revenue	2,213,621	2,213,621	(0)	(0.0%)	4,427,242	
Total Operating Revenue	27,123,487	26,201,281	922,206	3.5%	55,177,845	
Operating Expenses						
Employee Costs	4,569,431	3,942,522	626,910	15.9%	7,820,226	Note 3
Materials	3,513,834	4,278,364	(764,530)	(17.9%)	6,446,704	Note 4
Contracts and Services	1,903,663	2,348,370	(444,706)	(18.9%)	4,656,821	Note 5
Finance Costs	58,346	75,708	(17,362)	(22.9%)	306,416	
Depreciation and Amortisation	617,754	593,624	24,130	4.1%	1,171,349	
Plant Hire	105,578	247,943	(142,365)	(57.4%)	495,886	Note 6
Other Expenses	449,608	584,046	(134,438)	(23.0%)	892,092	Note 7
Rates on Council Properties	87,755	79,765	7,990	10.0%	161,148	
Internal Charges	422,857	422,857	0	0.0%	845,714	
Total Operating Expenses	11,728,827	12,573,198	844,371	(6.7%)	22,796,356	
Operating Surplus/Deficit	15,394,660	13,628,083	(1,766,577)	13.0%	32,381,489	
Comments						
Note 1	General Rates received YTD more than anticipated YTD \$106K					
Note 2	Interest received higher than expected due to cash balance and changes in Reserve Bank cash rates.					
Note 3	Employee Costs and Oncost Recoveries budget calculated based on FTE numbers at September 2023					
	Posting error in TechOne - actuals reported do not include timesheet entries for Pay Periods 12 and 13					
	Land Management Consultancy Fees actuals YTD more than anticipated \$108K - this is offset by savings in vacant positions					
Note 4	Warwick Aerodrome actuals YTD less than anticipated \$(104)K					
	Sport and Recreation Strategy 2022-27 actuals YTD less than anticipated \$(80)K					
	Asset Management GIS Subscriptions and Materials actuals YTD less than anticipated \$(48)K					
	Telephone, Leases, Licences and Registration actuals YTD less then \$(384)K					
	Natural Disaster Event Reponse and Recovery actuals YTD less than anticipated \$(128)K					
Note 5	Asset Management Flood Studies Program YTD actuals not aligned with works schedule budget \$(411)K					
Note 6	Plant Hire actuals YTD less than anticipated.					
	Posting error in TechOne - actuals reported do not include timesheet entries for Pay Periods 12 and 13					
Note 7	Rural Fire Brigade Levy Payment actuals YTD less than anticipated \$(136)K					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Infrastructure Services Operating Statement (Excludes Water and Wastewater)						
Operating Revenue						
Fees and Charges	395,181	502,590	(107,409)	(21.4%)	879,230	Note 1
Operating Grants and Subsidies	211,161	221,885	(10,725)	(4.8%)	4,121,582	
Leasing and Rent	3,120	6,240	(3,120)	(50.0%)	12,480	
Recoverable Works	412,194	1,186,779	(774,585)	(65.3%)	2,334,716	Note 2
Sundry Revenue	15,143	14,709	434	2.9%	64,418	
Internal Revenue	70,130	70,130	-	0.0%	140,260	
Total Operating Revenue	1,106,928	2,002,333	(895,405)	(44.7%)	7,552,686	
Operating Expenses						
Employee Costs	4,135,025	4,596,338	(461,313)	(10.0%)	9,277,862	Note 3
Materials	2,962,927	3,233,028	(270,102)	(8.4%)	6,464,255	Note 4
Contracts and Services	1,765,775	1,737,473	28,302	1.6%	3,434,949	
Finance Costs	125,108	137,185	(12,077)	(8.8%)	274,370	
Depreciation and Amortisation	6,982,244	7,715,663	(733,419)	(9.5%)	15,259,172	Note 6
Plant Hire	(1,148,580)	(1,621,170)	472,590	(29.2%)	(3,242,332)	Note 7
Other Expenses	-	125,000	(125,000)	(100.0%)	128,000	Note 8
Rates on Council Properties	239,465	238,175	1,290	0.5%	493,387	
Internal Charges	308,444	308,444	-	0.0%	616,887	
Total Operating Expenses	15,370,408	16,470,136	(1,099,728)	(6.7%)	32,706,548	
Operating Surplus/Deficit	(14,263,480)	(14,467,803)	204,323	(1.4%)	(25,153,862)	
Comments						
Note 1	Cemetery Fees received YTD less than anticipated \$(133)K due to lower than anticipated burial numbers.					
Note 2	Roads Maintenance Performance Contract revenue received YTD less than anticipated \$(817)K Private Works revenue received YTD more than anticipated \$52K					
Note 3	Employee Costs calculated based on FTE numbers at September 2023. Posting error in TechOne - actuals reported do not include timesheet entries for Pay Periods 12 and 13					
Note 4	Plant Operating Maintenance - diesel actuals YTD less than anticipated \$(125)K Warwick Street Lighting actuals YTD less than anticipated \$(100)K					
Note 6	Depreciation actuals YTD less than anticipated. To be reviewed at Quarter 2 budget review					
Note 7	Plant Hire Recoveries less than anticipated YTD					
Note 8	Stanthorpe River Improvement Trust - Community Grant not yet paid \$(45)K Warwick River Improvement Trust - Community Grant not yet paid \$(80)K					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Planning and Environmental Services Operating Statement						
(Excludes Waste)						
Operating Revenue						
Fees and Charges	946,886	927,703	19,183	2.1%	1,855,407	
Operating Grants and Subsidies	14,588	37,071	(22,483)	(60.6%)	37,346	
Sundry Revenue	3,598	5,750	(2,152)	(37.4%)	11,500	
Total Operating Revenue	965,072	970,524	(5,452)	(0.6%)	1,904,253	
Operating Expenses						
Employee Costs	1,774,049	1,956,103	(182,054)	(9.3%)	3,954,559	Note 1
Materials	521,722	120,241	401,482	333.9%	692,427	Note 2
Contracts and Services	225,102	616,131	(391,028)	(63.5%)	1,365,367	Note 3
Depreciation and Amortisation	11,143	11,174	(32)	(0.3%)	22,166	
Plant Hire	38,547	228,692	(190,146)	(83.1%)	457,385	Note 4
Other Expenses	15,675	65,750	(50,075)	(76.2%)	111,500	
Rates on Council Properties	1,782	1,583	199	12.6%	3,274	
Internal Charges	126,780	126,780	-	0.0%	253,560	
Total Operating Expenses	2,714,799	3,126,454	(411,654)	(13.2%)	6,860,238	
Operating Surplus/Deficit	(1,749,728)	(2,155,930)	406,202	(18.8%)	(4,955,985)	
Comments						
Note 1	Employee Costs calculated based on FTE numbers at September 2023					
Note 2	Posting error in TechOne - actuals reported do not include timesheet entries for Pay Periods 12 and 13					
Note 3	Pest Management Annual Precept Payment - paid earlier than anticipated \$464K					
Note 4	Environmental Health, Local Laws and Pest Control various actuals YTD less than anticipated \$(309)K					
	Planning Scheme Preparation and Amendments actuals YTD less than anticipated \$(64)K					
	Plant Hire actuals YTD less than anticipated.					
	Posting error in TechOne - actuals reported do not include timesheet entries for Pay Periods 12 and 13					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Water Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	7,591,885	7,548,102	43,783	0.6%	15,024,534	
Fees and Charges	322,513	121,200	201,313	166.1%	242,400	Note 1
Operating Grants and Subsidies	-	36,000	(36,000)	(100.0%)	72,000	
Sundry Revenue	43,633	12,000	31,633	263.6%	24,000	
Total Operating Revenue	7,958,032	7,717,302	240,730	3.1%	15,362,934	
Operating Expenses						
Employee Costs	1,311,364	1,607,876	(296,513)	(18.4%)	3,227,468	Note 2
Materials	1,770,497	1,599,709	170,787	10.7%	3,199,421	Note 3
Contracts and Services	570,312	516,400	53,911	10.4%	1,032,800	
Finance Costs	112,732	120,393	(7,660)	(6.4%)	240,786	
Depreciation and Amortisation	1,678,201	1,649,279	28,922	1.8%	3,270,245	
Plant Hire	143,170	194,152	(50,982)	(26.3%)	388,305	
Other Expenses	1,818	-	1,818	0.0%	-	
Rates on Council Properties	5,084	5,028	56	1.1%	14,412	
Internal Charges	826,874	826,874	-	0.0%	1,653,748	
Total Operating Expenses	6,420,052	6,519,712	(99,660)	(1.5%)	13,027,184	
Operating Surplus/Deficit	1,537,980	1,197,590	340,390	28.4%	2,335,750	
Comments						
Note 1	Wates Sales received YTD more than anticipated \$212K					
Note 2	Employee Costs calculated based on FTE numbers at September 2023					
	Posting error in TechOne - actuals reported do not include timesheet entries for Pay Periods 12 and 13					
Note 3	Warwick Water Treatment - bulk water purchases YTD more than anticipated \$87K					
	Warwick Water Treatment - waste disposal fees YTD more than anticipated \$95K					
	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Sewerage Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	5,127,691	5,119,788	7,903	0.2%	10,239,576	
Fees and Charges	201,972	258,704	(56,732)	(21.9%)	483,151	
Total Operating Revenue	5,329,664	5,378,492	(48,828)	(0.9%)	10,722,727	
Operating Expenses						
Employee Costs	378,214	607,494	(229,280)	(37.7%)	1,226,618	Note 1
Materials	550,748	484,182	66,566	13.7%	968,364	
Contracts and Services	530,573	876,362	(345,789)	(39.5%)	1,752,724	Note 2
Finance Costs	118,457	136,887	(18,431)	(13.5%)	273,774	
Depreciation and Amortisation	1,305,342	1,293,322	12,020	0.9%	2,564,320	
Plant Hire	45,170	135,428	(90,259)	(66.6%)	270,849	
Rates on Council Properties	24,974	13,764	11,210	81.4%	27,067	
Internal Charges	345,348	345,348	-	0.0%	690,696	
Total Operating Expenses	3,298,826	3,892,789	(593,963)	(15.3%)	7,774,412	
Operating Surplus/Deficit	2,030,838	1,485,703	545,135	36.7%	2,948,315	
Comments						
Note 1	Employee Costs calculated based on FTE numbers at September 2023.					
	Posting error in TechOne - actuals reported do not include timesheet entries for Pay Periods 12 and 13					
Note 2	Wallangarra CED Ponds Renewal project - work not yet commenced \$(203)K					
	Warwick Sewerage actuals YTD less than anticipated \$(57)K					
	Stanthorpe Sewerage actuals YTD less than anticipated \$(91)K					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Waste Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	3,929,714	3,913,385	16,329	0.4%	7,826,770	
Fees and Charges	1,257,513	1,070,910	186,603	17.4%	2,141,820	Note 1
Operating Grants and Subsidies	1,490,605	1,490,605	-	0.0%	1,490,605	
Sundry Revenue	214,265	245,500	(31,235)	(12.7%)	491,000	
Total Operating Revenue	6,892,097	6,720,400	171,697	2.6%	11,950,195	
Operating Expenses						
Employee Costs	228,698	246,775	(18,077)	(7.3%)	493,551	
Materials	997,827	1,408,488	(410,661)	(29.2%)	2,846,973	Note 2
Contracts and Services	2,617,833	4,204,140	(1,586,307)	(37.7%)	8,433,505	Note 3
Finance Costs	40,862	46,134	(5,272)	(11.4%)	92,268	
Depreciation and Amortisation	114,787	115,131	(344)	(0.3%)	228,384	
Plant Hire	4,336	44,728	(40,392)	(90.3%)	89,457	
Rates on Council Properties	5,592	5,228	364	7.0%	10,652	
Internal Charges	394,442	394,442	-	0.0%	788,884	
Total Operating Expenses	4,404,378	6,465,067	(2,060,689)	(31.9%)	12,983,674	
Operating Surplus/Deficit	2,487,720	255,334	2,232,386	874.3%	(1,033,479)	
Comments						
Note 1	State Government Waste Levy Collected YTD more than anticipated \$175K					
Note 2	State Government Waste Levy Payment actuals YTD less than anticipated \$(338)K					
	Warwick and Stanthorpe Waste Management - Laboratory Testing actuals YTD less than anticipated \$(56)K					
Note 3	Waste Facility Administration actuals YTD less than anticipated \$(114)K					
	Warwick Waste Management Facilities actuals YTD less than anticipated \$(440)K					
	Stanthorpe Waste Management Facilities actuals YTD less than anticipated \$(134)K					
	Waste and Recycling North Contractors actuals YTD less than anticipated \$(532)K					
	Transfer Station and Bin Compound Contractor actuals YTD less than anticipated \$(365)K					

Flood Events							
	YTD Actual	YTD Budget	Variance	Variance	FY Budget	Life-to-Date	Notes
	\$	\$	\$	%	\$	Actuals	
						\$	
Flood Events - Operational							
Operating Revenue							
Total Operating Revenue	2,363,598	1,700,543	(663,055)	39.0%	3,505,766	22,586,399	
Operating Expenses							
Total Operating Expenses	1,178,769	250,292	(928,477)	371.0%	500,583	26,569,484	
Operating Surplus/Deficit	1,184,829	1,450,251	(265,422)	-18.3%	3,005,183	(3,983,085)	
	YTD Actual	YTD Budget	Variance	Variance	FY Budget	Life-to-Date	Notes
	\$	\$	\$	%	\$	Actuals	
						\$	
Flood Events - Capital							
Capital Revenue							
Total Capital Revenue	10,090,253	7,578,908	2,511,345	33.1%	16,654,859	19,551,839	
Capital Expenses							
Total Capital Expenses	11,982,228	8,555,751	3,426,477	40.0%	19,188,306	20,618,154	
Capital Surplus/Deficit	(1,891,975)	(976,843)	(915,132)	93.7%	(2,533,447)	(1,066,315)	

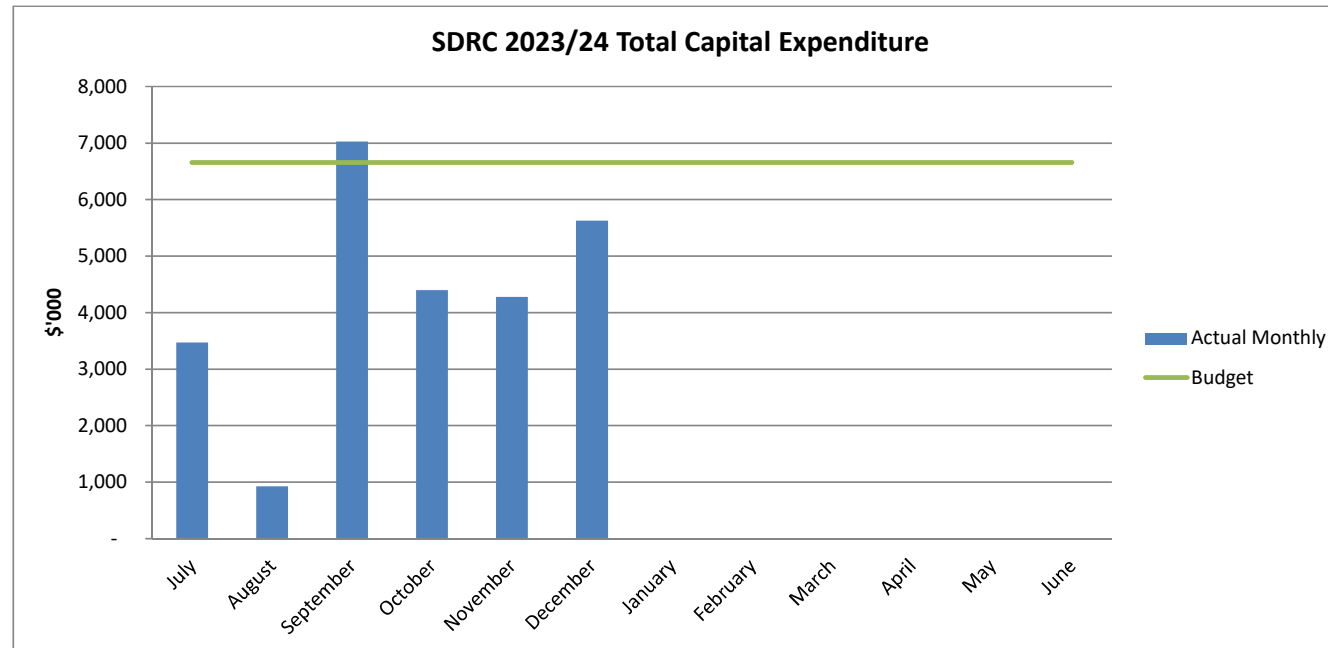
Comments

The Finance team in collaboration with the DRFA Project Manager continues to review actuals and budgets in line with approved project milestones.
A comprehensive review will be undertaken as part of the Q2 budget review.

**Southern Downs Regional Council
Capital Works Projects by Asset Class
As At 31 December 2023**

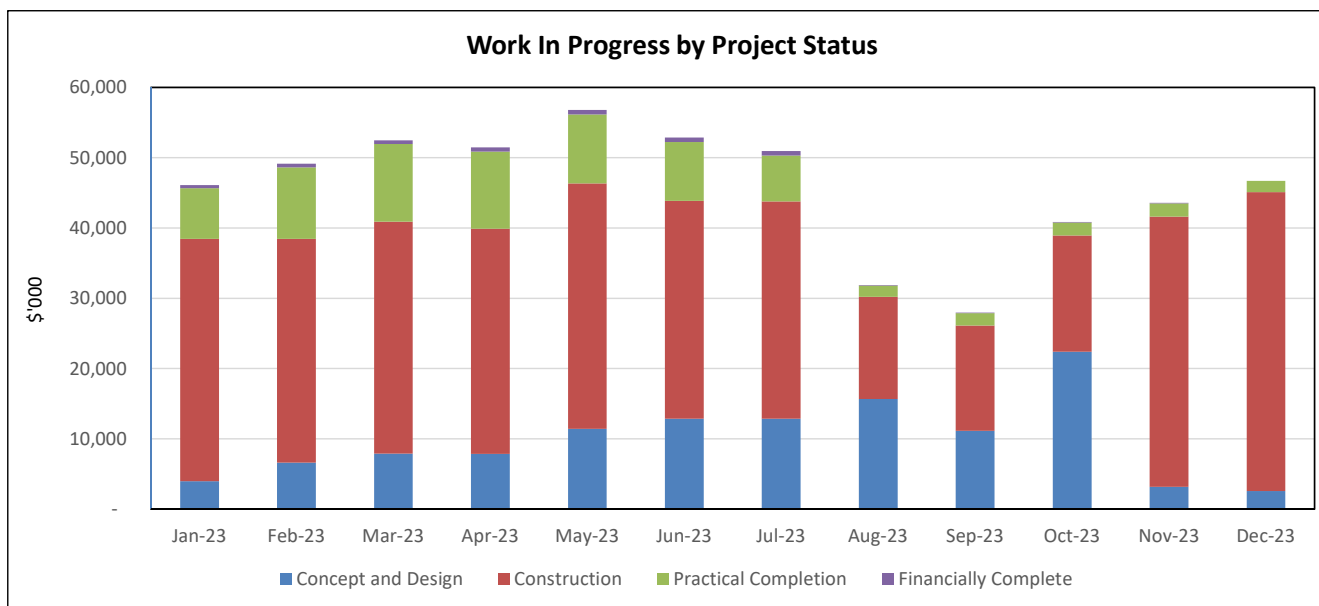
	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land & Land Improvements	267,198	1,549	0.6%	818	2,367	0.9%
Buildings	7,145,581	3,857,001	54.0%	275,074	4,132,075	57.8%
Plant & Equipment	7,767,319	1,084,990	14.0%	1,661,465	2,746,455	35.4%
Roads, Drains & Bridges	29,328,835	13,403,224	45.7%	11,194,322	24,597,546	83.9%
Water	12,937,824	4,330,852	33.5%	3,460,507	7,791,359	60.2%
Sewerage	9,031,563	1,765,743	19.6%	4,668,337	6,434,080	71.2%
Other Assets	13,365,343	1,284,812	9.6%	6,730,191	8,015,003	60.0%
Total	79,843,663	25,728,171	32.2%	27,990,714	53,718,885	67.3%

**Southern Downs Regional Council
Capital Expenditure
As At 31 December 2023**



Capital committed costs as at 31 December 2023 is \$28 million

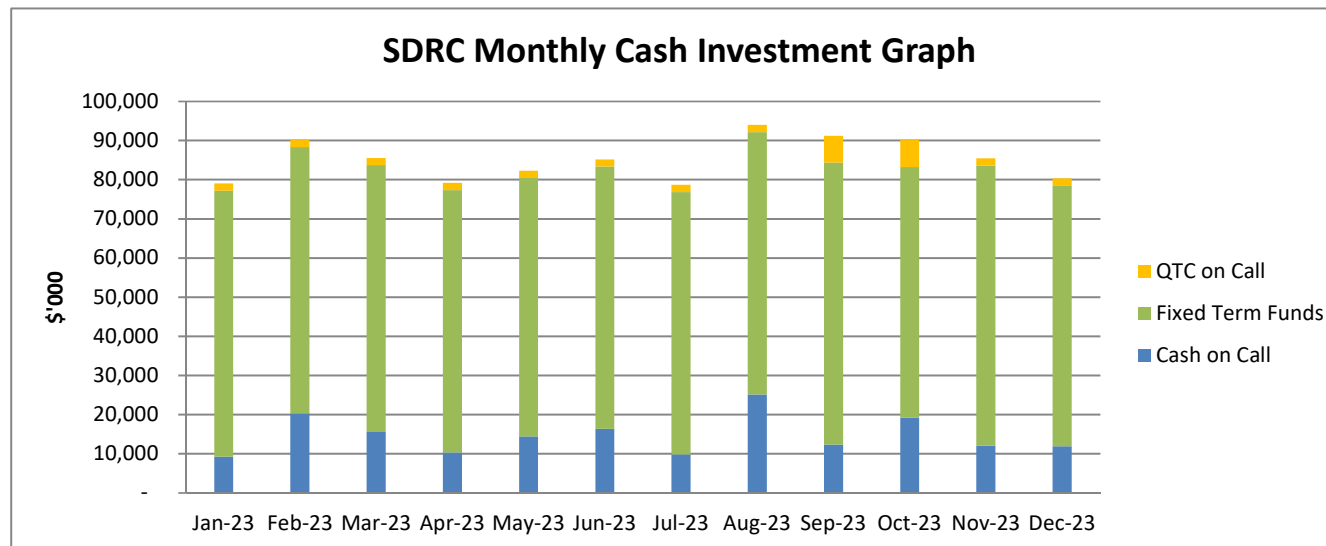
**Southern Downs Regional Council
Work in Progress (WIP) Status Report
As At 31 December 2023**



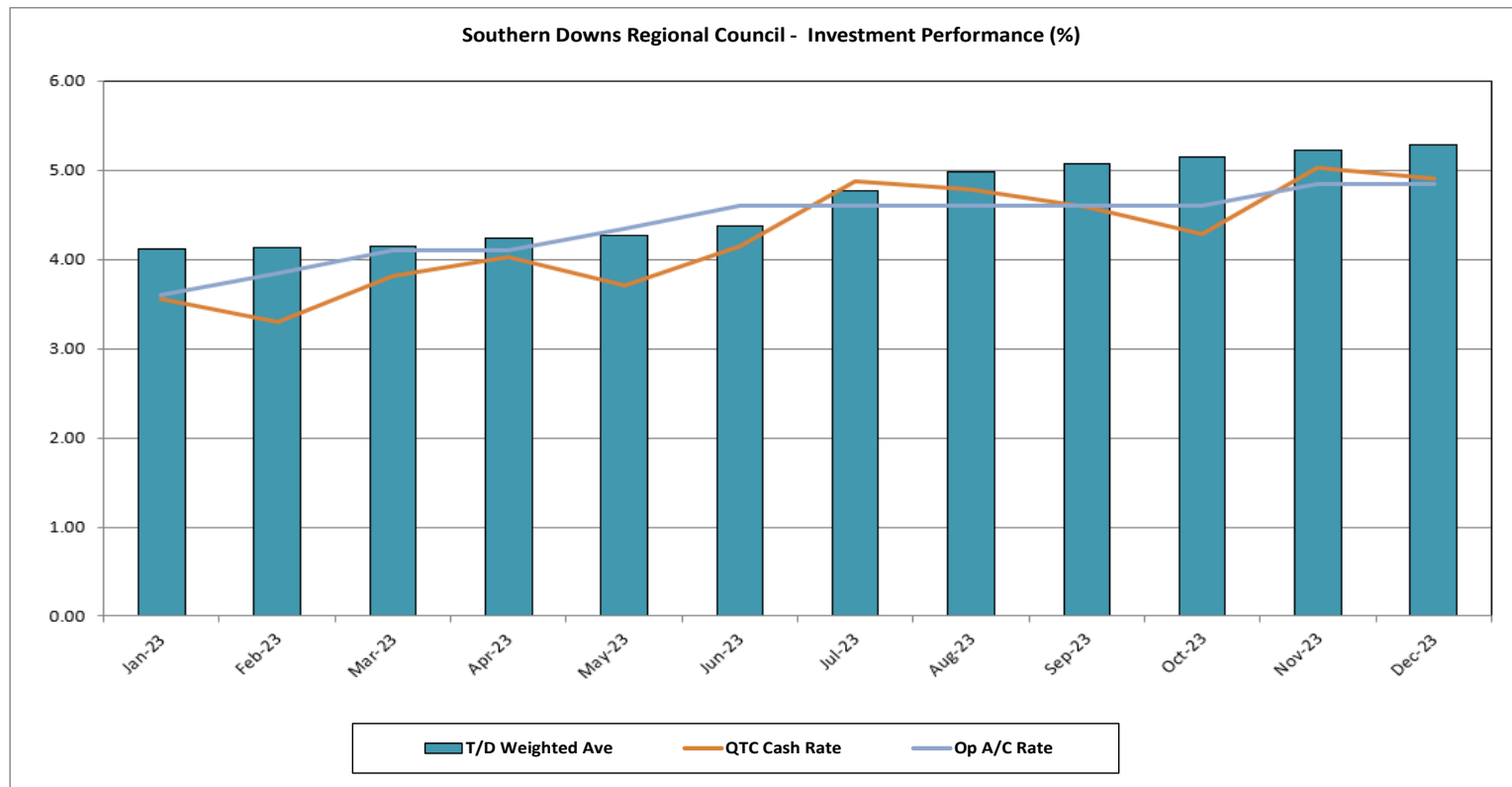
Project status' were reviewed and updated in November 2023.

Finance Team will continue to work with Department Managers and Asset Management Team to review and update project status'.

**Southern Downs Regional Council
Total Monthly Cash Investment Register
As At 31 December 2023**



Southern Downs Regional Council
Investment Performance
As At 31 December 2023




**Southern Downs Regional Council
Borrowings Report
As At 31 December 2023**

QTC Loan Account Balances:

	\$
Fund Name: Southern Downs Regional Council	
CBD Redevelopment Stage 2	498,254
Market Square Pump Station	232,518
General	1,682,575
General 2009	796,734
General 2009/10	121,078
General 2010/11	1,829,090
General 2011/12	2,926,855
General 2012/13	1,679,371
Warwick Sewerage Treatment Plant	351,349
Allora Water Main	3,133,447
Stanthorpe Sewerage	-
Total Loan Balance	<u>13,251,270</u>

11.7 Have Your Say - Allora Community Halls and Precinct Survey

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Manager Community Services	ECM Function No/s:

Recommendation 1

THAT Council note that the Allora Community Hall has already been actioned through the Council resolution made in December 2023 by executing a contract to complete the necessary works to the building to make it safe and allow it to be reopened.

Recommendation 2

THAT Council approve the removal of the old Allora Fire building located on Lot 1, RP70817, 80 Herbert Street, Allora, to allow for the septic compliance issues to be addressed and for the future enhancement/improvements to be made to the entire precinct, with the precinct currently being defined as Lot 2, RP155048, 18 Drayton Street, Allora, Lot 1, RP155048, 78 Herbert Street, Allora and Lot 1, RP70817, 80 Herbert Street, Allora, subject to the provision of a suitable budget allocation for its removal and undertaking of other associated compliance works.

Recommendation 3

THAT Council relocate the Allora Library and Customer Service Centre from its existing location to the former Allora Senior Citizens building located at Lot 2, RP155048, 18 Drayton Street, Allora, subject to removal of the Deed of Trust from the title, compliance with any planning/building/plumbing requirements, reconfiguration of lots as required and provision of suitable budget allocation for relocation and building fitout.

