



Dear Councillors

Your attendance is hereby requested at the Ordinary Council Meeting to be held in the Council Chambers, Southern Downs Regional Council, 61 Marsh Street, Stanthorpe on **Wednesday, 21 February 2024** at **9:00AM**.

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

Dave Burges

CHIEF EXECUTIVE OFFICER

15 February 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 - 17 January 2024	1
5. ACTIONS FROM COUNCIL MEETINGS	2
5.1 Actions from Ordinary Council Meeting 17 January 2024	2
6. DECLARATIONS OF CONFLICTS OF INTEREST	9
7. MAYORAL MINUTE	9
Nil	
8. READING AND CONSIDERATION OF CORRESPONDENCE	10
8.1 Correspondence	10
9. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS.....	14
Nil	
10. EXECUTIVE SERVICES REPORTS.....	15
10.1 Organisation Information Reports February 2024	15
10.2 Change of Date: Ordinary Council Meeting April 2024	70
10.3 Condamine Community Alliance	72
10.4 Investigation Report re Alleged Councillor Conduct Breach - OIA Matter Number C/23/00552 - Decision.....	81
11. CUSTOMER AND ORGANISATIONAL SERVICES REPORTS	87
11.1 Financial Services - Financial Report as at 31 January 2024	87
11.2 Closing Report and Management Letter - 2022-2023	106
12. INFRASTRUCTURE SERVICES REPORTS	130
Nil	
13. PLANNING AND ENVIRONMENTAL SERVICES REPORTS	131
13.1 Material Change of Use – Consideration of Change Representations – Belinda J Hohenhaus and Jamie S Charles C/-Precinct Urban Planning, 29 Homestead Road, Rosenthal Heights	131
13.2 Other Change to Material Change of Use - Katrina & Russell Smith: Donges Road, Severnlea.....	144
13.3 Consideration of Change Representations - RC Property 5 Pty Ltd C/- Wolter Consulting Group Pty Ltd: 75-79 Greenup Street, Stanthorpe ...	153

WEDNESDAY, 21 FEBRUARY 2024 Ordinary Council Meeting

13.4	Consideration of Change Representations - Uniting Church In Australia Property Trust (Q) C/- NSPIRE Planning & Design: 33A Guy Street, Warwick	158
13.5	Consideration of Change Representations: Uniting Church In Australia Property Trust (Q) C/- NSPIRE Planning & Design - 12 Eucalyptus Street, Killarney	170
13.6	Darling Downs-Moreton Rabbit Board Proposed Budget and Operational Plan 2024/2025	188
13.7	Pest Management Advisory Committee Meeting	192
14.	REPORTS OF DEPUTATION OR CONFERENCE & REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES	205
14.1	Regional Water Assessment Stakeholder Advisory Group.....	205
15.	NOTICES OF MOTION	206
	Nil	
16.	GENERAL BUSINESS	206
16.1	Cr McDonald Response to Order – OIA Matter Number C/23/00552	206
17.	CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS	206
	Nil	

ACKNOWLEDGEMENT TO COUNTRY

- 1. PRAYER & CONDOLENCES**
- 2. ATTENDANCE**
- 3. APOLOGIES**
- 4. READING AND CONFIRMATION OF MINUTES**
- 4.1 Ordinary Council Meeting - 17 January 2024**


Recommendation

THAT the minutes of the Ordinary Council Meeting held on Wednesday 17 January 2024 be adopted.

5. ACTIONS FROM COUNCIL MEETINGS

5.1 Actions from Ordinary Council Meeting 17 January 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 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 17 January 2024.

A copy of the Actions Report is attached.