Recommendation 4

THAT Council approve in principle the expansion of the Allora Sports Museum into the area occupied by the current Allora Library and Customer Service Centre, located at Lot 1, RP155048, 78 Herbert Street, Allora and Lot 1, RP70817, 80 Herbert Street, Allora, subject to the relocation of the Allora Library and Customer Service Centre to 18 Drayton Street Allora, compliance with planning/building/plumbing requirements and the negotiation of an appropriate lease.

REPORT

Background

Council sought feedback from the Allora Community in late 2023 to better understand how and when community assets are used, both now and into the future.

Community centres are public venues where local residents meet for a variety of reasons such as socialising, participating in recreational or educational activities, gaining information and seeking counselling or support services.

Community centres play a central role in reducing social isolation, loneliness and increasing the wellbeing and self-esteem of residents by offering people the opportunity to connect, feel safe and supported, gain skills and build friendships.

As part of the consultation process, Council is considering the possibility of relocating the Allora Library and Council Customer Service Centre to the Allora Senior Citizens Centre, which could allow for the expansion of the Allora Sports Museum.

A third component of the community consultation is for Council to consider the financial investment required to upgrade the Allora Hall and whether this is the most effective use of limited resources given other options available.

There are a number of issues to consider to effectively meet the growing needs of the Allora community including long-term maintenance of each building, suitability for the activities, the capacity of each venue and the financial investment required to bring each building up to standard.

Council has limited funds and it is imperative to get decisions around the Allora community halls and precincts right the first time around.

Report

As a result of this need, Council completed a survey (“the survey”) in late 2023 to better understand the community sentiment around a number of the Council assets in Allora, specifically:

- Community Hall
- Library
- Former Administration Centre (leased to Allora Sports Museum Inc.)
- Senior Citizens Building; and
- Old Fire Shed

An aerial depiction of both of these locations is provided below in Table 1.

Table 1: Aerial photographs of both precincts

Allora Library, Sports Museum, Senior Citizens and Old Fire Shed Precinct	Allora Community Hall
	

On 22 November 2023, the survey was released to the community, being open for seventeen (17) days, closing 8 December 2023. The survey was primarily released electronically through the Survey Monkey platform with hardcopies submissions also being accepted and uploaded into Survey Monkey on receipt.

Within the survey, Council asked the community a number of questions to assist it better understand the community's views on the future use of these buildings which has been the topic of presentations to Councillors and discussions within community for a number of years.

These survey questions included:

- When doing business with Council, do you attend a customer service centre or go online?
- Have you used the library services at the Allora Library in the past twelve months?
- Do you consider the Allora Senior Citizens building a suitable home for the Allora Library & Customer Service Centre?
- How important is the Allora Sports Museum to you?
- Would you like to see the Allora Sports Museum expanded? Noting that this would require the relocation of the Allora Library & Customer Service Centre.
- If the Allora Senior Citizens building is transformed into a community hub that includes the Allora Library, Council Customer Service and a meeting place for the community, how important would it be to also invest significantly in the upgrading of the main Allora Community Hall?
- If the Allora Senior Citizens building is transformed into a community hub that includes the Allora Library, Council Customer Service and a meeting place for the community, how important would it be to also invest significantly in the upgrading of the main Allora Community Hall?
- If the Allora Senior Citizens building is transformed into a community hub that includes the Allora Library, Council Customer Service and a meeting place for the community, there will be a need to remove the old Fire Shed to address the septic tank issues. How important is the unoccupied fire shed to you?

At the survey close, approximately 250 responses had been received, with 64% of the responses coming from the Allora community or its immediate surrounds. When compared to the 2021 census data, this equates to approximately 13% of the local community who participated in this engagement process.

Conclusion/Summary

On 10 January 2024, the survey results were presented to a Councillor Information Session ("CIS"). The CIS was open to the public, with a general email invitation being sent out on 3 January 2024 to those local community members that may be interested in the outcome of this survey.

The summary of the survey results and CIS presentation are attached to this report.

FINANCIAL IMPLICATIONS

There will be a cost to complete a number of those actions identified in the recommendations. Recommendation 1 has already been agreed to by Council, with additional budget required to deliver on this outcome.

RISK AND OPPORTUNITY

Risk

Reputation – there is a risk of the community not feeling heard if the results of the survey are not considered.

Financial – if Council agrees to implement a number of the recommendations, budget will need to be identified to facilitate the outcome

Legislative – Advice from Council's Plumbing Inspector dated 24 January 2023, *"Under the Plumbing and Drainage Act the land application area should be contained in its own lot. There are three lots discharge (sic) into one lot."*

Opportunity

Asset Utilisation – through a better understanding of the community need will facilitate better outcomes and greater utilisation of those community assets owned and operated by Council.

COMMUNITY ENGAGEMENT

Internal Consultation

Councillors

Executive Leadership Team

Manager Sustainability and Strategy

Manager Planning & Development

External Consultation

SDRC MEDIA RELEASE - HAVE YOUR SAY: Allora Community Halls and Precincts - 22 November 2023

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

Corporate Plan 2021 -2026

Goal 1

Goal:	1	Our People
Outcome:	1.1	Communities trust us to engage with them and advocate on their behalf
Objective:	1.1.1	Advocate for Councillor, staff and community representation on government and non-government committees and task forces relevant to the region
Objective:	1.1.2	Implement effective and genuine community consultation processes that enable participation, engagement and collaboration
Goal:	1	Our People
Outcome:	1.2	Communities have the opportunities to grow and develop
Objective:	1.2.1	Plan and provide community facilities and programs to meet the needs of our diverse community and enable community growth

Policy / Strategy

Communications and Community Engagement Strategy

ATTACHMENTS

1. HAVE YOUR SAY Allora Community Halls and Precincts - 22 November 2023 [↓](#) 

Allora Community Hall and Precincts Survey

Closed 8 December 2023

Survey Details

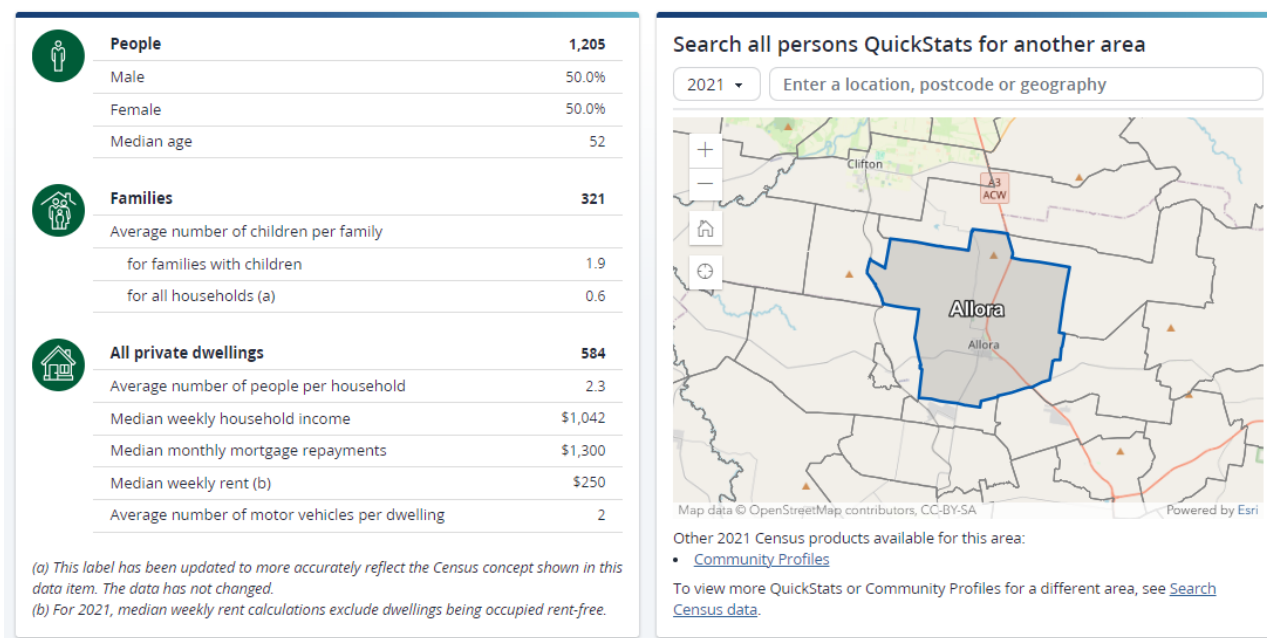
- Survey to understand community sentiment
 - Allora Community Hall
 - Allora Library
 - Allora Sports Museum
 - Allora Senior Citizens Building
 - Allora Old Fire Shed
- Survey conducted in response to the commitment made by Council
- Opened 22 November 2023
- Closed 8 December 2023 (open 17 days)
- 250+ responses

2021 Census Data

Allora

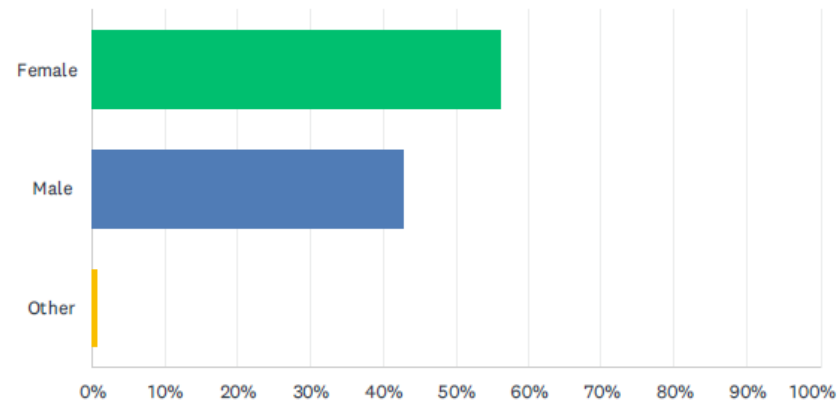
2021 Census All persons QuickStats

Geography type [Suburbs and Localities](#)
Area code SAL30041



Southern Downs *A great place to live, work, play and stay.*

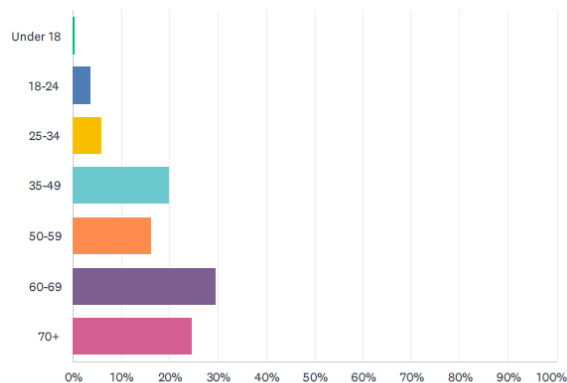
Gender



ANSWER CHOICES	RESPONSES	
Female	56.35%	142
Male	42.86%	108
Other	0.79%	2
TOTAL		252

Age Demographic

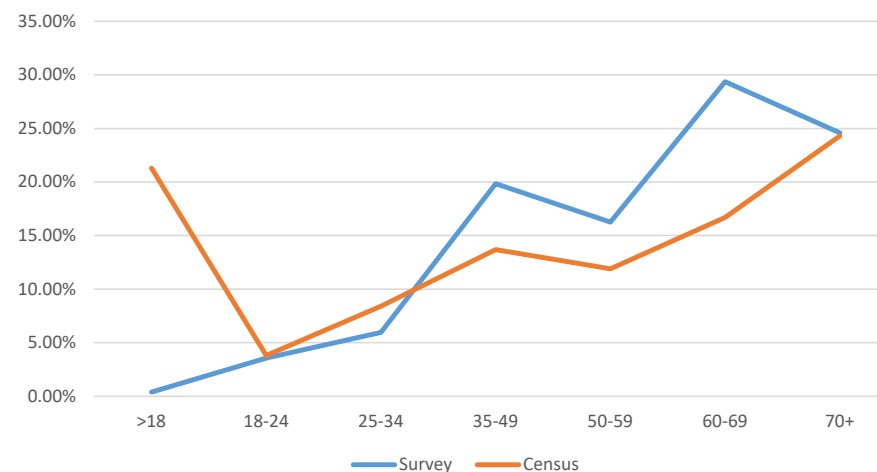
Survey Data



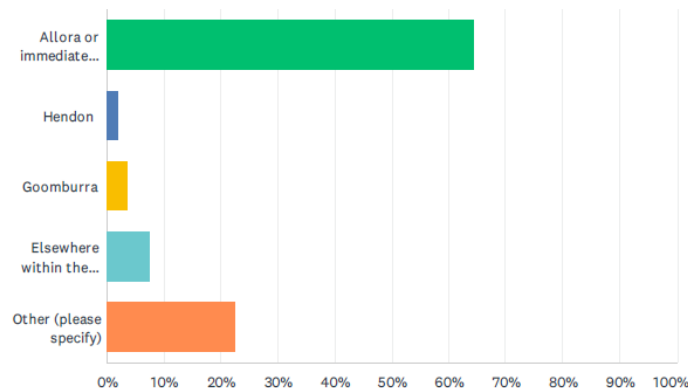
ANSWER CHOICES	RESPONSES	
Under 18	0.40%	1
18-24	3.57%	9
25-34	5.95%	15
35-49	19.84%	50
50-59	16.27%	41
60-69	29.37%	74
70+	24.60%	62
TOTAL		252

2021 Allora Census Comparison

Age Comparison



Where they live

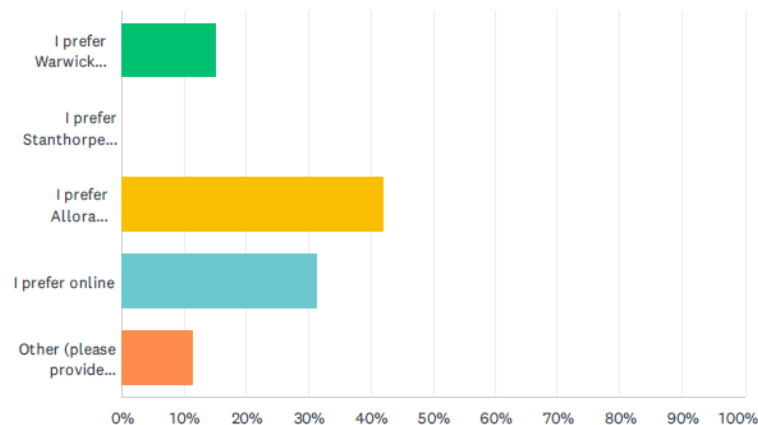


ANSWER CHOICES	RESPONSES	
Allora or immediate surrounds	64.29%	162
Hendon	1.98%	5
Goomburra	3.57%	9
Elsewhere within the Southern Downs Regional Council area	7.54%	19
Other (please specify)	22.62%	57
TOTAL		252

13% of Allora Population

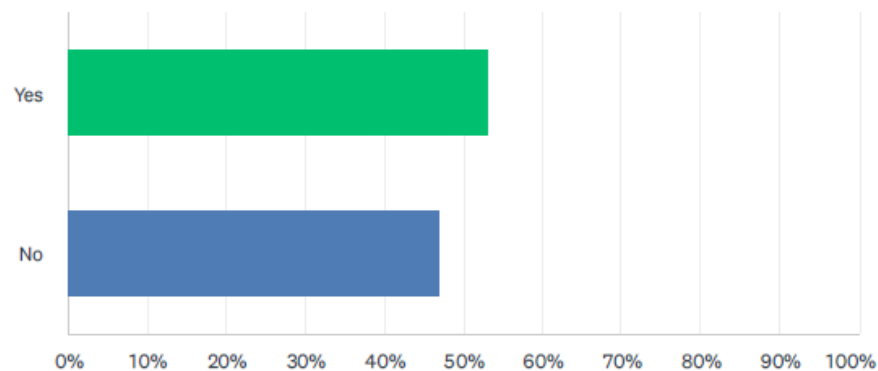
Southern Downs *A great place to live, work, play and stay.*

Where they do business with Council



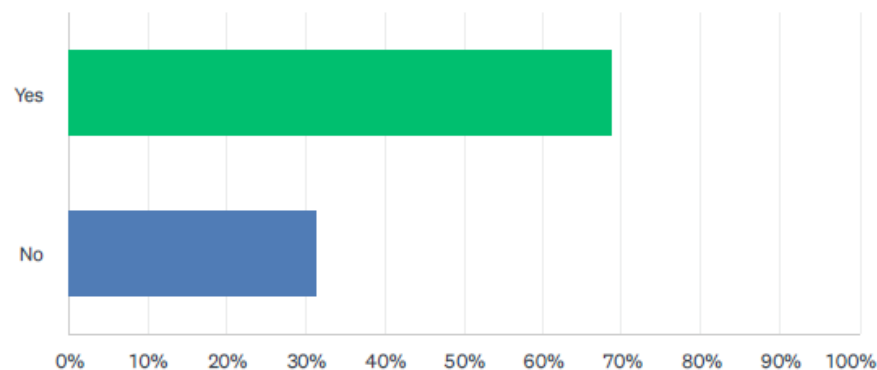
ANSWER CHOICES	RESPONSES	
I prefer Warwick Customer Service Centre	15.08%	38
I prefer Stanthorpe Customer Service Centre	0.00%	0
I prefer Allora Library/Customer Service Centre	42.06%	106
I prefer online	31.35%	79
Other (please provide details)	11.51%	29
TOTAL		252

Use of library service in last 12 months



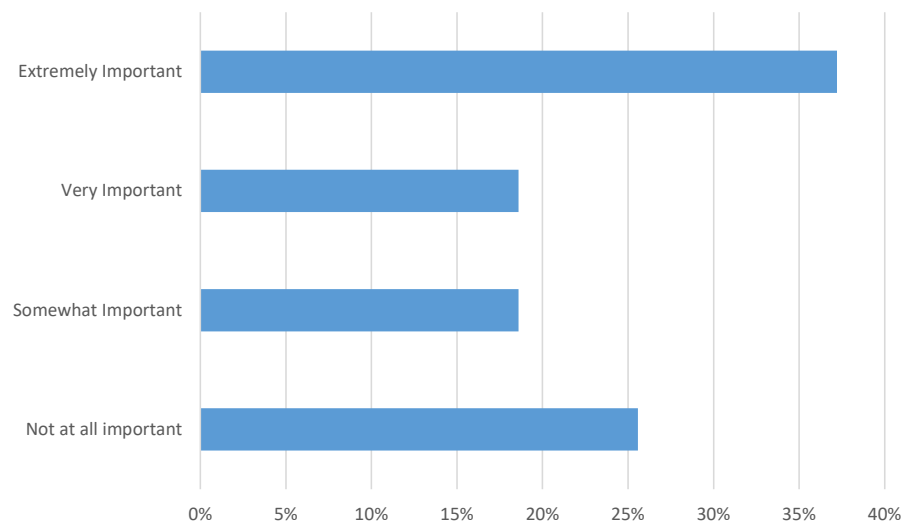
ANSWER CHOICES	RESPONSES	
Yes	53.17%	134
No	46.83%	118
TOTAL		252

Suitability of Senior Citizens for Allora Library



ANSWER CHOICES	RESPONSES	
Yes	68.72%	167
No	31.28%	76
TOTAL		243

Museum Importance



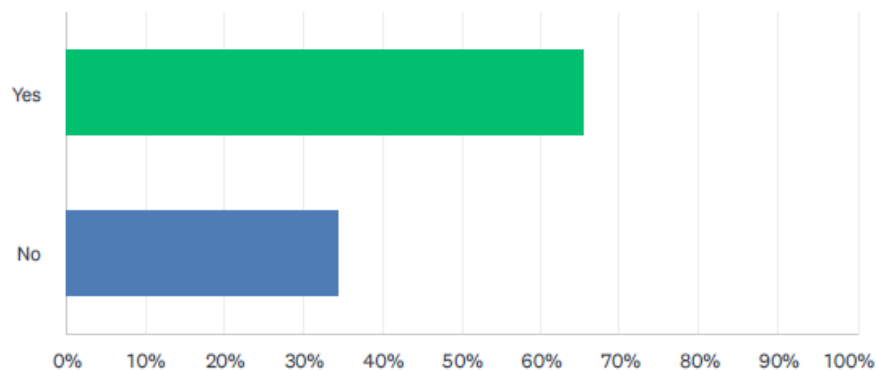
Answer	Responses	
Not at all important	44	26%
Somewhat Important	32	19%
Very Important	32	19%
Extremely Important	64	37%
Total	172	100%

Southern Downs *A great place to live, work, play and stay.*

Comments snapshot

- A proud history that must be maintained to inspire future generations
- It is one of the drawcards to Allora.
- It is wonderful to see recognition of world-class talents who were born in Allora. It means young people can dream big and work to that end. Young people need good mentors, and small country towns support their own.
- I'd prefer a functioning hall. [REDACTED]
- Only open half day some weekends. Not of benefit to a large number of the community.
- To me, the Allora sports museum means nothing. I have never been inside the museum, and even if I wanted to, the limited operating hours make it quite difficult.

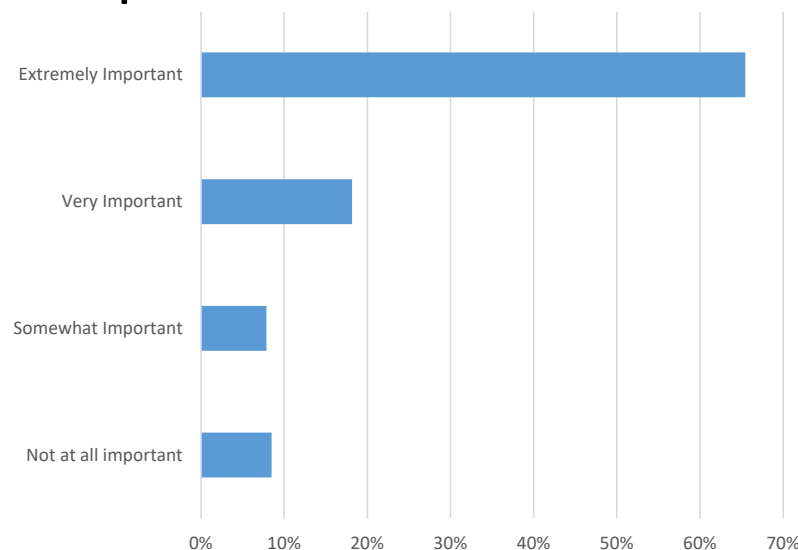
Allora Sports Museum Expansion



ANSWER CHOICES	RESPONSES	
Yes	65.46%	163
No	34.54%	86
TOTAL		249

Southern Downs *A great place to live, work, play and stay.*

Importance of Investment into Community Hall



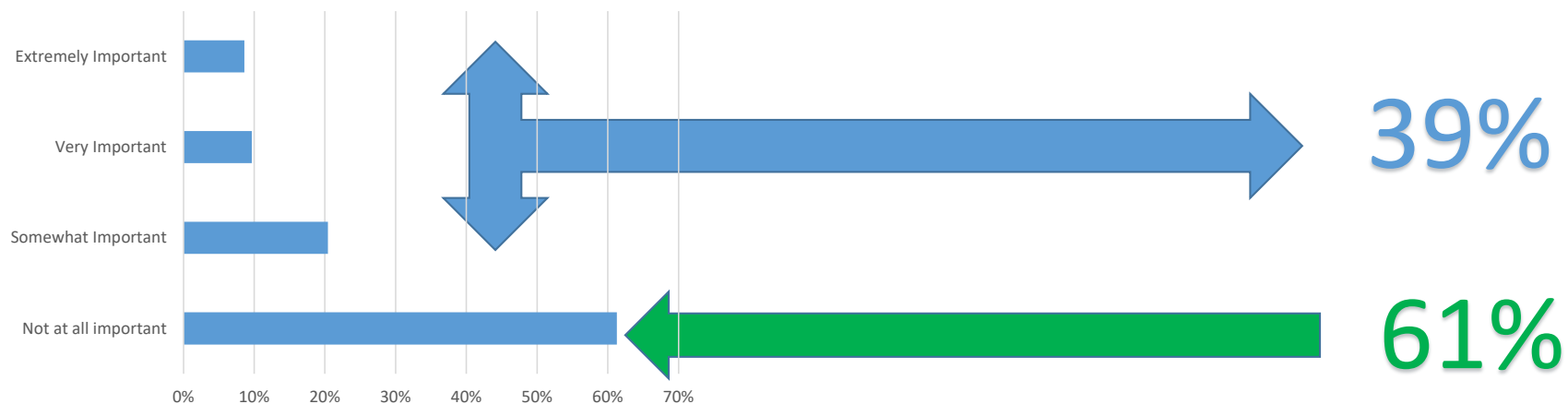
Answer	Responses	
Not at all important	14	8%
Somewhat Important	13	8%
Very Important	30	18%
Extremely Important	108	65%
Total	165	100%

Southern Downs *A great place to live, work, play and stay.*

Comments snapshot

- There is nowhere else in town to hold a significantly sized function.
- A town hall is essential for weddings, functions etc.
- If the senior citizens centre is used as the library and council/community hub we lose the only place in Allora that can be used for functions and community events. If we lose the senior citizens centre, the hall needs to be repaired and upgraded for the entire community's benefit!
- Used only so often nowadays - times change.
- To be fair the hall is well past its value to the community. Gets used a handful of times a year.
- While it is good to know that there is a venue of this size available for hire in Allora, I'm not sure if the future use of the Community Hall would warrant the expense of its upgrade.

Importance of old fire shed



Answer	Responses	
Not at all important	114	61%
Somewhat Important	38	20%
Very Important	18	10%
Extremely Important	16	9%
Total	186	100%

Southern Downs *A great place to live, work, play and stay.*

Comments snapshot

- It has been part of our history and is a sound building.
- I think it is a shame that it can't be repurposed e.g. women's shed, art studio and community shop, and the septic issues are sorted out differently.
- It is our original fire station. It could be used as a meeting place instead of the senior citizens building.
- This building serves no purpose at the moment or is likely to in the future.
- I have lived in the area for 20 years and in that time the old Fire Shed has provided a venue for different businesses and organisations. It doesn't appear to hold a significant place in Allora's history
- 70 years old. Has asbestos - built in 50's for purpose. Septic tank requirements for library and sports museum?