ATTACHMENTS

1. Actions from Ordinary Council Meeting 17 January 2024 [↓](#)



ACTIONS FROM ORDINARY COUNCIL MEETING 17 JANUARY 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
17/01/2024	5.1	Actions from Ordinary Council Meeting 13 December 2023	Burges, Dave	09 Feb 2024 2:58pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 09 February 2024 at 2:58:46 PM - Noted.	9/02/2024
17/01/2024	6.1	Conflict of Interest - Cr Gow - Agenda Item 12.4	Burges, Dave	09 Feb 2024 2:59pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 09 February 2024 at 2:59:02 PM - Noted.	9/02/2024
17/01/2024	6.2	Conflict of Interest - Cr Gow - Agenda Item 12.5	Burges, Dave	09 Feb 2024 2:59pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 09 February 2024 at 2:59:12 PM - Noted.	9/02/2024
17/01/2024	6.4	Declaration of Conflict of Interest - Cr Tancred - Agenda Item 12.5	Burges, Dave	09 Feb 2024 2:59pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 09 February 2024 at 2:59:18 PM - Noted.	9/02/2024
17/01/2024	8.1	Correspondence	Burges, Dave	09 Feb 2024 2:59pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 09 February 2024 at 2:59:45 PM - Noted.	9/02/2024
17/01/2024	8.1	Correspondence - Warwick Bowls Club Incorporated	Burges, Dave	09 Feb 2024 3:03pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 09 February 2024 at 3:03:30 PM - Email to Revenue Coordinator to advise of Council decision to defer the issue of any rates notice until the policy had been reviewed.	9/02/2024
17/01/2024	10.1	Organisation Information Reports January 2024	Burges, Dave	09 Feb 2024 3:03pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 09 February 2024 at 3:03:46 PM - Noted.	9/02/2024
17/01/2024	10.2	Quarterly Organisation Information Reports January 2024	Burges, Dave	09 Feb 2024 3:03pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 09 February 2024 at 3:03:54 PM - Noted.	9/02/2024



ACTIONS FROM ORDINARY COUNCIL MEETING 17 JANUARY 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
17/01/2024	10.3	Investigation Report re Alleged Councillor Conduct Breach - OIA Matter Number C/23/00552	Burges, Dave	09 Feb 2024 3:07pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 09 February 2024 at 3:07:03 PM - In accordance with the Council Resolution and Section 150EU and Section 257 of the Local Government Act 2009, this matter was deferred to the Mayor for a decision. A decision was made by the Mayor and the subject Councillor was advised on 23 January 2024, with a copy provided to the Office of the Independent Assessor.	9/02/2024
17/01/2024	10.4	Cross Border Collaborative Working Arrangement	Burges, Dave	12 Feb 2024 2:58pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 12 February 2024 at 2:58:59 PM - Liaising with Tenterfield Shire Council to finalise execution of the Memorandum of Understanding.	12/02/2024
17/01/2024	11.1	Disposal of land described as Lot 21 on SP287038, located at 111 Massie Bony Mountain Road, Massie - Warwick Aerodrome	Watt, Mark	30 Jan 2024 11:03am Watt, Mark - Completion Completed by Watt, Mark (action officer) on 30 January 2024 at 11:03:54 AM - Owner advised and REIQ contracts being prepared by Council's Solicitor.	30/01/2024
17/01/2024	11.2	Sale of Land for Overdue Rates and Charges	Gow, Lachlan	07 Feb 2024 9:34am van der Hulst, Aimee - Completion Completed by van der Hulst, Aimee on behalf of Gow, Lachlan (action officer) on 07 February 2024 at 9:34:11 AM - Council Resolution Noted	7/02/2024
17/01/2024	11.3	Advertising Expenditure Policy PL-GV012 (Review)	Armstrong, Belinda	01 Feb 2024 9:49am van der Hulst, Aimee - Completion Completed by van der Hulst, Aimee on behalf of Armstrong, Belinda (action officer) on 01 February 2024 at 9:49:31 AM - Council Resolution Noted	1/02/2024
17/01/2024	11.4	Adoption of Amended Fees and Charges 2023-24	Gross, Helen	07 Feb 2024 9:34am van der Hulst, Aimee - Completion Completed by van der Hulst, Aimee on behalf of Gross, Helen (action officer) on 07 February 2024 at 9:34:17 AM - Council Resolution Noted	7/02/2024
17/01/2024	11.5	Second Quarter Budget Review 2023-24	Dowie, Brooke	07 Feb 2024 9:34am van der Hulst, Aimee - Completion Completed by van der Hulst, Aimee on behalf of Dowie, Brooke (action officer) on 07 February 2024 at 9:34:21 AM - Council Resolution Noted	7/02/2024



ACTIONS FROM ORDINARY COUNCIL MEETING 17 JANUARY 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
17/01/2024	11.6	Financial Services - Financial Report as at 31 December 2023	Dowie, Brooke	07 Feb 2024 9:34am van der Hulst, Aimee - Completion Completed by van der Hulst, Aimee on behalf of Dowie, Brooke (action officer) on 07 February 2024 at 9:34:27 AM - Council Resolution Noted	7/02/2024
17/01/2024	11.7(1).1	Amendment Recommendation 1 - Have Your Say - Allora Community Halls and Precinct Survey	Burges, Dave	09 Feb 2024 3:15pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 09 February 2024 at 3:15:32 PM - Noted.	9/02/2024
17/01/2024	11.7	Have Your Say - Allora Community Halls and Precinct Survey	Bell, Michael	22 Jan 2024 12:35pm Bell, Michael - Completion Completed by Bell, Michael (action officer) on 22 January 2024 at 12:35:49 PM - Noted.	22/01/2024
17/01/2024	11.7.2	Amendment - Recommendation 2 - Have Your Say - Allora Community Halls and Precinct Survey	Bell, Michael	09 Feb 2024 3:23pm Bell, Michael - Completion Completed by Bell, Michael (action officer) on 09 February 2024 at 3:23:07 PM - Noted	9/02/2024
17/01/2024	11.7.2.1	Amendment to Recommendation 2 - Have Your Say - Allora Community Halls and Precinct Survey	Bell, Michael	09 Feb 2024 3:23pm Bell, Michael - Completion Completed by Bell, Michael (action officer) on 09 February 2024 at 3:23:13 PM - Noted	9/02/2024
17/01/2024	11.7.3	Amendment to Recommendation 2 - Have Your Say - Allora Community Halls and Precinct Survey	Bell, Michael	09 Feb 2024 3:23pm Bell, Michael - Completion Completed by Bell, Michael (action officer) on 09 February 2024 at 3:23:19 PM - Noted	9/02/2024
17/01/2024	11.7.4	Amendment to Recommendation 3 - Have Your Say - Allora Community Halls and Precinct Survey	Bell, Michael	09 Feb 2024 3:23pm Bell, Michael - Completion Completed by Bell, Michael (action officer) on 09 February 2024 at 3:23:25 PM - Noted	9/02/2024
17/01/2024	11.7.5	Amendment to Recommendation 4 - Have Your Say Allora Community Halls and Precinct Survey	Bell, Michael	09 Feb 2024 3:23pm Bell, Michael - Completion Completed by Bell, Michael (action officer) on 09 February 2024 at 3:23:34 PM - Noted	9/02/2024
17/01/2024	11.8	In Principal Agreement to Use - Storm King Dam - School Open Water Swimming	Bell, Michael	22 Jan 2024 12:36pm Bell, Michael - Completion Completed by Bell, Michael (action officer) on 22 January 2024 at 12:36:08 PM - Noted. Customer contacted 22 January.	22/01/2024