Southern Downs *A great place to live, work, play and stay.*

Recommendation 1 - Complete

Invest in Allora Community Hall

- Majority of respondents see this as important – 92%
- Council Resolution *11.3 Allora Community Hall - Contractor Engagement Exception Report* – December 2023
- Allstruct Pty Ltd, \$221k+
- Corporate Plan 2021-2026
 - *1.2.1 Plan and provide community facilities and programs to meet the needs of our diverse community and enable community growth*
 - *2.1.2 Identify, facilitate and promote community-led place making, activation of public places and opportunities to enhance and activate the urban environment*

Recommendation 2

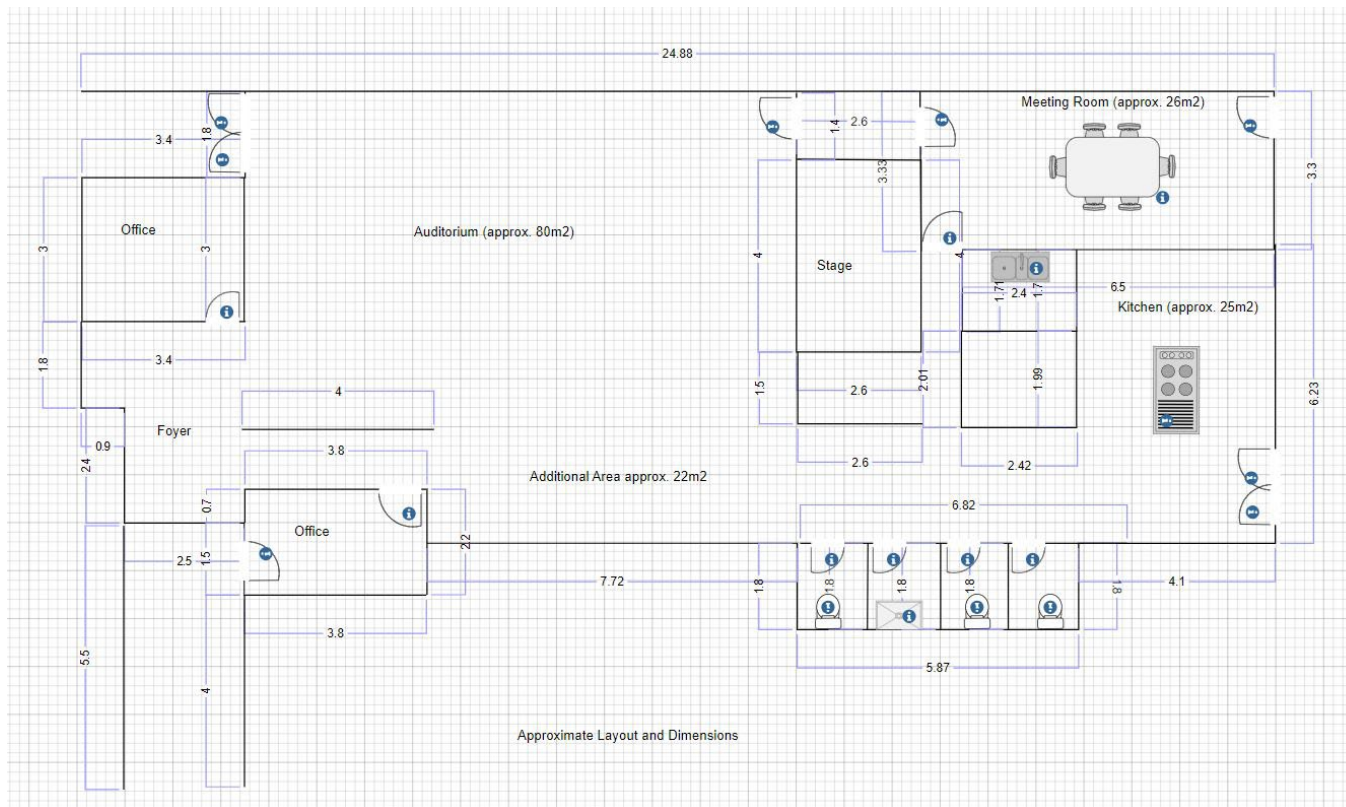
Remove old Allora fire shed

- 61% did not see this building as being important
- Additional area required to address septic issues.
- Future enhancements dependent on the septic issue being addressed
- Corporate Plan 2021-2026
 - 1.2.1 Plan and provide community facilities and programs to meet the needs of our diverse community and enable community growth
 - 2.1.2 Identify, facilitate and promote community-led place making, activation of public places and opportunities to enhance and activate the urban environment
 - 4.4.3 Our asset management is smart, effective and efficient with robust project selection pathways

Recommendation 3

- Library relocated into Allora Senior Citizens Building
 - 68% view this site as being suitable
 - Improved accessibility, ensuring Council buildings meet all community needs
 - Corporate Plan 2021-2026
 - *1.2.1 Plan and provide community facilities and programs to meet the needs of our diverse community and enable community growth*
 - *1.2.2 Provide equitable access, and advocate for, a range of services, programs and facilities to address the marginalised and “hard to reach” groups within the community to foster inclusion, growth and skills development*
 - *2.1.2 Identify, facilitate and promote community-led place making, activation of public places and opportunities to enhance and activate the urban environment*
 - *4.4.3 Our asset management is smart, effective and efficient with robust project selection pathways*

Allora Senior Citizens Layout




Recommendation 4

- Allora Museum expanded into the current Library Location
 - 65% would like to see expansion
 - Museum request to move into a larger area
 - Corporate Plan 2021-2026
 - *1.2.1 Plan and provide community facilities and programs to meet the needs of our diverse community and enable community growth*
 - *1.3.1 Identify, promote and grow opportunities for arts, cultural expression and the development of creative industries*
 - *2.1.2 Identify, facilitate and promote community-led place-making, activation of public places and opportunities to enhance and activate the urban environment*

11.8 In Principal Agreement to Use - Storm King Dam - School Open Water Swimming

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Manager Community Services	ECM Function No/s:

Recommendation

THAT Council:

1. Note the request from the Darling Downs School Sport Secretary to use Storm King Dam for school open water swimming training, trials and competitions; and
2. Approve in principal the use of Storm King Dam for open water school swimming, subject to a Facility Hire Agreement being negotiated with the Department of Education and there being no financial impact on Council.

REPORT

Background

On 8 January 2024, the secretary for the Darling Downs School Sport (DDSP Secretary) came and spoke to the Mayor and Manager Community Services about using Storm King Dam for school open water swimming training, trials and competitions.

This was subsequently followed up by the submission of a written request. A copy of this is provided as **Attachment 1**.

Report

The DDSP Secretary informed Council that currently there is a gap in available facilities for local school athletes, with an opportunity available that would allow representatives from across the Darling Downs schools to come and train, trial and compete in the Southern Downs.

The DDSP Secretary indicated that there would be no cost to Council, with school sport picking up the relevant costs.

At this point in time, the DDSP Secretary was seeking to lock in a local facility that could be used by schools for open water swimming training, trialing and school competitions. Through identifying a local facility, it would also facilitate bringing school competitors, spectators and families to the Southern Downs during times of its use and/or competitions.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Exclusive access would be required for the event, that it currently forecast to run over a three (3) day period in September. The use of the facility would require this exclusivity to ensure no conflict between competitors and water craft.

The Facility Hire Agreement would manage Council's risk exposure to a low level.

Opportunity

Would allow competitors and spectators to come from outside the local area, ensuring a positive impact on accommodation and other retail/commercial establishments.

COMMUNITY ENGAGEMENT

Internal Consultation

Manager Water – no issues with the event (8 January 2024)

External Consultation

Shannon Armbruster – Darling Downs School Sport Secretary (8 January 2024)

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

Goal:	1	Our People
Outcome:	1.3	Communities are active, healthy and celebrate cultural diversity
Objective:	1.3.2	Partner with sport and recreation stakeholders to encourage active Lifestyles
Objective:	1.3.3	Plan and provide facilities and program that enable participation in sport, recreation and cultural and community activity

Policy / Strategy

Nil

ATTACHMENTS

1. Inwards Correspondence DDRSA [↓](#) 



PO Box 494
Toowoomba Qld 4350
Website <http://ddrsa.swimming.org.au>

DDRSA OPEN WATER MEET PROPOSAL

10.1.2024

To Whom it May Concern,

The Darling Downs Regional Swimming Association would like to request the support of the Southern Downs Regional Council with regards to an exciting new opportunity for Darling Downs and visiting swimmers to host an Open Water meet at Storm King Dam in September, 2024.

Purpose:

To provide DDRSA and Swimming Queensland swimmers an opportunity to participate in a sanctioned open water event as well as utilise the expertise of current open water technical officials to mentor and train new officials in the protocols and processes required for an open water qualifying meet.

Background:

Currently, there is only one meet where swimmers can qualify for state and national open water events in Queensland (for swimmers located from the Sunshine Coast to the Tweed Border and west to Central Queensland) prior to the State Open Water Championships in October each year. This is located at the Oz Ski Resort in Coolumb.

There are very few appropriate venues to host such a meet as there are a number of logistical components that need to be taken into consideration, such as:

- Targeted ages/distances
- Depth and breadth of water
- Available facilities for swimmers (toilets/showers/accommodation/catering, etc)
- Pontoon for the finish
- Suitable water craft for the monitoring of swimmers in the water (small tinnies and kayaks)
- Shade and shade tents
- Technical officials and volunteers
- Transponders for swimmers

The DDRSA have acknowledged that there is a dire need for our swimmers to have more exposure to the open water format and protocols prior to the state meet and are planning on adding a meet to our calendar to ensure that our swimmers have every opportunity to excel on the state and national stage.

Swimming Queensland and DDRSA are willing and able to host the event to enable:

- Swimmers to gain qualification times for state and national open water events;
- Training for SQ technical officials in open water processes and protocols
- To boost open water events/distances for upcoming swimmers who have not previously been able to attend scheduled allocated open water events (largely due to cost, distance and time of year)

Timeframe:

The timeframe is negotiable, however, the optimal time to host this meet would be in September, one month prior to the state championships. National Open water championships are normally held in January/February each year. We would like to negotiate with current sporting groups that access Storm King Dam to not interfere with current scheduling.

Event Details:

The event would be over a 2-day period, with proposed scheduling as follows:

Saturday					
<ul style="list-style-type: none"> Set- up course Course familiarity for officials Officials training Equipment checks Registration desk for athletes 					
Event	Age	Gender	Distance	Registration	Race Time
1	12 Years & Over	Women's	2.5 Km	11:00 am	12:30 pm
2	12 Years & Over	Men's	2.5 km	12:00 noon	1.30 pm
3	Open Water Trial	Open	1.5 km	1.00 pm	2.30 pm
Sunday					
6am - Course check and registrations					
7am - Competition commences					
Event	Age	Gender	Distance	Registration	Race Time
4	16 Years & Over	Women's	7.5 km	7:00 am	8:30 am
5	13 Years & Over	Women's	5 km	7:00 am	8:35 am
6	16 Years & Over	Men's	7.5 km	9:30 am	11:00 am
7	13 Years & Over	Men's	5 km	9:30 am	11:05 am
8	12-16yrs Relays	Mixed	2.5 km	11:00 am	12:30 pm
1.30pm – Clear course and remove all equipment – pack up					

Costs:

The costs for this event will be covered by Darling Downs Regional Swimming Association, with assistance from Swimming Queensland and grant applications.

General:

- The DDRSA requests that Southern Downs Regional Council allow access to current toileting and shower facilities at Storm King Dam – any additional toileting facilities will be hired by DDRSA to ensure safety and hygiene requirements of patrons.
- Catering will be organised for patrons and officials by DDRSA.
- Support craft will be utilised by officials only – no other support vessels will be permitted on the course.
- Advertising for the event will commence in May, 2024
- The Southern Downs Regional Council are invited to have their logo on the meet flyer as an official supporter of the event.
- Media will be present to promote/publicise the event
- Appropriate risk management and first aid protocols will be adhered to at all times


Further information will be made available once planning with Swimming Queensland and the DDRSA have occurred with regards to risk management, liability insurance and event logistics.

Thank you for the opportunity to discuss this important event with the SDRC and we look forward to meeting again in the near future.

Kind regards
Shannon Armbruster
DDRSA Secretary / Development Co-Ordinator

11.9 Sole/ Specialised Supplier Register

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Procurement Coordinator	ECM Function No/s:

Recommendation

THAT Council:

1. Resolves in accordance with section 235(a) and 235(b) of the *Local Government Regulation 2012* that it is satisfied that the nominated suppliers are Sole or Specialised Suppliers for the 2023/24 financial year as outlined in Attachment 1: Sole & Specialised Supplier Register for FY23.24.
2. Delegates authority to the Chief Executive Officer in accordance with section 257 of the *Local Government Act 2009* to enter into contracts, negotiate, finalise and execute any and all matters associated with or in relation to Sole or Specialised Suppliers subject to Council's normal procurement policies and practices.

REPORT

The *Local Government Regulation 2012* (Regulation) requires written quotations or tenders be invited for procurement of works or the supply of goods or services that are greater than \$15,000 (medium sized contracts) or \$200,000 (large sized contracts) respectively. Council's Procurement Policy contains provisions or guidelines for obtaining quotes for less than \$15,000.

The Regulation acknowledges that there are instances when it is not always possible to meet these procurement guidelines in the market and therefore it provides a number of exceptions, including the following under sections 235(a) and 235(b):

235(a) – “The local government resolves it is satisfied that there is only one supplier who is reasonably available.”

235(b) – “The local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders”.

It is acknowledged that there may still be occasions where it will be necessary to present an individual Council report during the year if an unforeseen need arises for a Sole Supplier.

To improve operational efficiency and to meet regulatory compliance, the Procurement Team has collated a brief register of sole and specialised suppliers for Council's consideration as a starting point. The register will be reviewed and updated at the end of the financial year.

To be included on the Sole / Specialised Supplier Register, Council officers have checked that the supplier is the only supplier that can reasonably provide a particular good or service required because of their unique, specialised or confidential nature. The emphasis is on the word “reasonably”. The purchase of goods and services from a sole source to support the service and

maintenance of existing assets from an original equipment manufacturer who has proprietary rights can be deemed a sole supplier.

Paragraph 235(b) gives Councils a broad power to determine that specialised or confidential services (not goods) may be provided pursuant to a private contract. Examples of this may be specialised engineering or legal advice in relation to controversial or confidential Council projects or in relation to matters where Council might have some legal liability.

It is proposed that a report will be prepared annually or biannually (if amendment is required) and presented to Council, which includes new nominations and summarises all estimated expenditure with sole and specialised suppliers.

Council intends to remove suppliers from the list where:

- suppliers have subsequently been appointed to a Register of Prequalified Suppliers, Preferred Supplier Arrangements or Local Buy arrangement; or
- Council has entered into a direct contract with that supplier; or
- market conditions have changed, and that supplier is no longer deemed to be a sole or specialised supplier.

In summary, this report recommends 25 suppliers currently identified be registered for the 2023/24 financial year as outlined in Attachment 1.

FINANCIAL IMPLICATIONS

A Sole / Specialised supplier register when managed effectively enables operational efficiencies through improved contractual processes resulting in operational savings.

RISK AND OPPORTUNITY

Risk

Suppliers that have been deemed not to meet the exemption requirements as per the definition of Sole and Specialised Supplier in the Regulation have been excluded from this report.

The financial risk to Council is mitigated by Council officers having assessed these products and services as being suitable and the suppliers as being the only reasonable option from which Council can obtain these relevant products and services.

Opportunity

Increase in productivity by avoiding delays in procurement.

COMMUNITY ENGAGEMENT

Internal Consultation

Management Team and Relevant Staff

Councillors – Information Session

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009.

Local Government Regulations 2012.

Corporate Plan

Nil

Policy / Strategy

PL-FS010 Procurement Policy.

ATTACHMENTS

1. Attachment 1 - Sole & Specialised Supplier Register for FY23/24 [↓](#) 

Attachment 1: Sole / Specialised Supplier Register for FY23/24

No	Category	Supplier Name	Description of Product/Service	Comments
1	Specialised Supplier	LG Solutions	Model for Financial Statements and fees and charges	Limited alternate providers. Council has moved on from excel spreadsheets.
2	Specialised Supplier	Genesis Accounting Pty Ltd	Fees and Charges GST add-in	LG Solutions Preferred Partner for GST consulting (Fees and Charges Model)
3	Government Agency	Queensland Audit Office	Annual Audit	No alternate options as per legislative requirements
4	Specialised Supplier	Hach Pacific Pty Ltd	Lab Equipment	Hach lab equipment, if we need replacement units and or parts etc. as we exclusively use their equipment at all treatment plants.
5	Government Agency	Department of Environment and Science	State Waste Levy	Legislative requirement.
6	Government Agency	Australia Post	Postal Service for rates, water and reminder notices	No alternate option.
7	Specialised Supplier	LGAQ	Supports and represents Local Government	Limited options
8	Sole Supplier	Sunwater Limited	Supply Contract	Annual Water Allocation license and consumption charges.
9	Specialised Supplier	Technology One	T1 Cloud Services and Council's ERP Provider	Limited options
10	Specialised Supplier	Civica Pty Limited	Recover (incl multi event hosting), Signum, Reflect Platinum Premium Service, SIP2 Maintenance & Support, Spydus 10 and Reflect (including data hosting)	Limited options
11	Specialised Supplier	Telstra	Mobility Services	Limited options with network coverage
12	Specialised Supplier	QIT Plus	Guardian Control Suite - Disaster Managements	Disaster Management - heavily invested
13	Specialised Supplier	Lo-Go Appointments	Temporary Treatment Plant Operators	Have undertaken several RFQ for Supply of suitably qualified personnel for temporary treatment plant operations. Lo-Go have been the only company able to supply suitable candidates. Operations of both Water & Wastewater treatment plants require at least certificate 3 qualification.
14	Specialised Supplier	South West Parcel Express	Courier and Freight services for transportation of water samples	Water and recycled water samples have strict timeframes guidelines for viable testing periods to comply with regulatory requirements for safe supply of drinking water and for the supply of A class recycled water. If we exceed these timeframes the analysis is no longer valid and Council is at risk of breaching our regulatory obligations and risks significant implications including fines and public health hazards. Only supplier to state that they will comply with time constraints within locality.
15	Specialised Supplier	Institute of Public Works Australasia Limited	Annual Membership and License Subscription	Limited Options
16	Sole Supplier	Water Services Association of Australia (WASSA)	Annual Membership	Utility Membership
17	Specialised Supplier	ABB Australia Pty Limited	Annual magnetic flow meter calibration and reactive service repairs and maintenance	Supplier of Meter
18	Sole Supplier	IDEXX Laboratories Pty Ltd	Reagents	Limited options
19	Specialised Supplier	IWeigh Solutions Pty Ltd	Weighbridge transaction software at waste facilities	Council resolution dated 25 May 2022. Two plus two-year contract for the provision of weighbridge transaction software due to the specialised nature of the service.
20	Specialised Supplier	Diverseco Pty Ltd	Servicing and compliance certification of weighbridges at waste facilities	Diverseco installed the weighbridges at both Warwick and Stanthorpe waste facilities. Require 6 monthly servicing/compliance checks, and most suitable to use supplier who installed as they are familiar with the weighbridges.
21	Sole Supplier	Paintback Limited	Collection and recycling of paint	Product stewardship scheme participant, sole supplier. Possibly report to September/October 23 council meeting unless this is going to happen quickly
22	Government Agency	Department of Agriculture and Fisheries	Land Protection Fund Annual Payment	Legislative requirement.


Attachment 1: Sole / Specialised Supplier Register for FY23/24

No	Category	Supplier Name	Description of Product/Service	Comments
23	Specialised Supplier	SEEK Limited	Advertising for recruitment	Limited alternate providers with similar capability.
24	Specialised Supplier	Cultural Heritage Solutions Pty Ltd	Cultural Heritage Services of the Githabul People	No Alternative
25	Specialised Supplier	Ulverscroft Large Print Books (Australia) Pty Ltd	Library Publishing (Large Print) & Audio Visio (exclusive content)	Limited options

12. INFRASTRUCTURE SERVICES REPORTS

12.1 Water and Wastewater Customer Service Standards January 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Manager Water	ECM Function No/s:

Recommendation

THAT Council adopt the updated Water and Waste Water Customer Service Standards dated January 2024.

REPORT

Background

As a registered service provider, Southern Downs Regional Council (SDRC) is required to prepare and publish Customer Service Standards (CSS) on SDRC's website. The current CSS was published in May 2020.

This CSS has been reviewed, requiring Council approval.

Report

The previous CSS was published in May 2020. There is a requirement for Council to review this at least every 5 years.

There was a need to review the response times in the smaller towns, where the water staff presence is very limited. There were occasions where the current response times were not met following a call out.

A new section has been included documenting the pressure that SDRC will endeavor to supply for each service area.

A report was presented to the Ordinary Council meeting on 22 November 2023. Council approved this CSS document to go out to consultation. Public Consultation was carried out from 8 to 29 December 2023. This is a three-week consultation period as it is only an amendment and allows this report to be brought to the January 2024 Ordinary Council meeting for approval.

No submissions were received from this consultation.

There have been some changes to the indicator headings, which are incorporated in the attached CSS and are different to the CSS that was approved at the Ordinary Council Meeting held on 22 November 2023 and that went out to consultation. These do not change the context of the indicators, but rather provide clarity on what the indicators mean.

These changes are:-

Indicator	November 2023 version	January 2024 version
QG 4.5	Total water main breaks (S) (SWIM AS8)	Total water main breaks (per 100km) (S) (SWIM AS8)
QG 4.6	Total sewerage main breaks and chokes (S) (SWIM A39)	Total sewerage main breaks and chokes (per 100km) (S) (SWIM A39)
QG 4.8	Average response time for water incidents (bursts and leaks) (S) (SWIM CS66)	Performance against customer service standard for response to water incidents (bursts and leaks) (S) (SWIM CS66)
QG 4.9	Average response time for sewerage incidents (including mains breaks and chokes) (S) (SWIM CS65)	Performance against customer service standard for response to sewerage incidents (including mains breaks and chokes) (S) (SWIM CS65)
QG 4.10	Water quality complaints (S) (SWIM CS9)	Water quality complaints (per 1000 properties) (S) (SWIM CS9)
QG 4.11	Total water and sewerage complaints (S) (SWIM CS13)	Total water and sewerage complaints (per 1000 properties) (S) (SWIM CS13)

Conclusion/Summary

These amendments are not significant. Council will still endeavor to attend to urgent works as quickly as possible and normally well within the required timeframe. The pressure parameters define what Council is already attempting to provide.

It is therefore recommended that Council approve this revision of the CSS.

FINANCIAL IMPLICATIONS

Defining the pressure to be supplied in the Rural Water Service Area ensures that customers are clear on the pressure supplied and not expecting SDRC to upgrade the watermains at considerable cost.

RISK AND OPPORTUNITY

Risk

This CSS defines the pressure that SDRC will endeavor to provide. If SDRC does not consistently achieve this pressure then capital upgrades may be required to achieve this. SDRC should commit to this as supplying pressure below the approved level of service is providing a poor level of service to our customers. This is an industry accepted standard of service.

Opportunity

This CSS revision allows the Rural Water Connection Policy to be approved, defining the level of service in this rural Water Service area in more detail as well as the restrictions on these connections. This is covered in more detail in a separate report.

COMMUNITY ENGAGEMENT

Internal Consultation

Council Water Committee meeting on 30 October 2023.

Council meeting approval on 22 November 2023.

External Consultation

Public Consultation was carried out from 8 to 29 December 2023.

LEGAL / POLICY

Legislation / Local Law

The Water Supply (Safety & Reliability) Act 2008 Chapter 2, Part 4, Division 3, Section 115 requires Council to prepare Customer Service Standards.

Corporate Plan

Goal:	2	Our Places
Outcome:	2.2	Public places, services and facilities are accessible, sustainable and cost effective
Objective:	2.2.2	Develop and implement water security programs and strategies to ensure a sustainable and reliable water supply for all towns
Performance Indicator:		Improved water security

Policy / Strategy

Nil

ATTACHMENTS

1. Water and Wastewater Customer Service Standards dated January 2024 - Draft [↓](#) 



Southern Downs
REGIONAL COUNCIL



WATER AND WASTE WATER CUSTOMER SERVICE STANDARDS

January 2024

INTRODUCTION

Southern Downs Regional Council (SDRC) provides water and waste water services to residents across the region. As part of this work Council has a set of Customer Service Standards (CSS) to ensure residents receive fair, equitable and efficient water and wastewater services.

This Customer Service Standards identifies the targets that Southern Downs Regional Council intends to achieve in the delivery of our water and wastewater services. These targets align with the reporting requirements legislated under the *Water Supply (Safety and Reliability) Act 2008*.

The Act requires Council to develop and/or review the CSS to ensure customers who do not have a contract with Council for the supply of registered services are protected by standards related to the services.

SDRC's water and wastewater CSS outline the standards customers can expect and Council's commitment to aim to achieve the standards.

These water and wastewater CSS:

- will be accepted following an opportunity for community consultation
- apply to all areas of the region where there is a reticulated water and wastewater service
- will remain current for a period of 5 years and be reviewed before 2028.

This document is structured as follows:

Section 1:

- Water Services

Section 2:

- Wastewater Services

Section 3:

- Key Performance Indicator Definitions

Section 4

- Support Processes

The section on Support Processes briefly describes the processes in relation to service connections, metering of water supply services, charging, customer consultation and complaints.

SECTION 1: WATER SERVICES

KEY PERFORMANCE INDICATORS AND TARGETS

AVAILABILITY

Incidents of unplanned interruptions – water (Indicator Code QG4.7)	
Definition	This is the number of unplanned interruptions (when the customer has total loss of water supply and has NOT received at least 48 hours notification or as otherwise prescribed by regulatory requirements)
SDRC Service Standard	Less than or equal to 100 unplanned water interruptions per 1000 connections per year

Average response time for water incidents (bursts and leaks) (Indicator Code QG4.8)	
Definition	The time it takes to attend to the incident, measured from the time of the customer request to the time taken to determine (without undertaking) the appropriate restoration action.
SDRC Service Standard	120 minutes (Stanthorpe & Warwick,)
	240 minutes (Allora, Dalveen, Killarney, Leyburn, Pratten, Wallangarra & Yangan)

RELIABILITY

Water main breaks (Indicator Code QG4.5)	
Definition	The total number of main breaks, bursts and leaks in all diameter water distribution and reticulation mains for potable and non-potable services for the reporting period, irrespective of whether the break, burst or leak resulted in an interruption
SDRC Service Standard	Less than or equal to 15 breaks per 100 km of water main.

QUALITY

Drinking water quality complaints per 1000 connections per year (Indicator Code QG4.10)	
Definition	The total number of water quality complaints received by SDRC requiring further investigation resulting from operational practices including colour, taste and odour. It excludes service interruption, inadequate service, water restrictions and pressure and leakage management.

SDRC Service Standard	Less than or equal to 20 quality complaints per 1000 properties per year
-----------------------	--

SECTION 2: WASTEWATER SERVICES

KEY PERFORMANCE INDICATORS AND TARGETS

AVAILABILITY

Average response time for wastewater incidents (including mains breaks and chokes) (Indicator Code QG4.9)	
Definition	The time it takes to attend to the incident, measured from the time of the customer request to the time taken to determine (without undertaking) the appropriate restoration action.
SDRC Service Standard	120 minutes (Stanthorpe & Warwick,)
	240 minutes (Dalveen, Killarney and Wallangarra)

RELIABILITY

Wastewater main breaks and chokes (Indicator Code QG4.6)	
Definition	The total number of sewerage mains breaks and chokes, irrespective of whether the break or choke resulted in an interruption to the sewerage service, for the reporting period.
SDRC Service Standard	Less than or equal to 40 breaks per 100 km of wastewater main per year

QUALITY

Total water and wastewater complaints (Indicator Code QG4.11)	
Definition	The total number of wastewater service complaints received by SDRC that relate to water or wastewater services. A complaint can be a written or verbal expression of dissatisfaction about an action, a proposed action or failure to act by the water service provider, its employees or contractors. Calls to advise of a water or wastewater incident are not classed as a complaint unless dissatisfaction with the service is expressed.
SDRC Service Standard	Less than or equal to 500 per year region wide



SECTION 3: MINIMUM WATER PRESSURE

This is the minimum water pressure that customers can expect to receive at the meter. The table below outlines the minimum water pressure/flow expectations:

Service Area	Minimum water pressure
Urban Water Area	Greater than 20 metres 95% of the time
Rural Water Area	Required to have a tank on site of minimum size 20kL, with an additional 45kL within 50m of dwellings for firefighting purposes. These services are not guaranteed of pressure or flow as they are trickle fed from the mains. A minimum flow of 2,160L/day (1.5L/min) is targeted.

SECTION 4: KEY PERFORMANCE INDICATOR DEFINITIONS

Below are the definitions for the key performance indicators codes as determined by Department of Natural Resources Mines and Energy in “*Key performance indicators for annual performance reporting for Queensland urban water service providers*” definitions guide of November 2018.

QG 4.5: Total water main breaks (per 100km) (S) (SWIM AS8)

The total number of main breaks, bursts and leaks in all diameter water distribution and reticulation mains for potable and non-potable services for the reporting period, irrespective of whether the break, burst or leak resulted in an interruption

Includes:

- ✓ breaks caused by third parties

Excludes:

- × those in the property service (i.e. mains to meter connection)

Scheme X: # of breaks / 100km of water main

Scheme Y: # of breaks / 100km of water main

Units Water main breaks per 100km of water main: one decimal place

Formula $(\text{Total number of water main breaks} / \text{Total length of water mains (QG 1.1)}) \times 100$

QG 4.6: Total sewerage main breaks and chokes (per 100 km) (S) (SWIM AS39)

The total number of sewerage mains breaks and chokes, irrespective of whether the break or choke resulted in an interruption to the sewerage service, for the reporting period.