ACTIONS FROM ORDINARY COUNCIL MEETING 17 JANUARY 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
17/01/2024	11.9	Sole/ Specialised Supplier Register	Fletcher, David	07 Feb 2024 9:34am van der Hulst, Aimee - Completion Completed by van der Hulst, Aimee on behalf of Fletcher, David (action officer) on 07 February 2024 at 9:34:31 AM - Council Resolution Noted	7/02/2024
17/01/2024	12.1	Water and Wastewater Customer Service Standards January 2024	Sweetlove, Graham	31 Jan 2024 10:07am Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 31 January 2024 at 10:07:55 AM - Water Administration is finalising the document and then uploading to Southern Downs Regional Council's website.	31/01/2024
17/01/2024	12.2	Water Service Areas January 2024	Sweetlove, Graham	31 Jan 2024 10:38am Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 31 January 2024 at 10:38:45 AM - Manager Water has provided Water Service Areas information and plans to the Communications and Marketing Coordinator for the purpose of undertaking public consultation on the proposed Urban and Rural Water Service Areas.	31/01/2024
17/01/2024	12.2.1	Amendment - Water Service Areas January 2024	Sweetlove, Graham	12 Feb 2024 3:03pm Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 12 February 2024 at 3:03:09 PM - Noted	12/02/2024
17/01/2024	12.3	Rural Water Connection Policy	Sweetlove, Graham	31 Jan 2024 10:21am Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 31 January 2024 at 10:21:41 AM - Water Administration is finalising the document and then uploading to Southern Downs Regional Council's website.	31/01/2024
17/01/2024	12.4	Stanthorpe Irrigators Recycled Water Agreement 2024	Sweetlove, Graham	31 Jan 2024 10:28am Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 31 January 2024 at 10:28:04 AM - Agreement is being revised and a date has been set for meeting with the Irrigators later in January 2024.	31/01/2024



ACTIONS FROM ORDINARY COUNCIL MEETING 17 JANUARY 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
17/01/2024	12.5	Warwick and Stanthorpe Urban Recycled Water Agreement	Sweetlove, Graham	31 Jan 2024 10:28am Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 31 January 2024 at 10:28:57 AM - Expression of Interest being prepared to put out for this Agreement.	31/01/2024
17/01/2024	12.6	Traffic Calming Proposal - Oak Avenue, Warwick	Byrnes, John	30 Jan 2024 10:13am Verney, Prue - Completion Completed by Verney, Prue on behalf of Byrnes, John (action officer) on 30 January 2024 at 10:13:47 AM - Community consultation went out on 18 January 2024 and will be returned next week. Implementation will take place once the survey has been analysed. Trial period will last six months. Council will be consulted as to a permanent solution at the end of the six month trial period.	30/01/2024
17/01/2024	12.7	Tender 24_045 Design and Construct Four Toilet Blocks and Shelter	Collingwood, Chris	30 Jan 2024 10:15am Verney, Prue - Completion Completed by Verney, Prue on behalf of Collingwood, Chris (action officer) on 30 January 2024 at 10:15:17 AM - Accepted offer was valued below the \$1 million threshold therefore awarding of contract made within existing delegation prior to caretaker period.	30/01/2024
17/01/2024	12.8	New Sewage Pump Station and Rising Main to Support Industrial Development in Warwick	Sweetlove, Graham	31 Jan 2024 10:30am Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 31 January 2024 at 10:30:30 AM - No action taken at this stage as it may need to be addressed at the next quarterly review to obtain funding for the design.	31/01/2024
17/01/2024	13.2	Consideration of Change Representations: Reconfiguring a Lot: Paul & Vicki Harrison C/- Aspect Town Planning Pty Ltd - 54 Warner Street, Rosenthal Heights	Beck, Sean	22 Jan 2024 2:01pm Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Beck, Sean (action officer) on 22 January 2024 at 2:01:31 PM - Recommendation Lost.	22/01/2024
17/01/2024	13.2.1	Alternate Motion - Consideration of Change Representations: Reconfiguring a Lot: Paul & Vicki Harrison c/- Aspect Town Planning Pty Ltd - 54 Warner Street, Rosenthal Heights	O'Mara, Angela	25 Jan 2024 8:29am Watt, Jenny - Completion Completed by Watt, Jenny on behalf of O'Mara, Angela (action officer) on 25 January 2024 at 8:29:47 AM - Decision Notice & Statement of Reasons emailed to applicant.	25/01/2024