Includes:

- ✓ all gravity sewer mains
- ✓ all pressure mains (including common effluent pipelines, rising mains, etc.)
- ✓ all vacuum system mains of any diameter
- ✓ breaks caused by third parties
- ✓ chokes in pumps

Excludes:

- × property connection sewers
- × pipelines carrying treated effluent
- × recycled water distribution and reticulation mains delivering water for urban areas; such mains are to be reported as water mains (QG 1.1)

Scheme X: # of breaks and chokes / 100km of sewerage main

Scheme Y: # of breaks and chokes / 100km of sewerage main

Units Sewerage main breaks per 100km of sewerage main: one decimal place

Formula $(\text{Total number of sewerage main breaks} / \text{Total length of sewerage mains (QG 1.2)}) \times 100$

QG 4.7: Incidence of unplanned interruptions – water (S) (SWIM CS17)

This is the number of unplanned interruptions (when the customer has total loss of water supply and has NOT received at least 48 hours notification) per 1000 properties

Includes:

- ✓ situations where the duration of a planned interruption exceeds that which was originally notified
- ✓ all un-notified interruptions caused by third parties (include text response on proportion of third-party caused interruptions if desired)

Excludes:

- × property service connection interruptions, unless the burst or leak requires the water main to be shut down for repair and therefore affects multiple customers
- × interruptions that cause some reduction to the level of service but where normal activities (shower, washing machine, toilet flushing etc.) are still possible
- × breaks in house connection branches
- × planned interruptions

Scheme X: # incidence of unplanned interruptions – water (per 1000 properties)

Scheme Y: # incidence of unplanned interruptions – water (per 1000 properties)

Units Unplanned interruptions per 1000 properties: as a whole number

QG 4.8a: Performance against customer service standard for response to water incidents (bursts and leaks) (S) (SWIM CS66)

This indicator reports a water service provider's (WSP performance against their Customer Service Standard for responding to water incidents. This indicator measures the percentage of water incidents the WSP responds to within the agreed timeframe

Scheme X: % met with customer service standard for responding to water incidents.

Scheme Y: % met with customer service standard for responding to water incidents

Units Percentage: 1 decimal place

Formula If the WSP did achieve or exceed all their Customer Service Standard targets for water incidents, their performance is reported as 100%.

If the WSP did NOT achieve all their Customer Service Standard targets for water incidents, then their performance is calculated as:

% water incidents that met the customer service target / customer service target (%)
x 100.

QG 4.9a Performance against customer service standard for response to sewerage incidents (including mains breaks and chokes (s) (Swim CS65)

This indicator reports a water service provider's (WSP) performance against their customer service standard for responding to sewerage incidents. This indicator measures the percentage of sewerage incidents the WSP responds to within the agreed timeframe.

Scheme X: % met with customer service standard for responding to sewerage incidents.

Scheme Y: met with customer service standard for responding to sewerage incidents.

Units Percentage: one decimal place

Formula If the WSP did achieve or exceed all their Customer Service Standard Targets for sewerage incidents, their performance is reported as 100%
If the WSP did NOT achieve all their Customer Service Standard targets for sewerage incidents, then their performance is calculated as:
% sewerage incidents that met the customer service target / customer service target (%) x 100.

QG 4.10: Water quality complaints (per 1000 properties) (S) (SWIM CS9)

<p>The total number of complaints received by the service provider that relate to water quality from any type of water provided.</p> <p>A complaint can be a written or verbal expression of dissatisfaction about an action, proposed action or failure to act by the water utility, its employees or contractors. Includes complaints received either in person, by mail, fax, phone, email or text messaging.</p> <p>Includes complaints regarding:</p> <ul style="list-style-type: none"> ✓ discolouration ✓ taste ✓ odour ✓ stained washing ✓ illness ✓ cloudy water (e.g. caused by oxygenation) <p>Excludes complaints regarding:</p> <ul style="list-style-type: none"> × service interruption × adequacy of service × restrictions × billing and accounts × water pressure <p>Scheme X: # water quality complaints (per 1,000 properties) Scheme Y: # water quality complaints (per 1,000 properties)</p>	
Units	Water quality complaints (per 1,000 properties): as a whole number
Formula	Total number of water quality complaints / Total water connected properties ('000s) (QG 1.13 + QG 1.14)
<p>Example</p> <p>Complaint</p> <p>If a customer calls to complain about the government's or service provider's media comments on water quality because they have suffered poor water quality, this is counted as a complaint</p> <p>Not a complaint</p> <p>If a customer calls to ask about the health standards that apply for water quality, this is counted as a query, not a complaint.</p>	
<p>Notes</p> <ol style="list-style-type: none"> 1. Do not include a customer query 2. Include only complaints about third parties where the water utility has control (i.e. contractors) 3. Complaints from separate customers regarding the same issue, and multiple complaints from one customer are counted as separate complaints 4. Australian Standards define a complaint as an 'expression of dissatisfaction made to an organisation, related to its products or the complaints handling process itself, where a response or resolution is explicitly or implicitly implied' (AS ISO 100002-2006) 	

QG 4.11: Total water and sewerage complaints (per 1000 properties) (S) (SWIM CS13)	
<p>The total number of complaints received by the water business that relate to water or sewerage services. A complaint can be a written or verbal expression of dissatisfaction about an action, proposed action or failure to act by the water utility, its employees or contractors. Includes complaints received by the water utility in person, by mail, fax, phone, email or text messaging.</p> <p>Includes complaints regarding:</p> <ul style="list-style-type: none"> ✓ bursts ✓ leaks ✓ service interruptions ✓ adequacy of service ✓ water pressure ✓ water quality or reliability ✓ sewerage service complaints ✓ sewage odours ✓ affordability ✓ billings and accounts ✓ behaviour of staff or agents <p>Excludes complaints regarding:</p> <ul style="list-style-type: none"> × government pricing policy × tariff structures <p>Scheme X: # water and sewerage complaints (per 1000 properties) Scheme Y: # water and sewerage complaints (per 1000 properties)</p>	
Units	Complaints (per 1,000 properties): as a whole number
Formula	Total number of water and sewerage complaints / Total number of water connected properties ('000s) (QG 1.13 + QG 1.14)
Notes	<ol style="list-style-type: none"> 1. Do not include a customer query 2. Include only complaints about third parties where the water utility has control (i.e. contractors) 3. Complaints from separate customers regarding the same issue, and multiple complaints from one customer are counted as separate complaints 4. When a customer reports a service interruption, this is not counted as a complaint unless the customer expresses dissatisfaction about the interruption 5. Australian Standards define a complaint as an 'expression of dissatisfaction made to an organisation, related to its products or the complaints handling process itself, where a response or resolution is explicitly or implicitly implied' (AS ISO 100002-2006)

SECTION 4: SUPPORTING PROCESSES

4A: SERVICE CONNECTIONS

If a person wishes to apply for a water supply or wastewater service connection, the “*Water or Sewer Services Application*” form must be completed and submitted to Council.

<https://www.sdrclqld.gov.au/payments---services/forms--permits---licences/rate-property-forms>

Service connections will be approved if:

- A water reticulation main or gravity wastewater main (as appropriate) is available to the property; e.g. trunk water systems should not be connected to
- The sewer is capable of transporting the sewage away from the property
- Customers have been paying and are up to date with the applicable vacant access charges.

Refer to the SDRC General Fees and Charges schedule for information regarding fees and charges for water and wastewater service connections.

Enquiries

Further information regarding service connections is available from the Council’s Building Department at one of the council offices:

- Warwick - 64 Fitzroy Street, Warwick
- Allora Library - Herbert Street, Allora
- Stanthorpe - 61 Marsh Street, Stanthorpe

4B: METERING

To ensure the equity of water consumption charges, a water meter is required for all properties connected to the reticulation supply. In some instances a number of consumers are serviced by one meter.

Many water meters are installed within the road reserve and are therefore easily accessible to reach. Council and contractors have right of entry to read the meter on the property. If the meter requires any maintenance work, Council will contact the owner to make a suitable time to perform this work.

Special Meter Read - For a fee, a customer may request a special meter reading. This reading will be done for information purposes only. No interim water charge will be levied.

Faulty Meter - If a customer considers the water meter is faulty, the customer can request Council to test the meter. A fee is applicable for this service. If the meter fails to meet Council’s standards the fee will be refunded and the meter will be either repaired or replaced.

Meter Reading Error - If a customer considers that there is an error with their meter reading, Council encourages the occupants to take a reading themselves in the first instance and advise Council of the reading. Council will then evaluate this information and may recheck the meter. If there is indeed an error with the meter reading Council will adjust the Utility Notice. No fee applies to check a meter reading.

Refer to the SDRC General Fees and Charges schedule for information regarding fees and charges for water services.

Enquiries

Enquiries relating to water meters may be directed to Council's Customer Service Team on 1300 My SDRC (1300 697 372) where customers will be transferred to the appropriate Council Officer.

4C: CHARGING

Council applies charges as per the Revenue Statement adopted at the annual budget. For further details refer to the Revenue Statement which can be found on Council's website www.sdrc.qld.gov.au.

Enquiries

Enquiries relating to charges may be directed to Council's Customer Service Team on 1300 My SDRC (1300 697 372) where customers will be transferred to the appropriate Council Officer.

4D: CUSTOMER CONSULTATION

For planned interruptions

- Council will provide a minimum of 48 hours' notice to its customers before any planned interruptions to water and wastewater services. This will usually take the form of hand delivered letter or newspaper notice.
- For large scale planned interruptions an additional 3 days' notice (a total of 5 days' notice) will be provided to ensure adequate coverage through other media such as newspaper articles, Facebook, internet or radio. Critical customers will be verbally notified.
- The notice will clearly identify the type of interruption expected e.g. complete water loss or possible reduction of supply and include contact details of Council and appropriate site officer who will address any issues arising from the activity.
- Timeframe for interruption may be different to the estimated completion time, allow 1 hour either side of start/end time.

For unplanned interruptions

- Council will only consult customers for unplanned interruptions (emergency works), if deemed appropriate at the time.

Enquiries

Enquiries relating to service difficulties, emergencies, account and general enquiries may be directed to Council's Customer Service Team on 1300 My SDRC (1300 697 372) where customers will be transferred to the appropriate Council Officer.

4E: COMPLAINTS


When a person is dissatisfied with Council's water supply and wastewater services they can lodge a complaint and the complaint will be investigated according to Council's Complaints Policy. Customers can lodge a complaint using any of the following:

- In writing and addressed to:
Chief Executive Officer
PO Box 26
WARWICK QLD 4370
- In writing using the Complaints form available on Council's website
<http://www.sdrc.qld.gov.au> or at one of Council's Customer Service Counters
- By telephone – contact Southern Downs Regional Council Customer Contact Centre – 1300MY SDRC (1300 697 372)
- Via Email – mail@southerndowns.qld.gov.au
- In person at one of the Customer Service Counters at:
 - Warwick - 64 Fitzroy Street, Warwick
 - Allora Library - Herbert Street, Allora
 - Stanthorpe - 61 Marsh Street, Stanthorpe



12.2 Water Service Areas January 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Manager Water	ECM Function No/s:

Recommendation

THAT Council:-

1. Approve the Urban and Rural Water Service Areas as indicated on the plans attached to this report; and
2. Publish the Water Service Areas.

REPORT

Background

As a registered water provider, under Section 161 of the Water Supply (Safety & Reliability) Act 2008, Southern Down Regional Council (SDRC) must declare Water Service Areas and publish these.

This report is to approve new Water Service Areas that supersede the current approved areas.

Report

SDRC has approved a single Water Supply Service Area for each town with an SDRC water supply. This is found on our Intramaps system and is visible to the external customer.

Areas serviced by only smaller water mains, typically 63 mm OD (Outside Diameter) and smaller have a very different level of service to those that are serviced by larger mains 100 mm Internal Diameter (ID) or larger.

The areas with the smaller mains, predominantly in the rural areas and adjacent to an urban area, have no firefighting capacity and this is essentially a trickle feed arrangement requiring the customer to have tanks and pressure pumps to provide adequate flow and pressure.

The customer service standards have been amended to reflect this. The water supplies have therefore been broken up into two Water Service Areas for each town; an Urban Water Service Area and a Rural Water Service Area. This better defines the differing levels of service that SDRC provides within each area.

The Rural Water Connection Policy has been submitted to Council under a separate report, which provides details on the rural water connections and standards applicable to the Rural Water Service Area.

A plan has been prepared for each town, with a Council water supply, showing the two defined Water Service Areas. Included in these plans are areas where there is the potential for growth. As

these areas develop SDRC Officers are able to approve water connections without having to amend these plans and obtain Council approval to do so.

These plans are integral to supporting the Customer Service Standards where the two areas are referred to.

Conclusion/Summary

The current Water Supply Areas cover every property that has a water connection, with no indication of level of service and no lots earmarked for potential growth. The new water service plans address these issues and provide better visibility of the level of service and allow Council officers to manage new water connections efficiently. It is recommended that these plans be approved and replace the current plans on Intramaps.

FINANCIAL IMPLICATIONS

Defining the pressure to be supplied in the Rural Water Service Area ensures that customers are clear on the pressure supplied, not expecting Council to upgrade the watermains at considerable cost.

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

This allows the Rural Water Connection Policy to be approved, providing clearer guidelines on water connections in the rural areas. It also allows customers to clearly see what area they fall under and what level of service they can expect.

COMMUNITY ENGAGEMENT

Internal Consultation

Water Maintenance and Construction Supervisors
Manager Planning & Development
Development Engineer
Council Information Session 16 August 2023
Council Water Committee meeting on 30 October 2023

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Section 161 of the *Water Supply (Safety & Reliability) Act 2008* requires the approval and publishing of water service areas.

Corporate Plan

Goal:	2	Our Places
Outcome:	2.2	Public places, services and facilities are accessible, sustainable and cost effective.
Objective:	2.2.2	Develop and implement a package of water security programs and strategies that ensures a sustainable and reliable water supply for the region.

Policy / Strategy


Water Infrastructure Policy
Rural Water Connection Policy (draft)

ATTACHMENTS

1. Water Service Areas - January 2024 (Excluded from agenda - Provided under separate cover) 

12.3 Rural Water Connection Policy

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Manager Water	ECM Function No/s:

Recommendation

THAT Council adopt the Rural Water Connection Policy attached to this report.

REPORT

Background

Areas only serviced by smaller water mains, typically 63mm Outside Diameter (OD) and smaller have a very different level of service to those that are serviced by larger mains 100 mm Internal Diameter (ID) or larger.

This policy defines the parameters applicable to connections within these areas.

Report

In a separate report to Council, the Water Supply Areas have been separated into two distinct zones, an Urban Water Service Area and a Rural Water Service Area. The Rural Water Service Area covers the area with lower pressures and flows and includes those serviced by only smaller water mains, typically 63 mm OD.

The watermains in these areas have very limited capacity and cannot supply firefighting requirements or industry accepted standards for flow and pressure. The parameters around approving a water connection are very different to that in an urban water supply. These include: -

- Supply and pressure from Southern Downs Regional Council's (SDRC) water main will not be guaranteed to be continuous or consistent.
- SDRC may temporarily disrupt supply for the purpose of repair or maintenance, but shall not be held responsible for damages arising from any interruption.
- On-premises water storage with a minimum capacity of 20 kilolitres must be provided if there is a dwelling on the premises. The storage tank will require an elevated location to provide gravity pressure to the premises supply side of the storage tank, or a pressure pump system may need to be installed on the premises supply side of a storage tank. The on-premises water supply system must not use a pump causing negative pressure on SDRC's rural water main.
- The premises must have an additional on-premises water storage of 45 kilolitres of water, using a storage tank, located within a radius of 50 meters from a dwelling, for firefighting purposes.
- The on-premises water supply pipe must be directly connected from the Point of Connection to an on-premises water storage tank. No intermediate connections are

allowed. 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.

- f) All on-premises water supply installations, from the outlet flange of the meter at the Point of Connection, must be carried out by a suitably qualified and licensed person. The requirements of the Plumbing and Drainage Act 2018 and appropriate trade standards must be met.
- g) Rural Water Service supply will only be available for domestic potable purposes.
- h) The cost of connecting the Rural Water Service includes the provision of a 20 mm ID metered property service and a backflow prevention device. The property service, the meter and the backflow prevention device remain the property of Council. The cost of providing the connection to the Rural Water Service is payable in advance.
- i) At SDRC's discretion, a plumber or contractor may be engaged by the applicant to construct the connection works quoted. This work will only be commissioned when proved to be of satisfactory standard. Supervision and testing will be at the cost of the applicant. A security deposit will be required from the applicant for work to be carried out by a contractor engaged by SDRC. This deposit will be equal to the estimated cost of the work.
- j) The applicant must ensure that SDRC has unencumbered ready access to its meter, backflow prevention device and property service at all reasonable times.
- k) Only one water service connection is permitted to each individual premises.
- l) The connection for a Rural Water Service must be a Rural Water Standard Connection.
- m) The property owner is responsible for the maintenance and operation of the on-premises water supply pipes and water storage from the Point of Connection. SDRC will not accept any responsibility for the loss of water or resultant cost from and after the Point of Connection.
- n) In addition to the above conditions, SDRC reserves the right to alter or amend any of the conditions of supply in line with changes in legislation, codes, standards and SDRC policies. Failure to abide by any of these conditions in the future may lead to SDRC restricting the supply to the premises further.

This policy will allow SDRC officers to manage the rural connections more efficiently and ensure that there is minimal impact on existing customers.

Conclusion/Summary

This policy ensures that rural water connections are managed in a more structured manner, ensuring consistency and minimising the impact on other customers. It will also ensure that we do not approve more connections than the watermains can handle, resulting in a reduced service to existing customers and potentially forcing the upgrade of these mains.

FINANCIAL IMPLICATIONS

Defining the pressure to be supplied in the Rural Water Service Area ensures that customers are clear on the pressure supplied, not expecting Council to upgrade the watermains at considerable cost.

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

This policy provides clearer guidelines on water connections in the rural areas. It also allows customers to clearly see what area they fall under and what level of service they can expect.

COMMUNITY ENGAGEMENT

Internal Consultation

Water Maintenance and Construction Supervisors.
Manager Planning & Development
Development Engineer
Council Information Session 16 August 2023
Council Water Committee meeting on 30 October 2023.

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

Goal:	2. Our Places
Outcome:	2.2 Public places, services and facilities are accessible, sustainable and cost effective
Objective:	2.2.2 Develop and implement water security programs and strategies to ensure a sustainable and reliable water supply for all towns
Performance Indicator:	Improved water security

Policy / Strategy

Related policy:- Water Infrastructure Policy

ATTACHMENTS

1. Rural Water Connection Policy [↓](#) 



Rural Water Connection Policy

Policy Number:	Policy Number to be inserted by Governance
Policy Type:	Operational
Department:	Infrastructure Services
Section:	Water
Responsible Manager:	Manager - Water
Date Approved:	Insert Date approved by the CEO
CEO Signature:	Insert CEO signature
Date to be Reviewed:	Insert Date to be reviewed (minimum every two years)
Date Reviewed:	Insert Date reviewed (if applicable)
Date Rescinded:	Insert Date rescinded (if applicable)

REVISION RECORD

Date	Version	Revision description
??/12/2023	1	

Rural Water Connection Policy

Policy no: Insert Policy Number

Updated: Insert date update

Page 1 - 6

© Southern Downs Regional Council

CONTENTS

1	Policy Background.....	3
2	Purpose	3
3	Scope.....	3
4	Legislative Context.....	3
5	Rural Water Service Connections.....	3
5.1	Eligibility	3
5.2	Costs	3
5.3	Connection Conditions	3
6	Definitions	5
7	Related Documents.....	5

1 Policy Background

There are a number of small water mains (less than 100mm diameter) servicing properties within Rural Water Service Areas. These mains do not have significant spare capacity and have high maintenance needs. This policy has been established to address the requests for connection to these small water mains within the Rural Water Service Areas.

2 Purpose

This policy is to apply to “Rural Water Service Areas” within Council’s local government area and to prescribe the terms and conditions applicable to Rural Water Service connections within the declared Rural Water Service Areas.

3 Scope

This policy is to apply to applications for connection to, alteration/modification of, or disconnection from, a rural water service.

4 Legislative Context

- Water Supply (Safety and Reliability) Act 2008.
- Local Government Act 2009, ss 9 and 12(3)(c).
- Local Government Regulation 2012

5 Rural Water Service Connections

5.1 Eligibility

All premises within a Rural Water Service Area where a principal place of residence or other registered dwelling place exists, are eligible for connection to a Rural Water Service. Note, if the property is not within the Rural Water Service Area, then Council approval must first be obtained for Council to amend the service area to include the subject premises, before the connection application can be considered.

5.2 Costs

All costs associated with the supply and installation of the property service infrastructure and water meter required to provide the connection are to be borne by the applicant. The connection will be carried out subject to approval of a private works estimate.

5.3 Connection Conditions

Council will advise the applicant of the following conditions that apply to all premises to be connected to a Rural Water Service:

- a) A Council approved meter must be installed at the Point of Connection.
- b) The on-premises water supply pipe connects to the Point of Connection at the outlet flange of the meter.
- c) The supply, operation and maintenance of the on-premises water supply pipe and on-premises storage tank is the responsibility of the applicant/property owner.
- d) Supply and pressure from Council's water main will not be guaranteed to be continuous or consistent.
- e) Council may temporarily disrupt supply for the purpose of repair or maintenance, but shall not be held responsible for damages arising from any interruption.
- f) On-premises water storage with a minimum capacity of 20 Kilolitres must be provided if there is a dwelling on the premises. The storage tank will require an elevated location to provide gravity pressure to the premises supply side of the storage tank, or a pressure pump system may need to be installed on the premises supply side of a storage tank. The on-premises water supply system must not use a pump causing negative pressure on the Council's rural water main.
- g) The premises must have an additional on-premises water storage of 45 Kilolitres of water, using a storage tank, located within a radius of 50 meters from a dwelling, for firefighting purposes.
- h) The on-premises water supply pipe must be directly connected from the Point of Connection to an on-premises water storage tank. No intermediate connections are allowed. The water level in the storage tank is to be controlled automatically by a ball float valve. A minimum air gap of 100mm must be maintained between the tank filling inlet and tank overflow.
- i) All on-premises water supply installations, from the outlet flange of the meter at the Point of Connection, must be carried out by a suitably qualified and licensed person. The requirements of the Plumbing and Drainage Act 2018 and appropriate trade standards must be met.
- j) Rural water service supply will only be available for domestic potable purposes, except for existing raw water connections.
- k) The cost of connecting the Rural Water Service includes the provision of a 20mm ID (internal diameter) metered property service and a backflow prevention device. The property service, the meter and the backflow prevention device remain the property of Council. The cost of providing the connection to the Rural Water Service is payable in advance.
- l) At the Council's discretion, a plumber or contractor may be engaged by the applicant to construct the connection works quoted. This work will only be commissioned when proved to be of satisfactory standard. Supervision and testing will be at the cost of the applicant. A security deposit will be required from the applicant for work to be carried out by a contractor engaged by Council. This deposit will be equal to the estimated cost of the work.
- m) The applicant must ensure that Council has unencumbered ready access to its meter, backflow prevention device and property service at all reasonable times.
- n) Only one water service connection is permitted to each individual premises.
- o) The connection for a Rural Water Service must be a Rural Water Standard Connection.
- p) The property owner is responsible for the maintenance and operation of the on-premises water supply pipes and water storage from the Point of Connection. Council will not accept any

responsibility for the loss of water or resultant cost from and after the Point of Connection.

- q) In addition to the above conditions, contained in clauses 1 to 16, Council reserves the right to alter or amend any of the conditions of supply in line with changes in legislation, codes, standards and Council policies. Failure to abide by any of these conditions in the future may lead to Council restricting the supply to the premises further.

6 Definitions

Term	Meaning
Council	Southern Downs Regional Council
Person	Includes an individual and a corporation.
Point of Connection	The point where the on-premises water supply pipe connects to the property service.
Premises	a) A lot as defined under the <i>Planning Act 2016</i> , schedule 2; or b) For a lot under the <i>Body Corporate and Community Management Act 1997</i> or the <i>Building Units and Group Titles Act 1980</i> —the common property for the lot.
Property service	The pipes and fittings installed for connecting premises or a premises group from Council's reticulation water main to the on-premises water supply pipe.
Rural Water Service	A reticulated drinking water service to residential premises in a Rural Water Service Area, for use for domestic purposes only.
Rural Water Service Area	Area within Council's local government area declared by Council to be areas within which a Rural Water Service is provided by Council or a Council entity. (Refer WSSR Act, section 161.).
Rural Water Standard Connection	A DN20 (20mm ID) metered property service and a backflow prevention device.
Urban Water Service Area	Areas within Council's local government area declared by Council to be service areas within which an Urban Water Service is provided by Council or a Council entity. (Refer WSSR Act, section 161.).
Urban Water Service	The reticulated drinking water service provided by Council or a Council entity within an Urban Water Service Area.

7 Related Documents

- Water Infrastructure Policy
- *Plumbing and Drainage Act 2018*

Rural Water Connection Policy

Policy no: Insert Policy Number

Updated: Insert date update

Page 5 - 6

© Southern Downs Regional Council

- Queensland Plumbing and Wastewater Code
- Plumbing Code of Australia
- *Water Supply (Safety and Reliability) Act 2008*
- WSAA Water Supply Code WSA 03.
- *Local Government Regulation 2012*

DRAFT

Rural Water Connection Policy

Policy no: Insert Policy Number


Updated: Insert date update

Page 6 - 6

© Southern Downs Regional Council

12.4 Stanthorpe Irrigators Recycled Water Agreement 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Manager Water	ECM Function No/s:

Recommendation

THAT Council:

1. Note the content of this report; and
2. Delegate the Chief Executive Officer to finalise the Stanthorpe Irrigators Recycled Water Agreement 2024.

REPORT

Background

Southern Downs Regional Council (SDRC) owns and operates the Stanthorpe Wastewater Treatment Plant (WWTP) at New England Highway in Stanthorpe, Queensland. The Stanthorpe WWTP produces only Class A recycled water wherein the major portion is supplied to rural Irrigators and a minor portion is supplied to urban community groups.

For Stanthorpe Irrigators, the current Agreement expires 31 March 2024. Negotiations have commenced with Irrigators and an amended copy of the Model Recycled Water User Agreement developed by the Queensland Government was provided as the industry standard for Queensland.

Irrigators have raised some concerns with the proposed new Agreement. Seeking a solution is desirable as both parties have interests and obligations that are best met by a collaboration.

Report

Council used the Model Recycled Water User Agreement to produce a draft Agreement (Attachment 1), that was sent to the Stanthorpe Irrigators for comment. In late December 2023, correspondence was received from Catanzaro Solicitors on behalf of Stanthorpe Irrigators advising that the terms of the proposed draft Agreement were not suitable to their clients. The correspondence seeks opportunity to negotiate with SDRC. A copy of the correspondence is provided as Attachment 2. Note that the submission on the User Agreement was a draft provided in good faith prior to the Christmas break. As it is not a formal submission, it has been provided as a confidential attachment.

The draft Agreement provided to Irrigators is an amendment of the Model Recycled Water User Agreement which provides the following commentary:-

Using this model agreement with the Guideline for low-exposure recycled water schemes

This model recycled water agreement is a template that can be completed to create a formal agreement between a recycled water provider and users of recycled water. It has been

developed to interface with the Guideline for low-exposure recycled water schemes (the Guideline). The agreement is structured such that recommendations made in the Guideline can readily be incorporated into a formal agreement. For example, the Guideline states that Class A recycled water may be used for municipal open space irrigation provided minimum on-site controls and a spray-drift control are employed. These recommendations can be incorporated into the 'Supply Standards' and 'On-site Controls' sections in Schedule 1 of the model agreement. Note that, for the sake of clarity, it is recommended that recycled water providers 'spell out' the terms that have been used in Tables 3 – 8 of the Guideline. That is, terms such as 'minimum on-site controls' and 'spray drift control' should be explained fully in the agreement. This can be done by drawing from the definitions provided immediately before these tables.

A copy of the interim submission from the Irrigators' Solicitors is provided at Attachment 3. SDRC officers were of the belief that using the standard Agreement for Queensland as a basis would simplify future management of the Stanthorpe Recycled Water Scheme. It should be possible to engage with the Irrigators and seek to finalise an Agreement suitable to the parties. It is proposed to delegate the Chief Executive Officer to finalise the Agreement.

An SDRC recycled water model has been used to calculate the recycled water charging (annual access charge and consumption charge) taking into consideration the current value of assets and depreciation of the Stanthorpe Recycled Water Schemes.

The total value of any of the Agreements is not expected to exceed the financial limit imposed by caretaker provisions in the lead up to Council elections and thus the contracts for recycled water can be entered into using existing officer delegations once the Agreement is finalised.

Conclusion/Summary

It is desirable to have an effective working relationship with the Stanthorpe Irrigators however SDRC also needs to manage risk of supply of recycled water and statutory compliance. A long term Agreement is also desirable to give surety of supply should Irrigators seek to make capital investment in systems.

SDRC needs to ensure it has the capacity to meet its license conditions for the Stanthorpe WWTP discharge parameters and thus needs supply agreements that facilitate the management of recycled water and discharge.

The construction of a new WWTP may occur within the life of the current Agreements and thus a five year term with multiple five year options at SDRC's discretion is appropriate.

FINANCIAL IMPLICATIONS

The Irrigators will be charged and managed in accordance with the conditions set out in the Agreement.

RISK AND OPPORTUNITY

Risk

The existing Agreement expires at end of March 2024. Should Council not delegate to the CEO then there is a potential for the new Agreement not to be in place to replace the expiring Agreement.

Opportunity

This report and final Agreement allows the relationship of the Stanthorpe Irrigators and SDRC to continue in a more equitable manner, allowing SDRC more control over this collaboration than was allowed under the previous agreement.

COMMUNITY ENGAGEMENT

Internal Consultation

Water & Wastewater Treatment Coordinator
Finance Business Improvement Officer
Council Information Session 15 November 2023

External Consultation

The Agreement was sent to each of the Irrigators for feedback.
The Agreement was reviewed by SDRC's solicitors.

LEGAL / POLICY

Legislation / Local Law

Recycled water is managed under *Chapter 3 of the Water Supply (Safety & Reliability) Act 2008*.



Corporate Plan

Goal:	3	Our Prosperity
Outcome:	3.2	Businesses thrive and grow
Objective:	3.2.3	Advocate for improved water availability and security for the agricultural industry.
Performance Indicator:		Improved water security

Policy / Strategy

Nil

ATTACHMENTS

1. Recycled Water Agreement - Irrigators and SDRC - DRAFT  
2. Letter from V Catanzaro re 2024 Effluent Water Agreement with SDRC (Confidential - Provided to Councillors only)
3. Submission from V Catanzaro - Confidential (Confidential - Provided to Councillors only)

Our Ref:

COLIN
BIGGERS
& PAISLEY
LAWYERS

Recycled Water Agreement

Southern Downs Regional Council (Council)

(Irrigator)

[To be inserted, if necessary] (Owners)

COLIN BIGGERS
& PAISLEY PTY LTD
ABN 28 166 080 682
T +61 7 3002 8700
F +61 7 3221 3068

Level 35, Waterfront Place
1 Eagle Street
Brisbane QLD 4000
Australia

GPO Box 142
Brisbane QLD 4001
Australia

BRISBANE MELBOURNE SYDNEY

31291029_1

Contents

1.	Definitions and Interpretation	4
1.1	Definitions.....	4
1.2	Interpretation	6
2.	Term	7
2.1	Term	7
2.2	Holdover	7
2.3	Extension of Term	Error! Bookmark not defined.
3.	Infrastructure.....	7
3.1	Council's Infrastructure	7
3.2	Irrigator's Infrastructure	8
4.	Supply	8
4.1	Supply to Supply Point.....	8
4.2	Levels of Service.....	9
4.3	Passing of property	9
5.	Fee.....	10
5.1	Payment of Fee.....	10
6.	Meter	11
6.1	Reading	11
6.2	Maintenance of the meter	11
6.3	Testing.....	11
7.	Recycled water quality	Error! Bookmark not defined.
8.	Reduction, interruption or discontinuance of supply	14
8.1	Reduction, interruption or discontinuance	14
9.	Use of Recycled Water	11
9.1	Use	12
9.2	Recycled water use management plan.....	Error! Bookmark not defined.
9.3	Minimum usage.....	Error! Bookmark not defined.
9.4	Resale	13
9.5	10.5 Access.....	14
10.	Owner's consent	14
10.1	Acknowledgement.....	Error! Bookmark not defined.
10.2	Consent.....	15
11.	Compliance with laws	15
12.	Insurance	15
12.1	Irrigator's insurances	15
12.2	Council's insurances	15
13.	Assignment	16
13.1	Assignment by Irrigator prohibited without consent.....	16
13.2	Application for consent.....	16
13.3	Withholding consent.....	16
13.4	Conditions on consent.....	16
13.5	Assignment by Council.....	16
14.	Indemnity	16

14.1	16.1 Irrigator's Indemnity.....	Error! Bookmark not defined.
14.2	16.3 Exclusions to Irrigator's indemnity	Error! Bookmark not defined.
15.	Force majeure	17
16.	Termination	17
16.1	Irrigator's breach	17
16.2	Council's breach.....	18
16.3	Termination on interruption of supply or force majeure	18
16.4	General termination right	18
17.	Disputes	19
17.1	Negotiation	19
17.2	Mediation.....	19
18.	GST.....	19
19.	General.....	20
19.1	No right in land or allocation	20
19.2	No exclusivity	20
19.3	Attorneys	21
19.4	Blanks and Errors.....	21
19.5	Consents	21
19.6	Costs and Stamp Duty	21
19.7	Counterparts.....	21
19.8	Entire Agreement	21
19.9	Exercise of a Right.....	21
19.10	Further Steps.....	22
19.11	Governing Law	22
19.12	Negative Promises	22
19.13	Notices	22
19.14	Notices by email	23
19.15	Operation of Indemnities.....	23
19.16	Other Rights	24
19.17	Payments	24
19.18	Prior Investigations.....	24
19.19	Waiver	24
19.20	Warranty of Authority	24
	Schedule.....	26
Annexure A	Maps	28
Annexure B	Water Quality Specification	29

Recycled Water Agreement

Details

Date

Parties

Name	Southern Downs Regional Council	
ABN	59 786 792 651	
Description	Council	
Notice Details	Address	64 Fitzroy Street, Warwick 4380
	Postal address	PO Box 26 WARWICK QLD 4370
	Email	mail@sdrc.qld.gov.au
	Attention	

Name	_____	
Description	Irrigator	
Notice Details	Address	_____ _____ _____
	Postal address	_____ _____ _____
	Email	_____ _____
	Attention	_____

Recycled Water Agreement

Background

- A. The Council holds the EA for the operation of the environmentally relevant activity of sewage treatment pursuant to the EP Act. The Council's recycled water scheme is contained in its Recycled Water Management Plan, approved by the Department of Regional Development, Manufacturing and Water.
- B. The Council owns and operates the Treatment Plant, which is part of the Recycled Water Scheme.
- C. The Irrigator occupies, or is entitled to occupy, the Land.
- D. The Irrigator has requested that the Council supply Recycled Water for the Irrigator's use on the Land for the Permitted Use.
- E. The Council has agreed to supply, and the Irrigator has agreed to take, Recycled Water for the Irrigator's use on the Land for the Permitted Use in accordance with this Agreement.
- F. The Owner owns the Land and consents to the supply and use of the Recycled Water in accordance with the Agreement.

1. Definitions and Interpretation

1.1 Definitions

In this document the following words and expressions have the meaning shown unless the context requires otherwise:

Agreement	This document and all Schedules and Annexures to it.
Annualised Capital Cost	The written down value of the scheme assets the less original government grant allowance of 50% x Weighted Average Cost of Capital to Council / average useful life of Scheme assets.
Authority	Any federal, state, local government, semi-government, statutory or legislative authority, court, instrumentality or body with jurisdiction over any part of the Land.
Business Day	Any day other than a Saturday, Sunday, or a bank holiday or a public holiday in Queensland and a reference to a date which does not fall on a Business Day is to be construed as a reference to the next Business Day.
Business Hours	9 am to 5 pm inclusive on any Business Day.
Commencement Date	The date upon the last party to sign this Agreement signs this Agreement.
Council's Infrastructure	All of the plant, equipment and meters necessary to supply Recycled Water to the Supply Point.
CPI	The Brisbane Consumer Price Index (All Groups) published by the Commonwealth Statistician, or any similar index which replaces it.
DES	Department of Environment and Science.
EA	Environmental authority EPR00558813 held by the Council.

Recycled Water Agreement

EP Act	<i>Environmental Protection Act 1994 (Qld).</i>
Expiry Date	The date specified in Item 6 of the Schedule.
Farm Management Plan	means the Irrigation Farm Management Plan, Occupation Health & Safety Plan and a description of the Irrigator's Property contained in Annexure D.
Fee	The fee specified in Item 10 of the Schedule.
Force Majeure	<p>Any event or circumstance not within the control of the party claiming Force Majeure, and which, by exercise of reasonable diligence, that party was and is not reasonably able to prevent or overcome, including:</p> <ul style="list-style-type: none"> (a) war, whether declared or undeclared, revolution or act of public enemies; (b) riot or civil commotion; (c) strike, stoppage, ban, limitation on work or restraint of labour; (d) act of God; (e) fire, flood, storm, tempest or washaway; (f) act or restraint of any Authority; (g) failure of the electricity supply caused by events beyond the control of the Council or the Irrigator; or (h) a change in any law or requirement of any Authority which makes it unlawful to supply or use the Recycled Water in accordance with this Agreement.
Guidelines	The Environmental Protection Agency (Qld) <i>Queensland Water Recycling Guidelines</i> , December 2005.
Irrigator's Allocation	The Allocation identified in Item 8 of the Schedule, as determined by reference to Items 8(A), 8(B) and 8(C).
Irrigator's Infrastructure	The infrastructure identified in Item 3 of the Schedule.
Irrigation Rotation	The rotation identified in Item 11 of the Schedule.
Land	The land identified in Item 1 of the Schedule.
Levels of Service	The quantity, delivery pressure, rate of delivery, supply quality or restrictions on service availability for the supply of Recycled Water specified in Item 9 of the Schedule.
Nominal Annual Allocation	The allocation identified in Item 8(B) of the Schedule.
Owner	The owner of the Land identified in Item 1 of the Schedule.

Recycled Water Agreement

Potable	Suitable for drinking.
Permitted Use	The use specified in Item 7 of the Schedule.
Proportion	The proportion identified in Item 8(A) of the Schedule.
Public Liability Insurance Amount	The amount specified in Item 12 of the Schedule.
Recycled Water	The treated effluent produced by the Treatment Plant and supplied to the Irrigator pursuant to this Agreement.
Recycled Water Scheme	The recycled water scheme operated by the Council, having Scheme Reference Number SRN004 , pursuant to which the Council provides Class A recycled water (but which may be varied by the Council from time to time in its absolute discretion).
Recycled water supply management plan	The plan for the safe generation and supply of Recycled water which is contained in Annexure C.
Supply Point	The point identified at Item 2 of the Schedule.
Term	The term of this Agreement in accordance with clause 2.1, including any Holdover Period under clause 2.3.
Treatment Plant	The Council's effluent treatment plant identified at Item 4 of the Schedule.
Water Quality Specification	The table contained in Annexure B.
Weighted Average Cost of Capital	Calculated as follows: <i>Potential debt / capital cost to Council x Cost of debt</i>

1.2 Interpretation

In the interpretation and application of this document, unless the context otherwise requires:

- (a) any reference to the background, or any schedule, attachment or exhibit, is a reference to that thing which is part of this document;
- (b) in calculating any period of time commencing from a particular day, the period commences on the following day and the following day counts as part of that period;
- (c) where an expression, word or phrase is given a particular meaning, then other parts of speech based on that expression, word or phrase and other grammatical forms of that expression, word or phrase, have corresponding meanings;
- (d) the rule of interpretation which sometimes requires that a document be interpreted to the disadvantage of the party which put the document forward, does not apply;
- (e) a reference to this document or any other agreement, arrangement or document, includes any variation, novation, supplementation or replacement of them;
- (f) where an expression is defined anywhere in this document, it has the same meaning throughout;

Recycled Water Agreement

- (g) a reference to any gender includes all genders;
- (h) headings are for convenience of reference only and do not affect interpretation;
- (i) a mention of anything after include, includes or including, does not limit what else might be included;
- (j) if an example is given of anything, including an example of a right, obligation or concept, the example does not limit the scope of that thing;
- (k) a reference to any legislation or legislative provision includes any statutory modification or re-enactment of, or legislative provision substituted for, and also any subordinate legislation issued under, that legislation or legislative provision;
- (l) a reference to dollars or \$ is to an amount in Australian currency;
- (m) the singular includes the plural and vice versa;
- (n) a reference to any party to this document or to any other document or arrangement, includes that party's legal personal representatives, substitutes (including, without limitation, any person taking by novation), successors and permitted assigns;
- (o) a reference to a person includes a body corporate, partnership, joint venture, incorporated or unincorporated association, authority, state, government, or government or quasi-government body; and
- (p) an agreement, undertaking, representation or warranty by or in favour of two or more persons, binds or is for the benefit of all of them jointly and each of them individually.

2. Term

2.1 Term

This Agreement commences on the Commencement Date and expires on the Expiry Date (or the sooner determination of this Agreement in accordance with clause 16).

2.2 Holdover

- (a) If, after the Expiry Date, the Council continues to supply Recycled Water to the Irrigator, this Agreement will continue in force until the date which is **two months** after the Expiry Date (**Holdover Period**).
- (b) During the Holdover Period, provided that:
 - (i) the Irrigator wishes to continue to receive Recycled Water from the Council; and
 - (ii) the Council wishes to continue to supply Recycled Water to the Irrigator,the parties agree to attempt to negotiate a new Agreement in good faith before the expiry of the Holdover Period.

3. Infrastructure

3.1 Council's Infrastructure

- (a) The Council agrees to:
 - (i) install the Council Infrastructure by the Commencement Date; and

Recycled Water Agreement

- (ii) maintain the Council Infrastructure in good repair and condition during the Term (fair wear and tear and damage due to circumstances beyond the control of the Council excepted).
- (b) The Irrigator:
 - (i) acknowledges that, as at the Commencement Date, the Council infrastructure had been installed;
 - (ii) acknowledges that it has no claim against the Council in relation to the supply, maintenance and construction of the Council Infrastructure.

3.2 Irrigator's Infrastructure

- (a) The Irrigator must, at the Irrigator's cost:
 - (i) install the Irrigator's Infrastructure by the Commencement Date;
 - (ii) maintain the Irrigator's Infrastructure in good repair and condition, to the Council's satisfaction; and
 - (iii) obtain and keep current any approvals, authorisations or permits required to operate the Irrigator's Infrastructure.
- (b) The Council acknowledges that, at the Commencement Date, the Irrigator's Infrastructure had been installed.

4. Supply

4.1 Supply to Supply Point

- (a) In consideration for payment of the Fee by the Irrigator and subject to the availability of Recycled Water, the Council will act reasonably to supply Recycled Water to the Supply Point from the Commencement Date for the Term of this Agreement on the basis that:
 - (i) the Recycled Water supplied to the Irrigator in each Irrigation Rotation is to be **greater than or** equal to the Irrigator's Proportion of the total Recycled Water available for supply during that Irrigation Rotation.
 - (ii) the Council may, at its sole discretion, and provided that notice in writing is given to the Irrigator as soon as reasonably practicable:
 - (A) increase the Irrigator's Nominal Annual Allocation in accordance with the Irrigator's Proportion and the availability of Recycled Water; and
 - (B) decrease the Irrigator's Nominal Annual Allocation in accordance with the Irrigator's Proportion and the availability of Recycled Water.
- (b) The Irrigator must:
 - (i) control and maximise the quantity of Recycled Water stored in the Irrigator's Infrastructure by means of the manually operated valve at the Supply Point; and
 - (ii) only close the manually operated valve at the Supply Point in the case of an emergency and only after notifying the Council of the emergency and the Irrigator's intention to close the manually operated valve at the Supply Point

Recycled Water Agreement

as soon as reasonably practicable, but not less than one Business Day prior to its intended closure of the manually operated valve at the Supply Point.

4.2 Levels of Service

- (a) The Council must take reasonable steps to ensure the supply of Recycled Water in accordance with the Levels of Service:
- (b) The Council may vary or amend the Levels of Service in its absolute discretion and without notice to the Irrigator (provided that written notice is given by the Council of any increase or decrease to the Irrigator's Annual Allocation).
- (c) The Irrigator acknowledges that:
 - (i) the Council provides no warranty that the Recycled Water in accordance with the Levels of Service is suitable for use for the Permitted Use (or for any other purpose) on the Land;
 - (ii) it has made its own investigations about the suitability of the supply of Recycled Water in accordance with the Levels of Service for the Permitted Use on the Land;
 - (iii) whilst the Council will take reasonable steps to provide the Recycled Water in the Irrigator's Annual Allocation and otherwise in accordance with the Levels of Service, the Council makes no warranty about the supply of Recycled Water in the Irrigator's Annual Allocation or otherwise in accordance with the Levels of Service;
 - (iv) it will have no claim against the Council in respect of any failure to provide the Recycled Water in the Irrigator's Annual Allocation or otherwise in accordance with the Levels of Service;
 - (v) the Council may vary or amend the Levels of Service in its sole discretion and that the Irrigator may make no claim against the Council in respect of any action taken by the Council pursuant to clause 4.2(b); and
 - (vi) it will have no claim against the Council in respect of any damage, injury or loss to any person, property or stock arising from the supply by the Council of the Recycled Water in accordance with the Levels of Service. Or use of the Recycled Water by the Irrigator (or any person to whom the Irrigator provides the Recycled Water).

4.3 Passing of property

Ownership of, and risk associated with, Recycled Water supplied pursuant to this Agreement passes to the Irrigator at the Supply Point.

4.4 Meetings

The parties agree to meet on a regular basis to discuss the operation of the Scheme and the supply of Recycled Water to the Irrigator (**Meetings**). The Council will organise the Meetings, and may invite such other persons as it considers necessary (including but not limited to other persons to whom the Council supplies Recycled Water in accordance with the Scheme).

Recycled Water Agreement

5. Fee

5.1 Fee structure

- (a) The Irrigator acknowledges and agrees that:
 - (i) the Fee comprises:
 - (A) the Fixed Yearly Charge; and
 - (B) the Consumption Charge;
 - (ii) the Fixed Yearly Charge has been set by the Council to be sufficient to cover:
 - (A) 40% of the Annualised Capital Cost to Council of the Scheme; and
 - (B) the costs for renewal of the Scheme.
- (b) The parties acknowledge and agree that:
 - (i) the capital cost of the Scheme may vary, including but not limited to, the acquisition of new assets for the delivery of the Scheme or changes to construction costs; and
 - (ii) in the event that capital costs of the scheme vary after construction or an asset revaluation process, then the Fixed Yearly Charge may be varied at the Council's sole discretion as required to ensure that the Fixed Charge remains 40% of the Annualised Capital Cost to Council of the Scheme, provided that:
 - (A) the Council gives written notice to the Irrigator of the variation to the Fixed Yearly Charge;
 - (B) any increase to the Fixed Yearly Charge does not exceed an increase of 15% of the Fixed Yearly Charge payable during the immediately proceeding year.

5.2 Payment of Fee

- (a) The Irrigator must pay the Fee to the Council within 30 days of the Council giving the Irrigator an invoice for the Fee.
- (b) The Council may invoice the Irrigator **in arrears** for Recycled Water supplied to the Supply Point in any manner the Council wishes, provided that the invoice issued by the Council specifies:
 - (i) the period to which the invoice applies;
 - (ii) the quantity of Recycled Water supplied to the Supply Point during the period; and
 - (iii) the Fee payable by the Irrigator.
- (c) The Irrigator must pay the Fee to the Council in the way prescribed by the invoice promptly and without delay.

Recycled Water Agreement

6. Meter

6.1 Reading

The Council is responsible for reading the meter on a quarterly basis.

6.2 Maintenance of the meter

The parties acknowledge and agree that the meter forms part of the Irrigator's Infrastructure.

6.3 Testing

- (a) Not more than once per calendar year, the Irrigator may request in writing to the Council that the Council test the meter for accuracy.
- (b) The Council must test the meter for accuracy within 20 Business Days of the date upon which the Council receives a request from the Irrigator in accordance with clause 6.3(a).
- (c) The Council must give the results of the test to the Irrigator within a reasonable time.
- (d) If the test indicates that the meter is measuring a volume accurately, then the Irrigator must pay the Council's reasonable expenses of conducting the test to the Council within 10 Business Days of the date upon which the Council gives the Irrigator the results of the test.
- (e) If the test indicates that the meter is not measuring volume accurately or if at any time the meter fails to record the Irrigator's use of Recycled Water then the Council, acting reasonably, must estimate the Irrigator's usage of Recycled Water from the Supply Point. The Irrigator must provide any information regarding the Irrigator's use of Recycled Water to the Council which is reasonably required by the Council to make an estimate of the Irrigator's usage.

7. Recycled water quality

7.1 Water quality specification

The Council must take reasonable steps to supply the Recycled Water in accordance with the Water Quality Specification.

7.2 Supply management plan

The Council must take reasonable steps to comply with the Recycled water supply management plan.

7.3 Monitoring

The Council may monitor water quality in any manner, location and at any time it considers reasonably necessary to ensure that the Recycled Water is consistent with the requirements of the Recycled Water Scheme or the Water Quality Specification.

7.4 Acknowledgement

The Irrigator acknowledges and agrees that:

- (a) it has made its own investigations into whether or not Recycled Water supplied pursuant to the Recycled Water Scheme or that meets the Water Quality Specification is suitable for use for the Permitted Use on the Land.

Recycled Water Agreement

- (b) the Recycled Water is not Potable and is not fit for general human contact, including contact by swimming, immersion or washing.
- (c) the Council may vary, amend or revoke:
 - (i) the Recycled Water Scheme (including the class of water supplied pursuant to the Recycled Water Scheme) in its absolute discretion and without notice to the Irrigator;
 - (ii) the Recycled water supply management plan in its absolute discretion; and without notice to the Irrigator; or
 - (iii) the Water Quality Specification in its absolute discretion and without notice to the Irrigator to:
 - (A) address any amendments to the EP Act or any other relevant legislation;
 - (B) address any changes to the Council's EA; or
 - (C) address any public health concern that can be reasonably addressed by the variation or amendment of the Water Quality Specification.
- (d) whilst the Council will take reasonable steps to provide the Recycled Water in accordance with the Scheme and the Water Quality Specification, the Council makes no warranty about the supply of Recycled Water in accordance with the Scheme or the Water Quality Specification.
- (e) it will have no claim against the Council in respect of any failure to provide the Recycled Water in accordance with the Scheme and the Water Quality Specification.
- (f) the Council may vary or amend the Scheme or the Water Quality Specification in its sole discretion and that the Irrigator may make no claim against the Council in respect of any action taken by the Council pursuant to clause 7.1(c).
- (g) it will have no claim against the Council in respect of any damage, injury or loss to any person, property or stock arising from the supply by the Council of the Recycled Water or use of the Recycled Water by the Irrigator (or any person to whom the Irrigator provides the Recycled Water).

8. Use of Recycled Water

8.1 Use

- (a) The Irrigator must only use Recycled Water supplied to the Supply Point:
 - (i) on the Land; and
 - (ii) for the Permitted Use,unless the Council approves otherwise in writing. The Council may withhold its approval or impose conditions on its approval in its absolute discretion.
- (b) The Irrigator must take the quantity of Recycled Water supplied to the Supply Point.
- (c) The Irrigator must not take the Recycled Water at a rate greater than the rate in the Levels of Service unless the Council approves in writing. The Council may withhold its approval or impose conditions on its approval and its absolute discretion.

Recycled Water Agreement

- (d) The Irrigator must notify the Council immediately if any Recycled Water leaves the boundaries of the Land, or enters a waterway, drainage channel, roadside gutter or stormwater drainage.

8.2 Farm Management Plan

- (a) The Irrigator must:
 - (i) develop a Farm Management Plan in respect of the Land;
 - (ii) provide a copy of the Farm Management Plan to the Council prior to the Commencement Date for the Council's approval (not to be unreasonably withheld);
 - (iii) comply with the Farm Management Plan (as approved by the Council) at all times; and
 - (iv) review the Farm Management Plan (at the Irrigator's sole cost and with the assistance of an appropriately qualified consultant, if required, to be paid for by the Irrigator at its sole cost):
 - (A) at least every two years;
 - (B) if the Irrigator proposes to use Recycled Water pursuant to this Agreement on land which does not already form part of the Land; and
 - (C) if the Irrigator intends to change the operations carried out on the Land (to the extent that Recycled Water is used for the purpose of those operations),and provide a copy of the reviewed Farm Management Plan to the Council for the Council's approval (not to be unreasonably withheld);
 - (v) provide a copy of the Farm Management Plan to the Council on an annual basis for the purpose of an inspection by the Council of the Land to confirm the Irrigator's compliance with the Farm Management Plan;
 - (vi) the Irrigator consents to the Council entering the Land annually for the purposes of clause 8.2(a)(v), provided that the Council gives notice in writing to the Irrigator of the proposed date and time of the inspection not less than three Business Days prior to the inspection.
- (b) The Farm Management Plan must set out:
 - (i) a wet weather storage plan specifying the operational methods and practices the Irrigator will adopt to effectively the Irrigator's Infrastructure during periods of wet weather;
 - (ii) the environmental protection methods to be adopted by the Irrigator to protect the the local catchment; and
 - (iii) a maintenance programme for tail drains to ensure that there is no direct discharge of Recycled Water into the local catchment.

8.3 Resale

The Irrigator must not sell, donate, assign or provide the Recycled water to any other person without the consent in writing of the Council.

Recycled Water Agreement

8.4 Access

- (a) The Council or its agents may enter the Land with necessary materials to:
 - (i) take soil or water samples and undertake environmental monitoring at the Land in accordance with the Farm Management Plan or the Recycled water supply management plan;
 - (ii) read, inspect and test the meter; and
 - (iii) inspect and test the Irrigator's Infrastructure.
- (b) The Council will take reasonable steps to arrange times to access the Land under this clause which are convenient to the Irrigator.

9. Reduction, interruption or discontinuance of supply

9.1 Reduction, interruption or discontinuance

- (a) The Council may, at its discretion, reduce, interrupt or discontinue the supply of Recycled Water, including but not limited to circumstances where:
 - (i) the Recycled Water fails to meet any water quality requirements or guidelines prescribed by any relevant Authority;
 - (ii) any component of the Treatment Plant or the Council's Infrastructure is damaged or breaks down;
 - (iii) the Council is required to carry out maintenance or repairs to any component of the Treatment Plant or the Council's Infrastructure;
 - (iv) the Council, the Irrigator or the Owner receive a direction under the EP Act that the Recycled Water not be supplied to the Land;
 - (v) the Council, the Irrigator or the Owner cease to hold any approval, authorisation, consent, licence, permit or permission necessary for the lawful operation of the Treatment Plant, Council's Infrastructure, Irrigator's Infrastructure or the use of the Recycled Water by the Irrigator;
 - (vi) the Irrigator's use of the Recycled Water is inconsistent with the requirements of any Authority (including but not limited to the Farm Management Plan or the Recycled water management plan); or
 - (vii) Force Majeure.
- (b) The Irrigator acknowledges and agrees that it will have no claim against the Council for any reduction, interruption or discontinuance to the supply of Recycled Water, except to the extent that such reduction, interruption or discontinuance arises from a wilful or negligent act or omission of the Council.

9.2 Notice

Other than in an emergency, the Council will give the Irrigator 24 hours notice of any intended reduction, interruption or cessation of the supply of Recycled Water, where it is reasonably practicable for it to do so.

Recycled Water Agreement

9.3 Timing

Where it is reasonably practicable for it to do so, the Council will take reasonable steps to ensure that any reduction, interruption or cessation of the supply of Recycled Water for the purposes of carrying out maintenance or repairs to the Treatment Plant or the Council's Infrastructure, takes place at a time that causes minimal disturbance to the Irrigator and other irrigators who receive Recycled Water from the Council.

10. Owner's consent

10.1 Warranty

The Owner warrants that it has satisfied itself that the Recycled Water is suitable for the Permitted Use on the Land.

10.2 Consent

The owner consents to the supply to, and use of, the Recycled Water on the Land in accordance with this Agreement.

11. Compliance with laws

The Irrigator and the Council must comply with:

- (a) any law applicable to any matter or thing the subject of or pertaining to this Agreement including section 319 (general environmental duty) and section 320 (duty to notify environmental harm) of the *Environmental Protection Act 1994*; and
- (b) the Guidelines.

12. Insurance

12.1 Irrigator's insurances

The Irrigator must:

- (a) obtain and maintain during the term of this Agreement:
 - (i) public liability insurance for the Public Liability Insurance Amount for each accident, claim or event arising from the use of the Recycled Water; and
 - (ii) a policy of insurance in respect of the Irrigator's Infrastructure to the full replacement value of the Irrigator's Infrastructure.
- (b) give the Council evidence of currency and details of its insurance:
 - (i) before drawing Recycled Water for the first time under this Agreement; and
 - (ii) upon reasonable request by the Council, provided that such request is made not more than once per calendar year.

12.2 Council's insurances

The Council must obtain and maintain during the term of this Agreement public liability insurance for the Public Liability Insurance Amount for each accident, claim or event arising from the supply of the Recycled water.