ACTIONS FROM ORDINARY COUNCIL MEETING 17 JANUARY 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
17/01/2024	13.1	Shaping Southern Advisory Committee Meeting - 21 November 2023	O'Mara, Angela	22 Jan 2024 2:02pm Watt, Jenny - Completion Completed by Watt, Jenny on behalf of O'Mara, Angela (action officer) on 22 January 2024 at 2:02:31 PM - Resolution Noted	22/01/2024
17/01/2024	13.3	Material Change of Use – Holly & Guy Collier C/- Adapt Development Management Pty Ltd: 49 Connor Street, Stanthorpe	Travers, Catherine	25 Jan 2024 8:30am Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Travers, Catherine (action officer) on 25 January 2024 at 8:30:23 AM - Agenda item was withdrawn.	25/01/2024
17/01/2024	13.4	Consideration of Change Representations -Gary Hayes & Partners Pty Ltd - 65 Old Stanthorpe Road, Morgan Park	Watt, Jenny	25 Jan 2024 8:28am Watt, Jenny - Completion Completed by Watt, Jenny (action officer) on 25 January 2024 at 8:28:59 AM - Decision Notice & Statement of Reasons emailed to Applicant	25/01/2024

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: 21 February 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. **Queensland Reconstruction Authority** thanking Council for the support provided to the community during the recent natural disaster events of 2023 - 2024, acknowledging the extraordinary recovery work that has been undertaken, and announcing by the State Government of several extraordinary joint funding packages with the Commonwealth Government through Disaster Recovery Funding Arrangements (copy attached).

Action: Noted.

2. **Minister for Agricultural Industry Development and Fisheries and Minister for Rural Communities** commending Council and staff for the initiative of Council's Speaking Up for Southern Downs – Federal and State Advocacy Plan 2023-2024, acknowledging the significant contribution that the Southern Downs region makes to the agriculture sector and the Queensland economy (copy attached).

Action: Noted.

3. **Department of Housing, Local Government, Planning and Public Works** congratulating Council on the development of the Speaking Up for Southern Downs – Federal and State Advocacy Plan 2023-2024, noting the document will be invaluable in Council's future engagement with key stakeholders (copy attached).

Action: Noted.

ATTACHMENTS

1. Correspondence from Queensland Reconstruction Authority[🔗](#)
2. Correspondence from Minister for Agricultural Industry Development and Fisheries and Minister for Rural Communities[🔗](#)
3. Correspondence from Department of Housing, Local Government, Planning and Public Works[🔗](#)



For reply please quote: – QRATF/24/497

16 January 2024

Dave Burges
Chief Executive Officer
Southern Downs Regional Council
dave.burges@sdrc.qld.gov.au; mail@sdrc.qld.gov.au

Dear Mr Burges 

Thank you for the tremendous support provided to your local community during the recent devastating natural disaster events experienced throughout the 2023–2024 severe weather season. I acknowledge the extraordinary recovery work that has already occurred to date and continues to be provided by your council as the recovery phase evolves.

As you are aware, the Queensland State Government has recently announced several extraordinary joint funding packages with the Commonwealth Government through the Disaster Recovery Funding Arrangements (DRFA).

These packages are intended to provide financial assistance directly to communities impacted by Tropical Cyclone Jasper; the South East Queensland Severe Storms and Rainfall events and the Northern and Southern Bushfire events. Information about the packages is available by visiting: <https://www.qra.qld.gov.au/funding-programs/event-specific-exceptional-circumstances-assistance>.

The Queensland Reconstruction Authority (QRA) is tasked with managing the DRFA programs on behalf of all Queensland Government agencies. As such, QRA will provide further information to all impacted local councils on the details relating to each funding package available under the DRFA for these events. The development of these packages will occur in consultation with the National Emergency Management Agency and in line with the Queensland Disaster Funding Guidelines.