Recycled Water Agreement

13. Assignment

13.1 Assignment by Irrigator prohibited

The parties acknowledge and agree that the Irrigator may not deal with its rights under this Agreement (whether by assignment or otherwise) other than by transferring its rights under this Agreement to any transferee of the Land, provided that the Irrigator complies with 13.2.

13.2 Application for consent

Before any transfer of the Land, the Irrigator must:

- (a) give written notice of its intention to transfer the Land to the Council and seek the Council's consent to the assignment of this Agreement. The Irrigator must give the Council whatever information the Council reasonably requires concerning the identity, experience and financial standing of the proposed transferee; and
- (b) procure from the proposed transferee of the Land a signed deed of covenant (in a form supplied by the Council under) which the proposed transferee agrees to comply with the Irrigator's obligations under this Agreement arising on and from the date of the transfer of the Land to the proposed transferee.

13.3 Withholding consent

The Council must consent to an assignment of this Agreement to a proposed transferee who will own or occupy the Land from the date of assignment unless:

- (a) the proposed transferee proposes to change the use of the Land;
- (b) the Irrigator is in default of this Agreement; or
- (c) the proposed transferee has experience or financial standing inferior to that of the Irrigator.

13.4 Conditions on consent

The Council may impose conditions on its consent including requirements that:

- (a) the Farm Management Plan be amended;
- (b) the proposed transferee provides security for the performance of the proposed transferee's obligations under this Agreement which is satisfactory to the Council in its discretion; and
- (c) the Irrigator pay the Council's reasonable costs in relation to giving its consent.

13.5 Assignment by Council

The Council may assign all or any of its rights and obligations under this Agreement only if the Council obtains from the assignee a deed in favour of the Irrigator to be bound by the rights and obligations assigned as if the assignee were an original party in place of the Council.

14. Indemnity

The Irrigator indemnifies the Council from and against all actions, claims, suits, losses, damages and expenses arising from or relating to:

Recycled Water Agreement

- (a) the Supply of Recycled Water by the Council to the Irrigator and the storage and use of Recycled Water by the Irrigator;
- (b) failure by the Irrigator to observe, fulfil and comply with the requirements of this Agreement; and
- (c) a negligent act or default on the part of the Irrigator,

except to the extent that such actions, claims, suits, losses, damages or expenses arise from the wilful unlawful act or omission or gross negligence of the Council or the Council's employees or contractors.

15. Force majeure

- (a) Where either the Council or the Irrigator is unable, by reason of Force majeure, to carry out wholly or in part their obligations under this Agreement (other than an obligation to make any payment), they must immediately give to the other party notice setting out the details of such Force majeure. The obligations of that party, so far as they are affected by the Force majeure, will be suspended during, but not longer than the continuance of, the Force majeure.
- (b) The party giving the notice must take all steps and use all reasonable diligence to remove the Force majeure as quickly as practicable but this does not require the party to settle any strike, or other labour difficulty on terms not reasonably acceptable to them.

16. Termination

16.1 Irrigator's breach

- (a) If the Irrigator:
 - (i) breaches any clause of this Agreement and fails to remedy the breach within a reasonable time (which shall not be less than 10 Business Days) after being given notice of the breach by the Council;
 - (ii) refuses or fails to take the Recycled Water supplied to the Supply Point, without reasonable cause;
 - (iii) contaminates the Recycled Water so that it is not suitable for the Permitted Use or so that it may damage the Council's Infrastructure;
 - (iv) uses the Recycled Water for purposes other than the Permitted Use without the Council's prior written consent;
 - (v) diverts the Recycled Water to land other than the Land without the Council's prior written consent;
 - (vi) uses the Recycled Water in a way which is inconsistent with the requirements of any Authority (including but not limited to the Farm Management Plan or the Recycled water management plan);
 - (vii) enters into an arrangement or compromise with its creditors;
 - (viii) has a receiver appointed for all or any part of its assets;
 - (ix) has an application made or order filed for the Irrigator's administration, voluntary or compulsory liquidation, winding up, dissolution or bankruptcy; or

Recycled Water Agreement

(x) fails to meet or comply with any court order or any law in a material respect, the Irrigator will be in breach of this Agreement.

(b) Where the Irrigator is in breach of this Agreement the Council may:

- (i) exercise any right it has at law;
- (ii) take action to remedy the default and recover the cost from the Irrigator as a civil debt; and
- (iii) terminate this Agreement by notice in writing to the Irrigator, with immediate effect.

16.2 Council's breach

If the Council breaches any clause of this Agreement and fails to remedy the breach within a reasonable time (which shall not be less than 10 business days) after written notice from the Irrigator, the Council will be in breach of this Agreement and the Irrigator may exercise any right it has at law.

16.3 Termination on interruption of supply or force majeure

- (a) The Council may terminate this Agreement by notice in writing to the Irrigator where:
 - (i) the Council has discontinued the supply of Recycled water under clause 9.1 for a continuous period of at least 3 months and that cessation is current at the date of the notice; or
 - (ii) the obligations of the Council or the Irrigator have been suspended under clause 15 for a continuous period of more than 6 months and that suspension continues at the date of the notice.
- (b) If the Council terminates this Agreement in accordance with clause 16.3(a), then the Irrigator agrees that:
 - (i) it will have no claim against the Council arising from the termination of this Agreement; and
 - (ii) it will release the Council from any claim in respect of any breach by the Council of this Agreement.

16.4 Termination for extreme hardship

- (a) In this clause 16.4, "extreme hardship" means:
 - (i) the death or total and permanent incapacity (due to illness or injury) of the Irrigator (or where the Irrigator is not a natural person, any director of the Irrigator); or
 - (ii) any change to the requirements of any Authority that would require the Irrigator to spend an amount on the Irrigator's Infrastructure that would render the Irrigator's continued use of the Recycled Water for the Permitted Use not commercially viable.
- (b) The Irrigator may, in the event of extreme hardship, terminate this Agreement upon the giving of three months written notice to the Council.
- (c) If this Agreement is terminated in accordance with clause 16.4(b):

Recycled Water Agreement

- (i) the Irrigator must pay the Consumption Charge up to the termination date; and
- (ii) the Council may retain the full amount of the Fixed Yearly Charge at its sole discretion.

16.5 General termination right

In addition to the rights of termination set out in this clause 16 either party may terminate this Agreement without reason upon the giving of 12 months written notice to the other party.

17. Disputes

17.1 Negotiation

If a dispute arises between the parties arising out of or in connection with this Agreement then within 5 Business Days after a party provides written notices describing the nature of the dispute to the other party, the parties must meet and attempt to resolve the dispute.

17.2 Mediation

- (a) Any dispute arising out of or in connection with this Agreement, which cannot be settled by negotiation may be referred to a mediator agreed upon by the parties.
- (b) If the parties cannot agree upon the mediator within 10 Business Days after the date of written notice from one party to the other requiring the appointment of a mediator, then the dispute must be referred to a single mediator appointed by the President of the Institute of Arbitrators and Mediators Australia.
- (c) The mediation will be in accordance with Mediation and Conciliation Rules of the Institute of Arbitrators and Mediators Australia.

18. Trustee warranties

18.1 Trustee

Each of the parties represents and warrants to the others that if it is a trustee:

- (a) it has the power and lawful authority to enter into and perform this document as trustee of the relevant trust and this document constitutes a valid, legal and binding agreement on the trustee and the trust enforceable in accordance with its terms;
- (b) it enters into this document as part of the proper administration of the trust and for the benefit of the beneficiaries of the trust;
- (c) it is the sole trustee of the trust referred to in this document; and
- (d) entering into this document does not constitute a conflict of interest or duty on the part of the trustee nor a breach of trust.

19. GST

19.1 Definitions

In this document, in addition to other defined terms:

- (a) Amount of the Consideration means
 - (i) the amount of any payment in connection with a supply, and

Recycled Water Agreement

- (ii) in relation to non-monetary consideration in connection with a supply, the GST exclusive market value of that consideration as reasonably determined by the supplier;
- (b) **GST** means any goods and services tax payable under the GST Law.
- (c) **GST Law** means the *A New Tax System (Goods and Services Tax) Act 1999* and any associated Commonwealth legislation, regulations and publicly available rulings; and
- (d) words or expressions used in this document which are defined in the GST Law have the same meaning in this document.

19.2 Consideration does not Include GST

The consideration specified in this document does not include any amount for GST.

19.3 Recovery of GST

If a supply under this document is subject to GST, the recipient must pay to the supplier an additional amount equal to the Amount of the Consideration multiplied by the applicable GST rate.

19.4 Time of Payment

The additional amount is payable at the same time as the consideration for the supply is payable or is to be provided. However, the additional amount need not be paid until the supplier gives the recipient a tax invoice.

19.5 Adjustment of Additional Amount

If the additional amount differs from the amount of GST payable by the supplier, the parties must adjust the additional amount.

19.6 Reimbursement

If a party is entitled to be reimbursed or indemnified under this document, the amount to be reimbursed or indemnified does not include any amount for GST for which the party is entitled to an input tax credit.

20. General

20.1 No right in land or allocation

This Agreement is a personal agreement between the Council and the Irrigator and does not create:

- (a) a water entitlement or any other right or interest under the *Water Act 2000*; or
- (b) any right or interest which attaches to the Land.

20.2 No exclusivity

The Irrigator does not have the exclusive right to the supply of Recycled Water from the Treatment Plant. The Council may enter into agreements for the supply of Recycled Water from the Treatment plant to other parties.

Recycled Water Agreement

20.3 Attorneys

Where this document is signed on behalf of a party by an attorney, the attorney by signing declares that the attorney has no notice of the revocation of the power of attorney under the authority of which the attorney signs this document on behalf of that party.

20.4 Blanks and Errors

The Council may complete any blanks, and correct any obvious errors, in this document or any counterpart of this document that remain after signing by the Irrigator, including dating all counterparts with a date not earlier than the date on which a signed counterpart from the Irrigator is delivered to the Council.

20.5 Consents

A party may give, delay or withhold any consent or approval requested from that party for the purposes of this document, or may give any such consent or approval subject to conditions to be met or observed by the requesting party if the consent or approval is acted or relied upon by the requesting party, as the party whose consent or approval is sought sees fit in its absolute discretion acting in its own interests, except where this document states otherwise.

20.6 Costs and Stamp Duty

- (a) Each party must bear its own costs including legal costs in connection with the preparation and signing of this document.
- (b) The Irrigator must pay any stamp duty in respect of this document.

20.7 Counterparts

This document may be signed in any number of counterparts and each of those counterparts taken together constitute one and the same document. A party may rely on an electronically produced copy of this document or a counterpart, and the signatures and other marks in it, as though it is an original. This document is binding on each signatory despite any other signatory not having signed it.

20.8 Entire Agreement

This document contains the entire agreement between the parties about its subject matter and supersedes all prior discussions, representations, agreements and understandings between the parties in connection with the subject matter. However, the Council neither waives nor releases any accrued rights in respect of periods up to the date of the signing of this document.

20.9 Exercise of a Right

If a party has a right stated to be exercisable at its absolute discretion (or stated with words to that effect) then that party may exercise that right:

- (a) as it sees fit in its sole and absolute discretion acting solely in its own interests and for any reason or purpose,
- (b) without and irrespective of, any assessment, investigation, consultation, process, consideration or other step; and
- (c) without giving any reason.

Its decision to exercise that right:

Recycled Water Agreement

- (a) is final and conclusive (although it does not fetter the party itself);
- (b) must not be regarded as a representation by the party, of anything else apart from the fact that the right has been exercised.

There is no basis on which its decision to exercise that right, or the manner in which it has arrived at that decision, can be questioned or challenged.

The exercise of the right is not a waiver or admission and the other rights of the party do not merge in the exercise of the right.

Rights to which this applies include but are not limited to any right that is in substance or form - a right of termination, a right of variation, a right to exercise an option, a right of expulsion, a right to make a determination, or a right (whether or not stated as a right) to give or withhold any consent or approval.

This does not limit any:

- (c) express requirement or restriction that is stated in this document in relation to the exercise of that right, such as a requirement regarding the manner in which notice of the exercise of the right must be given (but there is no such other requirement or restriction except as may be stated), or
- (d) statutory obligation or requirement in relation to or limiting the exercise of that right, to the extent that it is not permissible or possible to exclude or limit the statutory obligation or requirement.

20.10 Further Steps

Each party agrees to do all things and sign all agreements, instruments, transfers and other documents necessary or desirable to give full effect to the provisions of this document and any transactions contemplated by it.

20.11 Governing Law

This document is governed by and is to be interpreted according to the laws in force in Queensland. The parties submit to the non-exclusive jurisdiction of the courts operating in Queensland.

20.12 Negative Promises

Where a party has promised in this document that it will not do a particular thing, then that party also promises that neither it nor any of its officers or employees will procure or assist in the doing of that thing by anyone else nor have any direct or indirect interest in any other business which involves doing that thing.

20.13 Notices

Any notice given under this document:

- (a) must be in writing, addressed to the intended recipient at the address shown in this document, or if the intended recipient has previously given the sender notice of a change of address for the purpose of notices then the notice must be addressed to the intended recipient at the address last duly notified by the intended recipient to the sender;
- (b) must be signed by a person duly authorised by the sender (or in the case of a body corporate, by any of its directors or solicitors); and

Recycled Water Agreement

- (c) is taken to be received:
 - (i) in the case of a delivery in person, when delivered; and
 - (ii) in the case of a posted letter, on the third Business Day after posting (if posted to an address in the same country) or seventh Business Day (if posted to an address in another country).

20.14 Notices by email

- (a) Despite any other provision of this document, any notice under this document may also be given by email subject to the following provisions.
- (b) A notice by email to be effective must:
 - (i) be sent to the intended recipient at the email address shown in this document, or if the intended recipient has previously given the sender notice of a change of email address for the purpose of notices under this document, then to the address last duly notified by the intended recipient to the sender.
- (c) Subject to clause 20.14(d), any notice otherwise duly given by email under this document is taken to be received and becomes effective four hours after sending (as reported by the sender's email server).
- (d) A notice by email:
 - (i) is not effective if the sender receives an automated notice to the effect that the email could not be or has not been delivered; and
 - (ii) if otherwise taken to be received outside Business Hours, is only effective from 9am on the next Business Day after the day of sending.

20.15 Operation of Indemnities

- (a) References to **indemnify** and **indemnifying any person against any circumstance**, include indemnifying from all actions and claims from time to time made against or concerning that person, and all liabilities, loss, damage and all payments, costs and expenses made or incurred by that person, as a consequence of or which would not have arisen but for that circumstance.
- (b) Each indemnity in this document is a continuing obligation, separate and independent from the other obligations of the parties under this document and continues after the expiry or termination of this document.
- (c) It is not necessary for a party to incur an expense or make a payment before enforcing a right of indemnity conferred by this document.
- (d) Nothing in this document restricts a party from claiming against another party for breach of warranty or breach of contract and under any indemnity, or concurrently for both breach of warranty or breach of contract and for indemnity.
- (e) A party may exercise and exhaust all remedies against another party for breach of warranty or breach of contract and for indemnity, without being required to elect between rights and remedies.

Recycled Water Agreement

20.16 Other Rights

The rights, powers, remedies and privileges provided in this document are cumulative, and are not exclusive of any other rights, powers, remedies and privileges provided by law, except as may be expressly stated otherwise in this document.

20.17 Payments

Except where expressly provided otherwise, all payments under this document must be made by delivering an unendorsed bank cheque, or by direct transfer of immediately available funds and without set off, counterclaim or withholding.

20.18 Prior Investigations

No provision of this document is in any way modified, discharged or prejudiced by reason of any investigation made, or information acquired, by or on behalf of the Council, whether prior to or after the date of this document.

20.19 Waiver

No failure, delay, relaxation or indulgence on the part of a party in exercising any right, power, privilege or remedy in connection with this document, operates as a waiver of that right, power, privilege or remedy nor does any single or partial exercise of any right, power, privilege or remedy preclude any other or further exercise of that or any other right, power, privilege or remedy. A waiver is not valid or binding on the party granting that waiver unless in writing and duly signed on behalf of that party.

20.20 Warranty of authority

Each person signing this document on behalf of a party, warrants to the other parties that on the date of signing, that person has full authority to sign this document on behalf of that party.

Recycled Water Agreement

Signing page

Signed by each party as a deed

Signed on behalf of
**Southern Downs
Regional Council**

_____	_____
sign (authorised person)	sign (witness)
the signatory represents that they are duly authorised	the witness states that he or she is not a party and was present when the authorised person signed
_____	_____
title (authorised person)	full name (witness)
_____	_____
full name (authorised person)	address (witness)

Irrigator

Signed by

In the presence of

_____	_____
sign	sign (witness)
_____	_____
full name	full name (witness)

Recycled Water Agreement

Schedule

Item	Land	Lot on Plan	Title Reference	Owner
1.				
2.	Supply Point	<p>Any other land in which the Irrigator, an entity controlled by the Irrigator or the Irrigator's spouse acquires an interest during the Term of this Agreement which is included in the Farm Management Plan approved by the Council.</p> <p>The area on the boundary of the Land shown on Annexure A, having co-ordinates [to be included].</p>		
3.	Irrigator's Infrastructure	<p>Any infrastructure constructed or installed by the Irrigator on the Land for the purpose of:</p> <ul style="list-style-type: none"> (a) conveying Recycled Water from the Supply Point for use on the Land shown in in Annexure A; and (b) storing Recycled Water supplied to the Supply Point, which must include (but is not limited to); (c) a dedicated storage pond having a capacity of not less than ____ ML (Storage Pond), which the Irrigator must ensure is isolated from local catchment inflows; (d) additional storage pond(s) having a capacity of not less than the Storage Pond for the purposes of storing any additional Recycled Water supplied to the Irrigator on the terms of the Agreement (Additional Storage Pond), which the Irrigator must ensure is isolated from local catchment inflows; and (e) a pipeline to convey the Recycled Water from the Supply Point to the Storage Pond and Additional Storage Pond. 		
4.	Treatment Plant	Stanthorpe Waste Water Treatment Plant, located at the New England Highway (adjacent to Quart Pot Creek) and more particularly described as Lot 1 on SP16085.		
5.	Commencement Date	The date of this Agreement.		
6.	Expiry Date			

Recycled Water Agreement

7.	Permitted Use	Irrigation	
8.	Irrigator's Allocation	(A) Proportion (%)	(B) Nominal Annual Allocation (ML)
		_____	_____
9.	Levels of Service	Supply flow rate	Supply pressure
		6.0L/s	100kPa
10.	Fee (excluding GST)	Fixed Yearly Charge (\$)	Consumption Charge (\$/mL)
		_____ (as at the Commencement Date), to be adjusted in accordance with CPI on 1 April each year during the Term.	_____ (as at the Commencement Date), to be adjusted in accordance with CPI on 1 April each year during the Term.
		The Fixed Yearly Charge is calculated as follows: $40\% \times (\text{Annualised Capital Cost} + \text{Annual Renewals Annuity}) \times (\text{Nominal Allocation} / \text{Total average annual allocation})$	
11.	Irrigation Rotation	7 days	
12.	Public Liability Insurance Amount	_____	

Recycled Water Agreement

Annexure A Maps

Map A - Council's Infrastructure

Map B - Supply Point

Draft

Recycled Water Agreement

Annexure B Water Quality Specification

Class of recycled water ('Class')

Class A

Water quality characteristics table ('Table')

Parameter	Units	Range	Limit type
<i>Escherichia coli</i> (<i>E.coli</i>)	MPN/100ml	<10 (for uses as approved in FMP) org/100mL. org = CFU or MPN	At least 95% of samples in the last 12 months
Total Dissolved Solids (TDS)	mg/L	<1200	80 th Percentile
BOD	mg/L	30	Maximum
Acidity	pH units	6.5 to 8.5	Range

If there is any inconsistency between the criteria for the Class and the criteria in the Table, the criteria in the Table prevail to the extent of any inconsistency.

Recycled Water Agreement

Annexure C Recycled water supply management plan

Draft


Recycled Water Agreement

Annexure D Farm Management Plan

Draft

12.5 Warwick and Stanthorpe Urban Recycled Water Agreement

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Manager Water	ECM Function No/s:

Recommendation

THAT Council:

1. Note the status of developing a new Warwick and Stanthorpe Urban Recycled Water Agreement;
2. Note the proposed annual access charge and consumption charge of \$598 (to be submitted with the fees and charges for the 2024/25 Financial Year).
3. Delegate the Chief Executive Officer to finalise the Urban Recycled Water Agreement and enter into contracts with each recycled water user.

REPORT

Background

Southern Downs Regional Council (SDRC) owns and operates the Warwick Wastewater Treatment Plant (WWTP) at Wentworth Street in Warwick, Queensland and Stanthorpe Wastewater Treatment Plant (WWTP) at New England Highway in Stanthorpe, Queensland. At the Warwick WWTP, the majority of the produced recycled water which is Class C is supplied to one rural irrigator, and a minor portion of Class A recycled water has been used by urban community groups. The Stanthorpe WWTP produces only Class A recycled water wherein the major portion is supplied to rural Irrigators and a minor portion is supplied to urban community groups.

The Guideline for low-exposure recycled water schemes strongly recommends that recycled water providers have Recycled Water User Agreements in place with each of their users to ensure that the public health risks associated with recycled water schemes are managed appropriately.

Most of the urban community groups' Agreements were interim during the drought period in 2019. The interim Agreements will remain in place until SDRC releases the Request for Expression of Interest (EOI) for the use of Class A recycled water. The interim Agreements encourage the urban community groups to submit an EOI to apply for an ongoing supply of recycled water when the Request for EOI is released. In these interim Agreements, the community groups are not charged for their use of Class A recycled water.

For Warwick, there is no current Agreement in place for the recipient of the excess recycled water. They have indicated they are unlikely to seek an allocation under any EOI process. It is proposed to not charge the receiver of all residual recycled water from the Warwick WWTP as SDRC has limited options for license compliance without the residual option under present arrangements. This customer is aware of the risks of not seeking an allocation under an EOI process.

For Warwick, the Regional Water Assessment process indicated there was unused recycled water available and the EOI process is aimed at getting 100% allocation of normal flow.

Report

There have been several inquiries received by the SDRC Water Department from commercial users within Warwick regarding their interest to use Class A recycled water for uses such as dust control and irrigation of ornamental plants. Therefore, the Request for EOI for the use of Class A recycled water indicating the annual access charge and consumption charge will be sent to the existing urban community groups and to these potential commercial users within the first quarter of 2024. Evaluation and shortlisting of the EOI, then entering into Agreements with the approved users will follow in the second quarter of 2024.

It is proposed to use the Model Agreement for Recycled Water Users as developed by the Queensland Government and as amended. The final form of the Agreement is not yet known and may be subject to ongoing negotiations with the Stanthorpe Irrigators. Whilst it is desirable to have a single User Agreement, it may eventuate that there are two base Agreements given the specific nature of the Stanthorpe recycled water arrangements.

At SDRC's workshop of 15 November 2023, an update was provided on progression of EOIs for urban recycled water customers as well as the introduction of an access charge in 2024/25. Some of the points identified in the Information Session included:-

- Consumption charge at \$282 per ML (FY 2023-24).
- Annual access charge at \$598 per standard 20 mm meter connection (independent of the volume of recycled water supplied) – waived for the first year (FY 2024-2025).
- Respondents will be required, at their own cost, to construct, operate and maintain any off-take works necessary to divert water from the recycled water scheme network.

The EOI process will endeavor to make the arrangements for accessing recycled water very clear to respondents.

Note that any decision by SDRC to waive charges would be a separate process for community groups.

Conclusion/Summary

The Request for EOI will ascertain the respondents' capacities and capabilities as well as gauge the total volume demand for the use of Class A recycled water in consideration of the capacities of the WWTPs to supply recycled water and its dependence on the volume of sewage inflow.

The Urban Recycled Water Agreement will formalise the Agreement between SDRC and the Urban Recycled Water users to minimise public health risks associated with the use of recycled water and to establish the annual access charge and consumption charge.

It is desirable to only have a single form of User Agreement hence the arrangements for Stanthorpe will likely determine the Agreement for the entire scheme however this is dependent on the negotiations to finalise the Stanthorpe Agreement.

FINANCIAL IMPLICATIONS

There is no foreseen additional financial implication to SDRC as the tasks comprising the Request for EOI for the use of Class A recycled water, EOI evaluation and shortlisting, and facilitating the Urban Recycled Water Agreements, are assigned within the responsibilities of the Water Regulatory Officer and Water Quality Officer. This Agreement will allow SDRC to charge for the supply of the recycled water. Community groups are able to apply for fee waivers as per normal practices. The access charge for recycled water is proposed for introduction via the fees and charges in 2024/25.

RISK AND OPPORTUNITY

Risk

The supply and use of recycled water can provide benefits to the communities, however, it can put public health at risk if not managed appropriately. This risk is addressed in the User Agreements where the relevant Guidelines are stipulated including the class of the recycled water to be supplied, the appropriate uses of recycled water, and the on-site controls the user must employ to ensure exposure is managed properly. Another possible risk is when the region is experiencing drought and the WWTPs will produce less recycled water due to decreased inflow from imposed water restrictions. It is foreseen that there will be competition with recycled water allocations due to projected low supply. This risk is addressed in the User Agreements where SDRC will supply according to priority uses during the drought period and the remaining supply will be distributed among the users (most likely on a proportional basis).

Opportunity

The implementation of the annual access charge and consumption charge for the supply of Class A recycled water to urban community groups and commercial users will help cover a portion of the operational costs to SDRC. Based on historical data for the FY 2022-23, a total of 248 ML of Class A recycled water was supplied to urban users. At \$282 per ML consumption charge, this can generate approximately \$70,000 annually, excluding the annual access charge. The access charge yield will be dependent on the number of users.

The communities in the region are aware of the importance of water security due to the drought they experienced. There is willingness and appreciation to use alternative water supply (e.g. recycled water) other than raw water (which is the source to produce drinking water) or bulk drinking water. The use of recycled water instead of raw water or bulk drinking water contributes to water security as it lessens the demand for drinking water and potentially prolongs the drinking water supply for the region.

COMMUNITY ENGAGEMENT

Internal Consultation

Director Infrastructure Services
Manager Water
Water and Wastewater Treatment Coordinator
Chief Financial Officer
Finance Business Improvement Officer

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Recycled water is managed under *Chapter 3, Water Supply (Safety & Reliability) Act 2008*


Corporate Plan

Goal:	3	Our Prosperity
Outcome:	3.2	Businesses thrive and grow
Objective:	3.2.3	Advocate for improved water availability and security for the agricultural industry.
Performance Indicator:		Improved water security

Policy / Strategy


Nil

ATTACHMENTS

1. Warwick and Stanthorpe Urban Recycled Water Agreement - Draft 

12.6 Traffic Calming Proposal - Oak Avenue, Warwick

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Principal Engineer Capital Delivery	ECM Function No/s: 30.76

Recommendation

THAT Council:-

1. Conduct community consultation with affected residents of Oak Avenue, Warwick to ascertain preferences for traffic calming in Oak Avenue;
2. Implement the preferred traffic calming preferences for a trial period of six months, with a review to be conducted at the conclusion of the trial period; and
3. Receive a further report for a decision to implement a permanent solution after the trial period.

REPORT

Background

The commercial development at 74 to 80 Albion Street, Warwick was approved to allow entry and exit into Oak Avenue to the east as well as entry and exit into Albion Street. See Attachment 1. This has created an undesirable increase in traffic in Oak Avenue. Complaints have been received from local residents, citing a number of near misses. The request is to provide traffic calming devices and to designate the street as a one-way street.

As at November 2023, the average daily traffic volume along Oak Avenue was 229 vehicles per day, 9.5% being heavy vehicles. The average speed of the vehicles (85% percentile) was 33 km/hr, with a low percentage recorded in the 40 – 60 km/hr range.

Report

The approval of the commercial development, that now includes Café 63, BCF, Pet Barn and Anytime Fitness, was given some years ago and predates any current planning officers. A traffic report was undertaken and is included in Attachment 2. At section 3.1.1 the report states:-

Whilst it is acknowledged that it is sometimes preferable for access to a site with more than one road frontage to gain access via the lowest order frontage road, access from Albion Street is necessary in this instance given that the alternative access road (Oak Avenue) is not of a form which is suitable to cater for development generated traffic. In addition, were all access to the development to be provided from Oak Avenue, this would have an unacceptable impact upon the local residential catchment.

Despite this the approval was given to allow access through Oak Avenue. The access through Oak Avenue has a height restriction bar to prevent heavy traffic using this access. A few photos of Oak Avenue are included in Attachment 3. The sight distance for residents is very limited when exiting their properties. As there is no verge their vehicles nose into the street before they can see

any traffic. The increased traffic volume and the speed of the traffic are a concern to residents. They have consequently requested Council to provide a solution.