QRA will also reach out in the future to provide details of the longer-term support initiatives that will be made available.

Should you have any questions about this, please contact your Regional Liaison Officer directly, Sharon Fong via mobile: 0447 387 865 or email to: Sharon.Fong@qra.qld.gov.au.

Yours sincerely



Jake Ellwood DSC, AM, CSC
Major General (Ret'd)
Chief Executive Office

Level 11, 400 George Street Brisbane
PO Box 15428 City East
Queensland 4002 Australia
Telephone +61 7 3008 7200
www.qra.qld.gov.au





The Hon Mark Furner MP
Minister for Agricultural Industry Development and Fisheries
and Minister for Rural Communities

Our ref: CTS 24105/23

19/01/2024

1 William Street Brisbane 4000
GPO Box 46 Brisbane
Queensland 4001 Australia
Telephone +61 7 3719 7420
Email agriculture@ministerial.qld.gov.au

Councillor Vic Pennisi
Mayor
Southern Downs Regional Council
Vic.Pennisi@sdrcl.qld.gov.au

Dear Councillor Pennisi

Thank you for your letter of 19 December 2023 regarding Council's recently published Speaking Up for Southern Downs – Federal and State Advocacy Plan 2023-2024 (the Advocacy Plan).

I commend your Council and staff for the initiative and effort which has gone into the development of this plan. The Department of Agriculture and Fisheries (DAF) acknowledges the significant contribution that the Southern Downs Region makes to the agriculture sector and the Queensland economy. I am committed to working collaboratively with Local Government Authorities across the State, including the Southern Downs Regional Council, to proactively support growth and mitigate risk in agriculture.

I note the Advocacy Plan specifically asks that resources continue to be directed towards activities to address pest management. The Queensland Government is addressing this through Round 8 of the Queensland Feral Pest Initiative. Further details can be found at www.daf.qld.gov.au/business-priorities/biosecurity/invasive-plants-animals/qld-feral-pest-initiative.

Within DAF, the Rural Economic Development Team, with staff based across Southern Queensland, works collaboratively with industry and all levels of government to identify and facilitate opportunities for growth and investment in agriculture.

If you require further information, please contact Mr Dan McIntyre in my office on 07 3719 7420.

Yours sincerely

A handwritten signature in black ink, appearing to read "M. Furner".

MARK FURNER MP
Minister for Agricultural Industry Development and Fisheries and
Minister for Rural Communities

Our reference: MC24/113



Department of
**Housing, Local Government,
Planning and Public Works**

Councillor Vic Pennisi
Mayor
Southern Downs Regional Council
Vic.Pennisi@sdrclg.qld.gov.au

Dear Councillor Pennisi

I refer to your email of 19 December 2023 to the Honourable Meaghan Scanlon MP, Minister for Housing, Local Government and Planning and Minister for Public Works and referred to the department for action.

I congratulate your council's development of the Speaking up for Southern Downs, Federal and State Advocacy Plan 2023 – 2024. This document will be invaluable in your future engagement with your community and with key stakeholders.

The issues of local government sustainability, infrastructure planning and funding continue to be areas of priority for the department's Local Government Division (LGD). The LGD will also continue working with councils to implement the Local Government Sustainability Framework to assist in strengthening the sustainability of the sector for the long term.

I'd also encourage your council's participation in the LG Leaders Program following the 2024 local government elections. The program will cover key information for councillors and Mayors throughout their term and provide a meaningful opportunity for our regional teams to engage with your new council.

If you need further information, Damon Meadows, Principal Region Advisor, Local Government Division can be contacted on (07) 4616 7314 or by email at Damon.Meadows@dsdilgp.qld.gov.au.