There are three actions proposed as options to address residents' concerns:-

- Designate Oak Avenue as a one-way street.
- Place speed humps to reduce traffic speed.
- Reduce the speed limit to 40 km/hr.

Warwick has a number of laneways that were designed purely as access for local residents. These were not intended to be a thoroughfare for any other traffic. By making these laneways a thoroughfare they became a safety concern for the local residents.

In discussions with one of the residents, it seems that converting the street to a one-way street will decrease the traffic volume and placing speed humps will decrease the speed. Although no traffic study has been undertaken to determine the best direction of the one-way, it appears that a south direction from Percy Street to Wood Street is the most likely option to decrease the traffic volume. This will also provide drivers wishing to travel north bound with the safety to re-enter Albion Street using an intersection with traffic lights as indicated below, rather than attempting to cross Albion Street at the intersection with Percy Street without the assistance of traffic lights.



The intention may be to place speed humps as “traffic calming devices”. The placing of speed humps is operational and does not require a Council resolution. Speed humps can be quite intrusive with the impact varying for each property in the vicinity. They can be quite noisy. A trial is generally recommended.

The increased traffic volume warrants a speed limit reduction to 40 km/hr. The reduction of the speed limit is operational and does not require a Council resolution.

These options will be put to the residents for consultation listing the alternatives and seeking majority preferences.

A copy of the proposed community consultation survey is included as Attachment 4.

Conclusion/Summary

In order to improve safety for the local residents of Oak Avenue, it is proposed that Council engage with the affected residents of Oak Avenue through a survey and act upon the majority's preference and implement the traffic calming changes for a trial period of six months. A report will be compiled at the conclusion of the trial period with a recommendation for a permanent solution.

FINANCIAL IMPLICATIONS

Sufficient funding exists within Council's Special Maintenance Budget for the installation of the appropriate signage and hire of a mobile Variable Message Sign Board to indicate "changed traffic conditions ahead" or similar required notification.

Expected costs to make Oak Avenue one-way from Percy Street to Wood Street is approximately \$1,200 for signage and \$5,000 for speed humps procurement and installation.

RISK AND OPPORTUNITY

Risk

STR03 Community Feedback - Council not implementing processes which obtain community feedback resulting in an impact on delivery of services or development of new services

This risk is being mitigated by consulting with community members regarding this issue and potential solutions

There is a risk of general public complaints, and complaints from the development owners. These complaints will be countered with the right to a safe environment for the residents

Opportunity

The opportunity is to seek to improve road safety for Oak Avenue for residents and general traffic.

COMMUNITY ENGAGEMENT

Internal Consultation

The solution has been discussed with Manager Planning & Development and within the Works Department.

External Consultation

Discussions have been held with one of the Oak Avenue residents, who is representing a number of residents within Oak Avenue. It is intended to seek input from all residents of Oak Avenue to ascertain the majority's preferences.

LEGAL / POLICY

Legislation / Local Law

Council is the local road authority and has the power to designate Oak Avenue as a one-way street, requiring that traffic only travel in a southerly direction from Percy Street to Wood Street.

Corporate Plan





Goal:	1	Our People
Outcome:	1.1	Communities trust us to engage with them and advocate on their behalf
Objective:	1.1.2	Implement effective and genuine community consultation processes that enable participation, engagement and collaboration
Goal:	4	Our Performance
Outcome:	4.1	Our customers want to do business with us
Objective:	4.1.1	Deliver contemporary customer service experiences that align with the expectations of our customers and the community
	4.1.2	Embed a culture of continuous improvement focusing on creating value through innovation and technological advancement, reducing waste and improving efficiency.
	4.1.3	We “get stuff done” and are solution seekers.

Policy / Strategy

Operational Plan 2023-24

Define Service Levels and implement continuous improvement to the system of recording and rectifying road/drainage defects within agreed service levels, including communicating with customers.

ATTACHMENTS

1. Location - Oak Avenue, Warwick [↓](#) 
2. Traffic Report from Q Traffic for Proposed Retail Development, 74-80 Albion Street and 23 Oak Avenue, Warwick (Excluded from agenda - Provided under separate cover) 
3. Access to Retail Development via Oak Avenue, Warwick - Photos [↓](#) 
4. Community Consultation Letter re increased traffic and increased speed in traffic - Oak Avenue, Warwick [↓](#) 

Location – Oak Avenue



Attachment 3 – Access via Oak Avenue







17 January 2024

Community Consultation: Oak Avenue, Warwick

To the residents

Increased traffic and increased speed in traffic on Oak Avenue

It has been observed that since the opening of the shopping complex in Albion Street that allows vehicle access via Oak Avenue as well, the traffic volume and speed has increased. Oak Avenue is a narrow laneway with a 5m road reserve width. The property boundaries are on the street with no footpath. It may be hazardous for residents to exit their properties as the sight distances do not cater for increased traffic volume and speed.

Council is considering a number of options to manage the situation and is interested in finding out which options the affected residents would prefer. Please consider the options below and mark your preferred choices. Please return this form by 2 February 2024.

These options may affect the residents adversely and careful consideration should be given to the responses.

Options	Leave the road as two-way road	Change the road to a one-way street running South to North: Wood Street to Percy Street.	Change the road to a one-way street running North to South: Percy Street to Wood Street.
Choose One:			

Options	Leave the speed limit at 50km/hr	Reduce the speed limit to 40km/hr	Reduce the speed limit to 30km/hr
Choose One:			

Options	No Speed Bumps	Install Speed Bumps (please note that speed bumps can be noisy for neighbouring residents)
Choose One:		

Warwick Office 64 Fitzroy Street Warwick QLD 4370
Stanthorpe Office 61 Marsh Street Stanthorpe QLD 4380
Mail to: The CEO, Southern Downs Regional Council, PO Box 26 Warwick 4370
ABN 59 786 792 651

1300 MY SDRC (1300 697 372)
mail@sdrc.qld.gov.au
sdrc.qld.gov.au

Southern Downs online



It is proposed to implement the majority's preferences for a trial period of six months, after which you have another opportunity to provide feedback. The feedback will be considered by Council at a future Council Meeting for a resolution for a permanent solution.

Please return this form prior to 2 February 2024 by:

Email: mail@sdrc.qld.gov.au

Post: The Chief Executive Officer

Southern Downs Regional Council

PO Box 26

WARWICK QLD 4370

Or hand deliver to the Council administration office at 64 Fitzroy Street, Warwick.

Council appreciates your participation in this survey.

If you wish to discuss this matter further, please contact John Byrnes, Principal Engineer Capital Delivery, on 1300 697 372.

Yours faithfully




John Byrnes

Principal Engineer Capital Delivery

12.7 Tender 24_045 Design and Construct Four Toilet Blocks and Shelter

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Manager Parks & Operations	ECM Function No/s:

Recommendation

THAT Council:

1. Note Tender 24_045 Design and Construct Four Toilet Blocks is due to close on 12 January 2024 and a Tender Evaluation Panel recommendation may not be complete prior to the Ordinary Council meeting of 17 January 2024;
2. Note that the total value of the contract may exceed \$1,000,000; and
3. Authorise the Chief Executive Officer to award the contract in accordance with legislative requirements.

REPORT

Background

Council is undertaking four infrastructure projects from a range of funding sources, as follows:

1. **Brock Park, Stanthorpe** – Construction of a new toilet block and picnic shelter, and civil works for improvement of car park access
 - Funded through Local Roads and Community Infrastructure (LRCI) Program, Phase 3 totaling \$425,000
2. **McGregor Park, Stanthorpe** – Construction of a new toilet block
 - Funded through LRCI Phase 3 totaling \$250,000

3. **Jim Mitchell Park, Dalveen** – Construction of a new toilet block, RV dump point and civil works for improvement of car park and driveway access
 - Funded through LRCI Phase 3 totaling \$120,000
4. **Lake Leslie boat ramp precinct, Lake Leslie** – Construction of a new toilet block
 - Funded through a grant from Sunwater totaling \$250,000

Request for Tender (RFT) number 24_045 was released on 8 December 2023, for the design and construction of these facilities, with the ability to compartmentalise the sites into separate contracts, subject to contractor expertise and capacity to deliver. Total combined funding across the four sites amounts to \$1,045,000.

Report

This RFT closes on 12 January 2024 and, to enable a Tender Evaluation Panel to make sound recommendations for a suitable contractor/s to be engaged, it is likely that the recommendation will not be finalised prior to the 17 January 2024 Ordinary Meeting of Council. Although the combined budget for these four sites exceeds \$1 million, the value of the contract, or contracts, will not be known until submissions are received from potential contractors. Should contract/s be valued at less than \$1 million, officers will leverage existing delegations for approval to enter into the contract/s.

However, should a single contract be preferred with one entity, and exceed \$1 million, approval will ordinarily be by Council resolution. As the 17 January 2024 Ordinary Meeting may be the last opportunity for such a resolution to be passed prior to commencement of the Caretaker period, it is proposed that such approval be delegated to the Chief Executive Officer (CEO). In accordance with Local Government Caretaker convention, Council will be unable to enter into a contract of this value once the Caretaker period commences. Accordingly, any approval exercised by the CEO under this proposed delegation will occur prior to the commencement of the Caretaker period.

Conclusion/Summary

Granting of delegation to the CEO for approval of any potential contract exceeding \$1 million will provide financial and project certainty with respect to these four developments.

FINANCIAL IMPLICATIONS

Delegation to the CEO will ensure that Council is able to proceed in a timely manner with entering contracts of any value up to the approved budget of these projects.

RISK AND OPPORTUNITY

Risk

Should delegation to the CEO not occur, and a single contract exceeding \$1 million is the only proposal available, this will likely jeopardise the ability of Council to proceed this financial year with one or more of these projects. This, in turn, will pose a risk to the grant funding streams currently available.

Opportunity

With adequate delegation of financial approval, all potential options will be able to proceed, enabling Council to deliver these projects within scope.

COMMUNITY ENGAGEMENT

Internal Consultation

Director Infrastructure Services

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Local Government Regulations 2012

Corporate Plan

Nil

Policy / Strategy

Procurement Policy PL-FA010


ATTACHMENTS

Nil

13. PLANNING AND ENVIRONMENTAL SERVICES REPORTS

13.1 Shaping Southern Advisory Committee Meeting - 21 November 2023

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Manager Planning and Development	ECM Function No/s:

Recommendation

THAT Council receive the minutes of the Shaping Southern Downs Advisory Committee meeting held in Stanthorpe on 21 November 2023 and endorse the following motion:

- That a full printed copy (including text, maps etc) of the new Southern Downs Planning Scheme that has been approved by the Queensland Government for public consultation be provided to any member of the Shaping Southern Downs Advisory Committee who requests a copy, and that it be provided PRIOR to the commencement of the public consultation period in order that they are able to fully undertake their role in the public consultation process.

REPORT

Background

A meeting of the Shaping Southern Downs Advisory Committee was held in Stanthorpe on 21 November 2023.

Report

The minutes of Council's Shaping Southern Downs Advisory Committee are submitted for Council's consideration following each meeting. The minutes of the meeting held on 21 November 2023 are attached.

As detailed in the recommendation of this report, one motion was passed at the meeting and is included in the attached meeting minutes.

The Committee is next due to meet in Warwick on 24 February 2024.

Conclusion/Summary

That Council receive the Minutes from the Shaping Southern Downs Advisory Committee meeting.

FINANCIAL IMPLICATIONS

Staff costs to organise, host and administer the Shaping Southern Downs Advisory Committee.

RISK AND OPPORTUNITY

Risk

Nil.

Opportunity

Increased community involvement.

Progress in relation to Shaping Southern Downs.

COMMUNITY ENGAGEMENT

Internal Consultation

Chief Executive Officer

External Consultation

The Shaping Southern Downs Advisory Committee is a community consultative committee and is convened for the purposes of providing Council with strategic guidance.

LEGAL / POLICY

Legislation / Local Law

Nil.


Corporate Plan

Goal:	1	Our People
Outcome:	1.1	Communities trust us to engage with them and advocate on their behalf.
Objective:	1.1.2	Implement effective and genuine community consultation processes that enable participation, engagement and collaboration.
	1.1.3	Build confidence in our communities by being visible, empathetic and by actively listening.
Goal	2	Our Places
Outcome:	2.1.	Public places and open spaces are safe, well maintained and liveable
Objective:	2.1.2	Identify, facilitate and promote community-led place making, activation of public places and opportunities to enhance and activate the urban environment.

Policy / Strategy


Shaping Southern Downs
Southern Downs Planning Scheme

ATTACHMENTS

1. Shaping Southern Downs Advisory Committee meeting minutes from 21 November 2023 (Excluded from agenda - Provided under separate cover) 

13.2 Consideration of Change Representations: Reconfiguring a Lot: Paul & Vicki Harrison C/- Aspect Town Planning Pty Ltd - 54 Warner Street, Rosenthal Heights

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Acting Planning Services Coordinator	ECM Function No/s: RC\01973

APPLICANT:	Paul & Vicki Harrison C/- Aspect Town Planning Pty Ltd
OWNER:	Paul & Vicki Harrison
ADDRESS:	54 Warner Street, Rosenthal Heights
RPD:	Lot 1 RP129934
ZONE:	Low density residential
PROPOSAL:	Subdivision of 1 into 2 lots
LEVEL OF ASSESSMENT:	Code
SUBMITTERS:	Not Applicable
REFERRALS:	Nil
FILE NUMBER:	RC\01973

RECOMMENDATION SUMMARY

THAT Council refuse the change representations made in relation to the application for a Reconfiguring a Lot (Subdivision of 1 into 2 lots), on land at 54 Warner Street, Rosenthal Heights, described as Lot 1 RP129934.

REPORT

On 3 August 2023, Council issued a Development Permit for Reconfiguring a Lot (Subdivision of 1 into 2 lots), on land at 54 Warner Street, Rosenthal Heights, described as Lot 1 RP129934, subject to conditions.



Figure 1.0 – Locality Plan

The subject land has an area of 6,839 square metres and is located within the Low density residential zone, approximately 5.3 kilometres from the town centre of Warwick. The land contains an existing Dwelling house and associated outbuildings and maintains frontage to Warner Street, which is a bitumen constructed road with kerb and channel. The land has access to all urban services, except sewerage, and the existing Dwelling house is serviced by an on-site wastewater system.

Representations

The applicant has made change representations and has requested the amendment of Condition 9. Condition 9 reads as follows:

9. *A sewerage reticulation system is to be provided to service all allotments. This system is to be connected to Council's wastewater sewerage system.*

Note: *This condition is imposed pursuant to Section 145 of the Planning Act 2016.*

The applicant has provided the following justification to support the amendment of Condition 9:

A septic system for the new rear lot is consider an adequate sewerage system for the site given the following:

1. *The scale of the development i.e. creation of one (1) additional residential lot;*
2. *A septic system is currently considered appropriate for a standalone new dwelling / extension to a dwelling built on a lot within this Zone by Council.*
 - a. *It is not considered to be a low standard of infrastructure, given the majority of surrounding lots utilise this service and would be approved with service if constructing a new dwelling today.*
3. *The use of a septic system will not result in a 'free for all' for other similar developments given the planning scheme restricts the number of rear lots in the area.*

Council considers 'the conditioning of sewage infrastructure is not an unreasonable imposition on the development and that it standard requirement of any subdivision in this zone', a review of the sewer pipe mapping in Rosenthal Heights indicates that this has only occurred on large lot subdivisions, which are capable of delivering this infrastructure.

The proposal is located in a pocket (see green outline in Figure 1) where it is unlikely for a large subdivision to occur and therefore, the costs associated with constructing the sewer line will result in a development of this size (i.e 1 into 2 lots) no longer being feasible.



Figure 1: It is not feasible for the properties within the green enclave to deliver sewer infrastructure.

It is acknowledged that the feasibility of a proposal is not a planning consideration, however, the 'orderly development' Council are seeking e.g. every time a development occurs, the sewer line will continue to be constructed along Warner Street by the developer to 'open up' the development potential of the next site is an unlikely reality.

The truth is that the scale of these developments in this pocket of Rosenthal Heights will prohibit the delivery of such infrastructure and therefore, the Planning Scheme does not advance as intended.

The assessment undertaken with this application for the provision of reticulated sewerage to the subdivision is as follows:

AO16.2

(a) Except in Allora, all lots in the Low density residential, Medium density residential, Principal centre, District centre, Specialised centre, Mixed use and Industry zones are connected to the reticulated sewerage system.

PO16 *A potable water supply and adequate sewerage services are available to each lot in a development that will be used for residential, commercial or industrial purposes and adequate water is available for fire fighting purposes.*

The applicant has indicated that both lots will be connected to Council's reticulated water network, ensuring a potable water supply is available to each lot. As outlined by the applicant, there is not an intention to connect the subdivision to Council's reticulated sewerage system. AO16.2 requires all lots subject to Reconfiguring a Lot applications to be connected to the reticulated sewerage system in the Low density residential zone. The subsequent Performance outcome indicates that adequate sewerage services are to be available to each lot in a residential development such as this. As this Performance outcome relates to a variety of zones, further guidance is sought from the Overall outcomes for the Low density residential zone, as contained within the Reconfiguring a lot code.

Section 45(3) of the *Planning Act 2016* provides guidance for code assessable applications, outlining the following:

(3) A code assessment is an assessment that must be carried out only –

- (a) *against the assessment benchmarks in a categorising instrument for the development; and*
- (b) *having regard to any matters prescribed by regulation for this paragraph.*

As the development is subject to code assessment, assessment is limited to the provisions of the assessment benchmarks and matters prescribed by regulation. An assessment benchmark is a code, a standard, or an expression of the intent for a zone or precinct and as the development is for Reconfiguring a lot, the applicable provisions are contained within the Reconfiguring a lot code.

The Overall outcomes indicate that new development is to be connected to all urban services and does not provide any exceptions. Urban services include: water supply, sewerage, stormwater drainage, sealed and kerbed roads, electricity and telecommunications. As such, it is considered that provision of sewerage is necessary to achieve compliance with the relevant assessment benchmarks.

The proposed development is located outside the Priority Infrastructure Area (PIA) and has not been identified in the LGIP for proposed trunk upgrades. The imposition of infrastructure charges for development outside the PIA is not to fund the development infrastructure that should be provided with the development and is rather to facilitate necessary upgrades of that infrastructure when development reaches a point that requires further upgrade. This position is supported by the provisions of the *Planning Act 2016* which allows local government to impose an extra payment condition for premises completely or partly outside the PIA.

Assessment undertaken against the Reconfiguring a lot code indicates that the imposition of sewerage connections for both lots is relevant to the development, however to determine whether the condition is lawful, consideration must be provided to whether its imposition is an unreasonable imposition on the development. It is considered that the conditioning of sewerage infrastructure is not an unreasonable imposition on the development as it is a standard requirement of any subdivision in the Low density residential zone and will result in provision of required infrastructure, consistent with other such subdivisions. As compliance can be achieved by the imposition of permitted development conditions, refusal of the application is not necessary. With conditions imposed, the development is considered to comply with the Code.

The applicant has indicated that a septic system is currently considered appropriate for a standalone new dwelling / extension to a dwelling built on a lot within the Low density residential zone. Whilst a Dwelling house can be constructed on a vacant lot within this zone without needing to connect to Council's reticulated sewerage network, this type of development is not assessable against the Planning Scheme, and can only occur where outside the declared service area for that network. A Dwelling house in a Low density residential zone is development a local categorising instrument (Planning Scheme) is prohibited from stating is assessable development. Therefore, a Dwelling house is not able to be assessed against the provisions of the Planning Scheme, including the requirement for sewerage.

For other development types including subdivision, it is a requirement of new development to be connected to all urban services. This is consistent with the high level of amenity expected within these residential areas. Based on the assessment undertaken with the application, the information provided and the requirements of the Planning Scheme, it is considered that Condition 9 should be retained and the representations refused.

Recommendation

THAT Council refuse the change representations made in relation to the application for a Reconfiguring a Lot (Subdivision of 1 into 2 lots), on land at 54 Warner Street, Rosenthal Heights, described as Lot 1 RP129934, for the reasons outlined in the Statement of Reasons.

Assessment benchmark	Comments regarding compliance with assessment benchmark
Reconfiguring a lot code	
<p>AO16.2</p> <p><i>(a) Except in Allora, all lots in the Low density residential, Medium density residential, Principal centre, District centre, Specialised centre, Mixed use and Industry zones are connected to the reticulated sewerage system.</i></p> <p>PO16 <i>A potable water supply and adequate sewerage services are available to each lot in a development that will be used for residential, commercial or industrial purposes and adequate water is available for fire fighting purposes.</i></p>	<p>The applicant has indicated that both lots will be connected to Council's reticulated water network, ensuring a potable water supply is available to each lot. As outlined by the applicant, there is not an intention to connect the subdivision to Council's reticulated sewerage system. AO16.2 requires all lots subject to Reconfiguring a Lot applications to be connected to the reticulated sewerage system in the Low density residential zone. The subsequent Performance outcome indicates that adequate sewerage services are to be available to each lot in a residential development such as this. As this Performance outcome relates to a variety of zones, further guidance is sought from the Overall outcomes for the Low density residential zone, as contained within the Reconfiguring a lot code.</p> <p>Section 45(3) of the <i>Planning Act 2016</i> provides guidance for code assessable applications, outlining the following:</p> <p><i>(3) A code assessment is an assessment that must be carried out only –</i></p> <p><i>(a) against the assessment benchmarks in a categorising instrument for the development; and</i></p> <p><i>(b) having regard to any matters prescribed by regulation for this paragraph.</i></p> <p>As the development is subject to code assessment, assessment is limited to the provisions of the assessment benchmarks and matters prescribed by regulation. An assessment benchmark is a code, a standard, or an expression of the intent for a zone or precinct and as the development is for Reconfiguring a lot, the applicable provisions are contained within the Reconfiguring a lot code.</p> <p>The Overall outcomes indicate that new development is to be connected to all urban services and does not provide any exceptions. Urban services include: water supply, sewerage, stormwater drainage, sealed and kerbed roads, electricity and telecommunications. As such, it is considered that provision of sewerage is necessary to achieve compliance with the relevant assessment benchmarks.</p> <p>The proposed development is located outside the</p>


	<p>Priority Infrastructure Area (PIA) and has not been identified in the LGIP for proposed trunk upgrades. The imposition of infrastructure charges for development outside the PIA is not to fund the development infrastructure that should be provided with the development and is rather to facilitate necessary upgrades of that infrastructure when development reaches a point that requires further upgrade. This position is supported by the provisions of the <i>Planning Act 2016</i> which allows local government to impose an extra payment condition for premises completely or partly outside the PIA.</p> <p>Assessment undertaken against the Reconfiguring a lot code indicates that the imposition of sewerage connections for both lots is relevant to the development, however to determine whether the condition is lawful, consideration must be provided to whether its imposition is an unreasonable imposition on the development. It is considered that the conditioning of sewerage infrastructure is not an unreasonable imposition on the development as it is a standard requirement of any subdivision in the Low density residential zone and will result in provision of required infrastructure, consistent with other such subdivisions. As compliance can be achieved by the imposition of permitted development conditions, refusal of the application is not necessary. With conditions imposed, the development is considered to comply with the Code.</p>
--	--

ATTACHMENTS

Nil

13.3 Material Change of Use – Holly & Guy Collier C/- Adapt Development Management Pty Ltd: 49 Connor Street, Stanthorpe

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 January 2024
	Planning Officer	ECM Function No/s: MCU\02508

APPLICANT:	Holly & Guy Collier C/- Adapt Development Management Pty Ltd
OWNER:	Collimac Pty Ltd
ADDRESS:	49 Connor Street, Stanthorpe
RPD:	Lots 1 & 2 S16814
ZONE:	Low density residential
PROPOSAL:	Dwelling house (within Flood hazard overlay)
LEVEL OF ASSESSMENT:	Code
SUBMITTERS:	Not Applicable
REFERRALS:	Not Applicable
FILE NUMBER:	MCU\02508

RECOMMENDATION SUMMARY

THAT the application for Material Change of Use for the purpose of a Dwelling house on land at 49 Connor Street, Stanthorpe, described as Lots 1 & 2 S16814, be refused.

REPORT



Figure 1: Subject land

The subject land consists of two adjoining lots located within the urban area of Stanthorpe. Lot 1 S16814 has an area of 4,426 square metres and has frontage to Connor Street to the north and Talc Street to the east. Both Connor Street and Talc Street are sealed roads with kerb and channel present. Connor Street is a State-controlled road. There is a 150mm sewer main traversing the lot in an east west direction. At the western end, this sewer main is connected to a combined drain to the west. The sewer line then runs in a north south direction. This lot contains an existing Dwelling house and a large shed, both addressing Connor Street. The southern portion of this lot is impacted by the Flood hazard overlay.

Lot 2 S16814 has an area of 4,350 square metres and is wholly within the Flood hazard overlay. The lot has frontage to Talc Street and the southern boundary extends into the waterway known as Quart Pot Creek. The land adjoins Gleeson Park to the south and Quart Pot Creek parklands to the south-west, as illustrated in Figure 1.

Background

On 25 March 2022, Council issued a Development Permit for Reconfiguring a Lot for the purpose of Subdivision of two (2) lots into four (4) lots (Council ref: RC\01897). The proposed Plan of Subdivision is illustrated in Figure 2. On 19 May 2023, a Negotiated Decision Notice was issued following agreement to change representations regarding the approved plan. The applicant provided the following justification for the change:

A minimum lot size of 800m² is required under the Low Density Residential zone table of assessment to ensure a future development application for a Dual Occupancy remains as code assessable. It is intended to lodge a development application for a Dual Occupancy over Proposed Lot 2 in the future.

In addition, the extent of the building envelope has been increased on Proposed Lot 3. The proposed change to the building envelope will ensure all buildings and structures mainly outside of the mapped flood hazard area, whilst still achieving the minimum 17m x 17m building envelope requirement as per the Flood Hazard overlay code.

Compliance with the conditions of approval has not yet been achieved and therefore, the Plan of Subdivision has not yet been approved by Council.



Figure 2: Proposed plan of Subdivision

It is relevant to note that the assessment for this approval considered the Flood hazard overlay as follows:

The lots are sited to ensure that a building can be constructed on a flood free area at least 17 metres by 17 metres on each lot. All proposed lots are able to obtain lawful, flood free access from constructed roads. It is noted that the developer proposes a building envelope, however given the substantial area available on the lot outside of the Flood hazard overlay it is recommended that this building envelope not be enforceable by a covenant and is rather utilised as a method of demonstrating that the lot is able to effectively accommodate construction of a Dwelling house outside of the Flood hazard overlay area. The development complies with the code.

A decision was made on 5 October 2023 by Delegated Authority to approve a Minor change application, amending the conditions of approval relating to street trees.

The proposal

An application has been received seeking approval to construct a five (5) bedroom, three (3) bathroom Dwelling house within the Flood hazard overlay. The applicant has described the development as follows:

The Ground Level includes two car parking spaces, a laundry, mudroom, a master bedroom with an ensuite and walk-in-robe, four bedrooms, two bathrooms, a rumpus room, office, water closet, living, kitchen with a walk-in-pantry, and dining room. Private open space is provided in the form of an alfresco area, pool, spa, and turf areas. New landscaping can be provided to soften the built form.

As detailed on the elevation plans, a variety of building materials and finishes are proposed including metal sheet roofing, feature stone wall cladding, vertical cladding, rendered blockwork and timber screening battens. The proposal results in a high quality finish to the streetscape that is reflective of the character of the existing locality.

The floor plan is illustrated in Figure 3 and the impact of the Flood hazard overlay is illustrated in Figure 4. The applicant has confirmed the intent is for the existing Dwelling house on the lot to be demolished, prior to the final building certificate being issued for the proposed Dwelling house. The existing crossover to Connor Street will not change. The floor plan shows a large alfresco area and swimming pool at the rear.

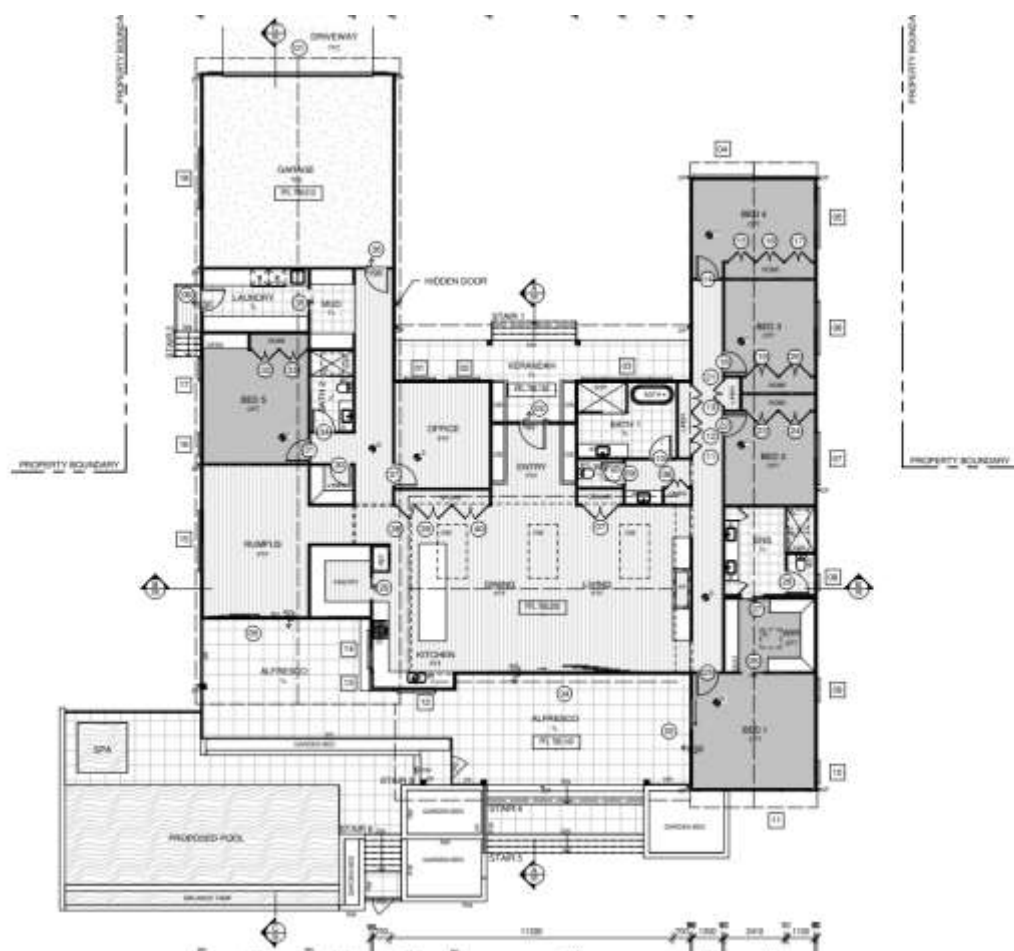


Figure 3: Proposed floor plan

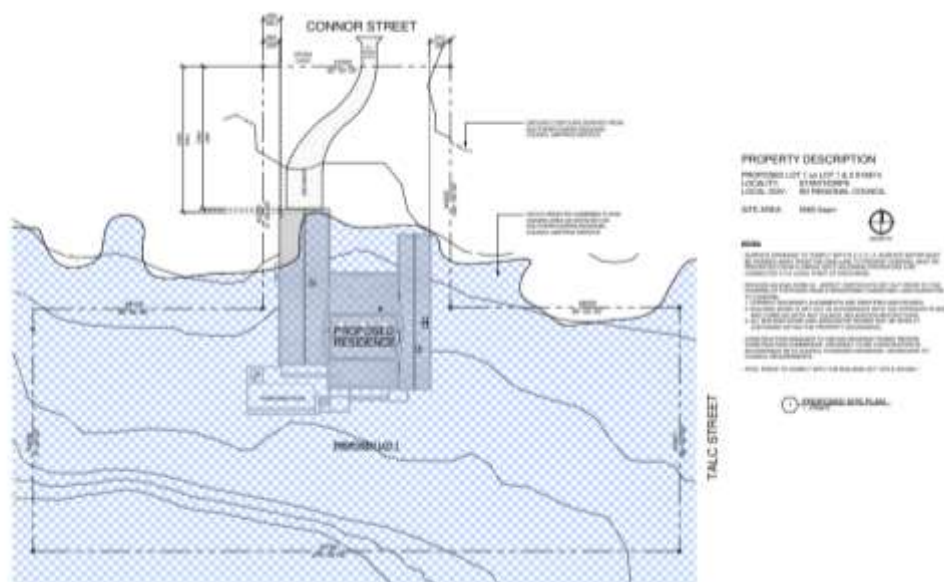
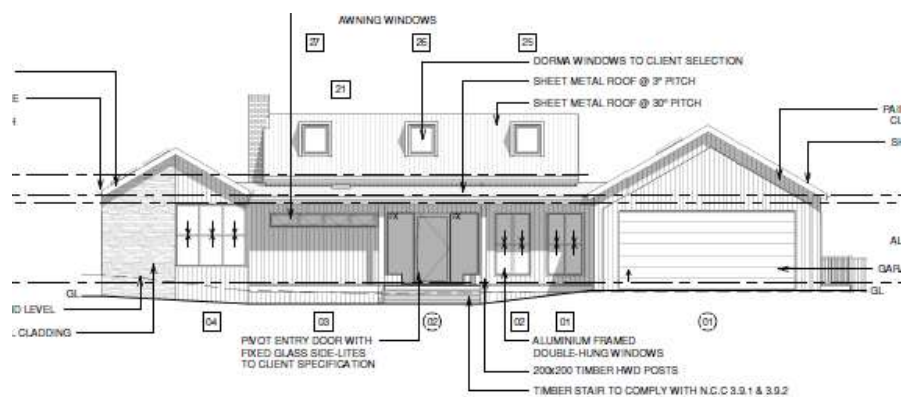
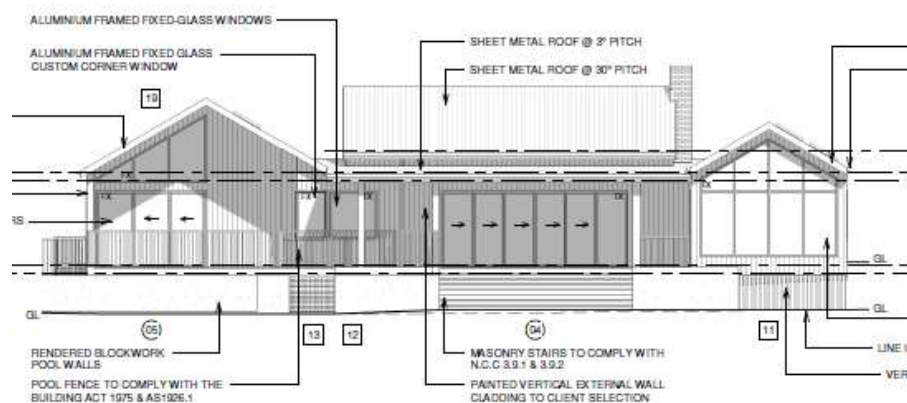


Figure 4: Proposed site plan showing Flood hazard overlay

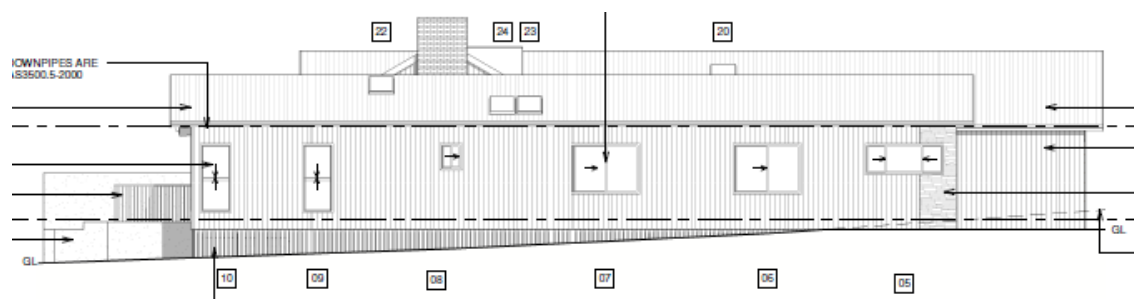
Elevations and perspectives are shown in Figures 5 and 6. The elevations confirm the use of timber vertical battens to screen the area below the floor level of the Dwelling house. Rendered blockwork will be used to construct the pool walls and garden beds around the outdoor alfresco area at the rear of the Dwelling house.



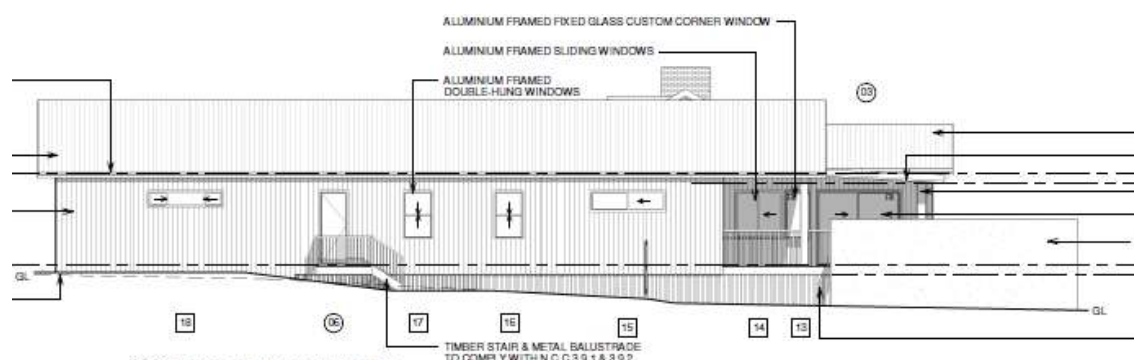
1 PROPOSED NORTH ELEVATION
1:100/RA3



2 PROPOSED SOUTH ELEVATION
1:100/RA3



3 PROPOSED EAST ELEVATION
1:100/RA3



4 PROPOSED WEST ELEVATION
1:100/RA3

Figure 5: Elevations



Figure 6: Perspectives

The existing Dwelling house has a gross floor area of approximately 171 square metres and is sited completely outside the Flood hazard overlay. The proposed Dwelling house will have a gross floor area of approximately 369 square metres. This is more than double the size of the existing Dwelling house and includes an outdoor alfresco area and inground pool at the rear.

Assessment against the Planning Scheme is required as the proposal is seeking to replace an existing Dwelling house located outside the Flood hazard overlay with a new Dwelling house, located within the Flood hazard overlay.

Assessment against the Planning Scheme

Benchmarks applying to the development
<p>The following codes of the Southern Downs Planning Scheme are benchmarks applying to the development:</p> <ul style="list-style-type: none"> – 8.2.5 Flood hazard overlay code

Section 45(3) of the *Planning Act 2016* provides guidance for code assessable applications, outlining the following:

- (3) A **code assessment** is an assessment that must be carried out only –
- (a) against the assessment benchmarks in a categorising instrument for the development; and
 - (b) having regard to any matters prescribed by regulation for this paragraph.

As the development is subject to code assessment, assessment is limited to the provisions of the assessment benchmarks and matters prescribed by regulation. A Dwelling house in a Low density residential zone is development a local categorising instrument (Planning Scheme) is prohibited from stating is assessable development. It is only when the Dwelling house is located in the overlay that assessment is triggered. An assessment benchmark is a code, a standard, or an expression of the intent for a zone or precinct and as the development is for Material Change of Use for a Dwelling house within the Flood hazard overlay, the applicable provisions are only those contained within the Flood hazard overlay code.

Flood hazard overlay code

The purpose of the Flood hazard overlay code is to manage development outcomes in the floodplain so that risk to life, property, community and the environment during future flood events is minimised, and to ensure that development does not increase the potential for flood damage on site or to other property.

The purpose of the Code will be achieved through the following Overall outcomes:

- a) Development maintains the safety of people on the development site from flood events and minimises the potential damage from flooding to property.
- b) Development does not result in adverse impacts on people's safety, the environment or the capacity to use land within the floodplain.
- c) Land that is identified as subject to flood hazard is conserved for sustainable rural use or sport, recreation and open space purposes and when located adjacent to the Warwick urban area contributes where possible to the Warwick greenbelt.

AO1

- (a) *With the exception of farm sheds and outbuildings associated with an existing dwelling, new buildings are not located within the overlay area; or*
- (b) *New buildings are located within the overlay area only where the local government has confirmed* *in*

writing that the following criteria are met:

- (i) *There is no part of the lot that is outside of the Flood hazard overlay area;*
- (ii) *New buildings are located on the highest part of the lot to minimise entrance of floodwaters;*
- (iii) *New buildings are located in areas of low flood hazard only as follows:*
 - *Maximum flood depth is 0.3 m; and*
 - *Maximum flood velocity is 0.4 m/s.*
- (iv) *Direct access is available to low hazard evacuation routes as follows:*
 - *Maximum flood depth is 0.3 m;*
 - *Maximum flood velocity is 0.4 m/s; and*
 - *Evacuation distance is less than 200 m.*

Note: An extension to an existing dwelling, and the replacement of an existing dwelling house with a new dwelling house, are not considered to be a material change in use of the premises (unless the increase in floor area of the dwelling house is substantial) and therefore does not require assessment against the planning scheme.

PO1 *Development siting and layout responds to flooding potential and maintains personal safety at all times.*

There is a portion of the lot located outside the Flood hazard overlay which has an area in excess of 17 metres by 17 metres. The proposed development is substantially different in size to the existing Dwelling house and will be located within the Flood hazard overlay. As such, compliance with the Acceptable outcome cannot be achieved. The applicant states:

Although located within the mapped flood hazard area, the proposal responds to flood constraints by incorporating a mix of engineered posts/footings, and flood resilient building design elements such as permeable vertical timber battens, and rendered concrete block walls, particularly along the southern elevation. The proposed finished floor level is 786.2m AHD for the dwelling, 786.14m AHD for the alfresco area and 786.010m AHD for the garage. The new Dwelling House incorporates a raised storey built form, with a house level approximately 800mm above the highest flood level. The proposed driveway is located outside of the mapped areas. The proposed measures are considered to assist in providing appropriate flood mitigation measures.

The proposed plans indicate that habitable rooms within the Dwelling house will be primarily located between 785 metres AHD and 785.5 metres AHD. Council's mapping indicates the following flood levels, in a one in one hundred year flood event, would apply:

- At 785 metres AHD, flood depth is estimated to be between 0.50 to 1.0 metres in height.
- At 785.5 metres AHD, flood depth is estimated to be up to 0.25 to 0.50 metres in height.

The applicant has indicated that the proposed finished floor level is 786.2 metres AHD and has stated that this is approximately 800 millimetres above the highest flood level. However, based on the assessment above, the maximum flood depth of 1.0 metre at 785 metres AHD would result in a potential flood height reaching 786 metres AHD. This means the proposed finished floor level in some areas would be approximately 200 millimetres above the potential flood height during a one in one hundred year flood event. Whilst this is less than the estimate provided by the applicant, it is considered that the construction will result in the finished floor level to be outside of the Flood hazard overlay.

Access to and from the Dwelling house is not within the overlay area. The proposed development appears to be designed in a way which responds to flooding potential on this particular site in a one in one hundred year flood event, achieved by the installation of vertical timber battens to screen the void under the house. Conditions could be imposed to ensure that the battens are spaced in a way to enable the flow through of flood water. As access to and from the Dwelling house is not impacted by the overlay, it is considered that persons residing within the Dwelling house could evacuate the site during a flood event.

However, as there is sufficient area on the lot that is not within the Flood hazard overlay and the impacts associated with flood risk to properties within proximity to the site could be reduced by relocating the building on the lot outside the Flood hazard overlay, the development siting is not considered to respond to flooding potential on the site. Therefore, the development cannot comply with the Performance outcome.

AO2.1 Residential buildings:

- (a) *are not constructed as single storey slab on ground;*
- (b) *do not involve the filling of land to achieve flood immunity;*
- (c) *use screening to ensure that the understorey is not substantially visible from the street;*
- (d) *are not excessively high or out of character with the area;*
- (e) *orient to the street by ensuring that the stairs to the dwelling and at least one habitable room overlook the street;*
- (f) *have ground floors that allow for the flow through of flood water; and*
- (g) *electrical meter boxes, switchboards, power points and switches are located above the Defined Flood Event (DFE) flood level.*

Note: The Building Regulation 2006 and associated Queensland Development Code address the floor levels of habitable rooms in relation to flood levels. The definition of habitable rooms is in the Building Code of Australia.

Note: The highset "Queenslander" style house is a resilient low-density housing solution in floodplain areas. Higher density development should ensure only non-habitable rooms (e.g. garages laundries) are located on the ground floor.

PO2 Development is resilient to flood events by ensuring that design and construction account for the potential risks of flooding.

A portion of the residential development will be constructed as a single storey slab on ground. The rear of the building will include a swimming pool, including pool fencing, and an alfresco area constructed on concrete slabs which do not allow for the flow through of flood water.

The applicant states:

The proposal incorporates a mix of slab on ground and raising the rear portion of the dwelling through the use of engineered posts/footings. Vertical batten screening is proposed to screen the understorey from adjoining dwellings. The proposal is not considered to be excessively high or out of character with the area. Stairs to the front entry, one bedroom and an office is oriented towards the street, resulting in opportunities for casual surveillance. Electrical meter boxes, switchboards, power points and switches can be located above the Defined Flood Event (DFE) flood level.

Compliance with the Acceptable outcome cannot be achieved.

A flood impact assessment was provided in response to Council's information request. The report states:

The results of our calculations show no significant impact from the inclusion of the pool and garden area in the proposal. Specifically, the calculated difference between the alternative proposals was less than a 1% increase in depth of flow. This is considered to be within the limit of error for calculations of this nature.

Results are as follows:

Calculated flow rate at section for house only (no pool or garden construction): 573m³/s

Calculated flow rate at section for house with pool and garden construction: 572 m³/s

Calculated water depth for house only (no pool or garden construction): 3.0m

Calculated water depth for house with pool and garden (for no reduction in flow rate): 3.002m

In order to further mitigate any effect of the proposed development it is recommended that any subfloor treatment (such as battening or other screening between posts) be constructed to maximise passage of floodwater. This could be achieved by the provision of a hinge joint with a release pin on any screening.

Clarification was sought from the author of the report via a phone call conducted on 6 December 2023 which confirmed that no details were provided to demonstrate the potential flood impact, including the potential change in flow rate and depth, as a result of the Dwelling house being built within the overlay area. The consultant engineer has outlined that the "house only", i.e. without the pool and alfresco area, is considered the baseline case. This is due to Council's desire for the Dwelling house to be constructed clear of the sewer at the front of the property. Council officers have queried this, as flood information is required in relation to the potential impact of the Dwelling house.

The consultant engineer reconfirmed that the inclusion of design elements such as battening could be incorporated whereby the battens fold down or lift up when water reaches a certain depth to maximise the ability of flood waters to flow freely beneath the Dwelling house. The use of such a design feature would reduce the potential impact from the solid wall construction around the pool and alfresco areas.

As no information has been submitted to outline the potential flood impact from the Dwelling house, there is insufficient information to appropriately ascertain the level of risk of flooding to the subject land and downstream properties. Therefore, it is unclear whether compliance can be achieved with the Performance outcome.

AO5.1 *Works in urban areas associated with the proposed development do not involve:*

(a) Any physical alteration to a watercourse or floodway including vegetation clearing; or

(b) A net increase in filling.

Note: Berms are considered to be an undesirable built form outcome and are not supported.

PO5 *Development directly, indirectly and cumulatively avoids any significant increase in water flow, velocity or flood level, and does not increase the potential for flood damage either on site or on other properties.*

Whilst there is adequate room to construct a Dwelling house on the lot, outside the Flood hazard overlay, the applicant confirmed that this was not the preferred location. Council acknowledges that a number of flood mitigation measures have been included in the proposed design, however, the

use of concrete block walls at the rear of the site, to support the pool and garden beds, will not allow for the free flow of water and may result in an alteration to the watercourse and a worsening of flooding impacts should the development proceed. The potential impact of pool fencing must also be considered.

Council issued an information request requiring the applicant provide a flood impact assessment from a suitably qualified RPEQ in support of the development. Council confirmed that the assessment should detail the methodology used, and quantify the offsite impacts.

A flood impact assessment of the proposed works was conducted by C Consulting Engineers. The results were outlined in a report dated 13 November 2023. The following methodology was used:

- Construct a cross section of the flow path at the location of the proposed development;
- Utilising the existing flood mapping data, calculate a depth and flow rate for the flow path at the nominated cross section;
- Superimpose the proposed residence only (no pool/garden structures) on the cross section and determine a new depth and flow rate;
- Recalculate the new depth and flow rate for the case of residence including pool and garden area;
- Compare the variation in flow rate or depth to determine the effect of the proposed development.

According to C Consulting Engineers, the calculations demonstrate:

no significant impact from the inclusion of the pool and garden area in the proposal. Specifically, the calculated difference between the alternative proposals was less than a 1% increase in depth of flow. This is considered to be within the limit of error for calculations of this nature.

Councils Development Engineer reviewed the flood impact assessment and provided the following response:

The consulting engineer has focused their assessment on a comparison between the site being developed as a standard house on stumps, or as a house on stumps with a pool. This comparison finds that the pool alone causes an afflux of not more than 3mm, which the engineer considers to be negligible and of no material impact to adjoining properties.

The report is not focused on the impacts of the development as a whole, but my interpretation of the report is that the house, in a worst case scenario, may cause an afflux of up to 60mm.

This interpretation is consistent with my hand-calculations which indicated that for a complete blockage of the house and pool area, an afflux of 55mm could be expected.

The engineer notes however that any calculation of afflux due to complete blockage of the house and pool area will be an overestimation. This is because the adjoining natural features and the raised design of the house reduce the flow velocity in the area well below what the calculations assume, and in turn reduce the actual afflux. I can see the logic in this and agree that the flow velocity in the region would be well below the value used in calculations, and so the afflux would also be below the calculated level.

The Performance outcome requires consideration of how the proposed development directly, indirectly and cumulatively avoids any significant increase in water flow, velocity or flood level, and does not increase the potential for flood damage either on-site or on other properties.

The location of the development within the overlay has potential to alter the level of inundation to Dwelling houses upstream, particularly during larger scale flooding events, and no clear comparison has been made between the undeveloped site and the water flow when obstructed by the Dwelling house.

It is relevant to consider the potential cumulative impacts of on-going development within the Flood hazard overlay.

Based on the information provided with the application and that no baseline has been provided, there is insufficient information to determine whether the development will increase the potential for flood damage either on-site or on other properties. Therefore, the Performance outcome cannot be achieved.

As the development cannot comply with the relevant Performance outcomes of the Code, the relevant Overall outcomes must be considered. The relevant Overall outcomes are as follows:

- a) Development maintains the safety of people on the development site from flood events and minimises the potential damage from flooding to property.
- b) Development does not result in adverse impacts on people's safety, the environment or the capacity to use land within the floodplain.

The proposed development is to be located on a lot with an area of 5,565 square metres. Of this area, there is approximately 750 square metres not contained within the Flood hazard overlay. Although this unaffected area is partially disrupted by a Council sewer main, the information provided with this application makes it difficult to determine the extent of potential damage from flooding to the property; particularly given majority of the Dwelling house is proposed within the Flood hazard overlay.

Based on the information provided with the application and that no baseline has been provided, there is insufficient information to determine whether the development will increase the potential for flood damage either on-site or on other properties.

The location of the development within the Flood hazard overlay has potential to alter the level of inundation to Dwelling houses upstream, particularly during larger scale flooding events, and no clear comparison has been made between the undeveloped site and the water flow when obstructed by the Dwelling house.

It is relevant to consider the potential cumulative impacts of on-going development within the Flood hazard overlay.

As no information has been submitted to outline the potential flood impact from the Dwelling house, there is insufficient information to appropriately ascertain the level of risk of flooding to the subject land and downstream properties. Therefore, the development is unable to comply with the relevant Overall outcomes of the Code.

Recommendation

THAT the application for Material Change of Use for the purpose of a Dwelling house on land at 49 Connor Street, Stanthorpe, described as Lots 1 & 2 S16814, be refused for the following reasons:

Whilst there is adequate room to construct a Dwelling house on the lot, outside the Flood hazard overlay, the applicant confirmed that this was not the preferred location. Council acknowledges that a number of flood mitigation measures have been included in the proposed design, however, the use of concrete block walls at the rear of the site, to support the pool and garden beds, will not allow for the free flow of water and may result in an alteration to the watercourse and a worsening of flooding impacts should the development proceed. The potential impact of pool fencing must also be considered.

Based on the information provided with the application and that no baseline has been provided, there is insufficient information to determine whether the development will increase the potential for flood damage either on-site or on other properties.

The location of the development within the Flood hazard overlay has potential to alter the level of inundation to Dwelling houses upstream, particularly during larger scale flooding events, and no clear comparison has been made between the undeveloped site and the water flow when obstructed by the Dwelling house.

It is relevant to consider the potential cumulative impacts of on-going development within the Flood hazard overlay.

As no information has been submitted to outline the potential flood impact from the Dwelling house, there is insufficient information to appropriately ascertain the level of risk of flooding to the subject land and downstream properties.

Therefore compliance cannot be achieved with the following provisions of the Southern Downs Planning Scheme, v.5:

Part 8 Overlays

8.2 Overlay Codes

8.2.5 Flood hazard overlay code

8.2.5.2 Purpose

- (1) *The purpose of the Flood hazard overlay code is to manage development outcomes in the floodplain so that risk to life, property, community and the environment during future flood events is minimised, and to ensure that development does not increase the potential for flood damage on site or to other property.*
- (2) *The purpose of the Code will be achieved through the following Overall outcomes:*
 - (a) *Development maintains the safety of people on the development site from flood events and minimises the potential damage from flooding to property.*
 - (b) *Development does not result in adverse impacts on people's safety, the environment or the capacity to use land within the floodplain.*
 - (c) *Land that is identified as subject to flood hazard is conserved for sustainable rural use or sport, recreation and open space purposes and when located adjacent to the Warwick urban area contributes where possible to the Warwick greenbelt.*

AO1

- (a) *With the exception of farm sheds and outbuildings associated with an existing dwelling, new buildings are not located within the overlay area; or*
- (b) *New buildings are located within the overlay area only where the local government has confirmed in writing that the following criteria are met:*
 - (v) *There is no part of the lot that is outside of the Flood hazard overlay area;*
 - (vi) *New buildings are located on the highest part of the lot to minimise entrance of*

floodwaters;

(vii) New buildings are located in areas of low flood hazard only as follows:

- Maximum flood depth is 0.3 m; and*
- Maximum flood velocity is 0.4 m/s.*

(viii) Direct access is available to low hazard evacuation routes as follows:

- Maximum flood depth is 0.3 m;*
- Maximum flood velocity is 0.4 m/s; and*
- Evacuation distance is less than 200 m.*

Note: An extension to an existing dwelling, and the replacement of an existing dwelling house with a new dwelling house, are not considered to be a material change in use of the premises (unless the increase in floor area of the dwelling house is substantial) and therefore does not require assessment against the planning scheme.

PO1 Development siting and layout responds to flooding potential and maintains personal safety at all times.

AO2.1 Residential buildings:

- (h) are not constructed as single storey slab on ground;*
- (i) do not involve the filling of land to achieve flood immunity;*
- (j) use screening to ensure that the understorey is not substantially visible from the street;*
- (k) are not excessively high or out of character with the area;*
- (l) orient to the street by ensuring that the stairs to the dwelling and at least one habitable room overlook the street;*
- (m) have ground floors that allow for the flow through of flood water; and*
- (n) electrical meter boxes, switchboards, power points and switches are located above the Defined Flood Event (DFE) flood level.*

Note: The Building Regulation 2006 and associated Queensland Development Code address the floor levels of habitable rooms in relation to flood levels. The definition of habitable rooms is in the Building Code of Australia.

Note: The highset “Queenslander” style house is a resilient low-density housing solution in floodplain areas. Higher density development should ensure only non-habitable rooms (e.g. garages laundries) are located on the ground floor.

PO2 Development is resilient to flood events by ensuring that design and construction account for the potential risks of flooding.

AO5.1 Works in urban areas associated with the proposed development do not involve:

- (c) Any physical alteration to a watercourse or floodway including vegetation clearing; or*
- (d) A net increase in filling.*

Note: Berms are considered to be an undesirable built form outcome and are not supported.

PO5 Development directly, indirectly and cumulatively avoids any significant increase in water flow, velocity or flood level, and does not increase the potential for flood damage either on site or on other properties.

ATTACHMENTS

Nil

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

Nil

15. NOTICES OF MOTION

Nil

16. GENERAL BUSINESS

17. CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS

Nil