Yours sincerely

Stephen Robbins
Acting Deputy Director-General
Local Government Division


9. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

Nil

10. EXECUTIVE SERVICES REPORTS

10.1 Organisation Information Reports February 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 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. Stanthorpe Regional Art Gallery Report
3. YMCA Monthly Report December 2023
4. Infrastructure Services Monthly Status Report January 2024
5. Planning and Environmental Services Monthly Status Report January 2024
6. Development Approvals Quarterly Report

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[↓](#)
2. Stanthorpe Regional Art Gallery Report January 2024[↓](#)
3. Stanthorpe Regional Art Gallery Financial Statements (Confidential - Provided to Councillors only)
4. YMCA Monthly Reports[↓](#)
5. YMCA Financial Statements (Confidential - Provided to Councillors only)
6. Infrastructure Services Monthly Status Report[↓](#)
7. Planning and Environmental Services Monthly Status Report[↓](#)
8. Development Approvals Quarterly Report[↓](#)

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

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 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 January 2024.

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	Contractors for the build, St Hilliers announced that they had gone into Voluntary Administration as at 4 February 2024. From the point of notification, officers have continued to communicate with Administrators to find a workable solution. Program now likely to be delayed a number of months.
Warwick Saleyards	<ul style="list-style-type: none"> Construction of eastern pens is now in full swing, with expected completion still on track for March 2024 Sod-turning including Councillors, Mayor, Federal Member for Maranoa, Hon. David Littleproud and Council Officers was held on Monday 29th January In coming weeks, work will commence on electrical, plumbing, stormwater and preparatory works for future roof columns

Community Services

Disaster Management

Early in February, heavy rainfalls were experienced in the northern part of the region. While the LDMG was not activated, our Works' Department indicated damage to the network that is believed to have surpassed the threshold for lodging a claim through the Queensland Reconstruction Authority ("QRA"). This claim will be lodged for consideration by the QRA.

Library Services

Update on activities and delivery against a number of Library Services' KPIs (as of January) 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		58%	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) QGCD digital inclusion online meeting Staff recruitment discussion Allora Killarney book exchange report to council
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		58%	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 New PPT commence work in Allora
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		58%	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. Construction continues
1.4	Provide a gateway to virtual online services and networks	Library Branch Coordinator	1 July 2023	30 June 2024		58%	Continued maintenance, evaluation and purchasing of digital resources, updates of OPAC and Library page on Council's website
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		58%	Programming plans Tech assist, Crafternoon, 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 Storytime Kids Korner fortnightly storytime visit

							Under 8s day – Warwick East School Visits to St Joseph’s School Stanthorpe – prep – Year 6. Summer Reading Club commenced 1 December 2023.
1.6	Promote library services to reflect an increase in usage.	Library Branch Coordinator	1 July 2023	30 June 2024		58%	<p>Social media promotion ongoing: (1-31 January 2024) Southern Downs Library Facebook – 7 posts , 4,765 post reach, 232 interactions Instagram – 19 posts , 514 post reach, 30 interactions</p> <p>Social media promotion ongoing: cumulative figures (July 2023 – June 2024) Southern Downs Library Facebook – 67 posts , 39,577 post reach, 3,213 interactions Instagram –106 posts, 2,876 post reach, 373 interactions</p> <p>Southern Downs Library Facebook followers: 1087 Instagram followers: 261</p> <p>Advertisement and editorial in Southern Living Monthly Your Southern Downs eNews Holiday activities information sent to local schools</p> <p>Library statistics January 2024 Loans: 11,366 Returns: 9,677 Reservations placed: 2,343 New members: 146 Current membership as of 31 Jan 2024: 9,471 Library visitors: 4,758</p>
1.7	Work towards ensuring all of the SDRCcommunity has access to library services reflective of their needs	Library Branch Coordinator	1 July 2023	30 June 2024		58%	<p>Delivery Outreach Requests for purchase Tech assist (user needs based program) First5forever outreach Regional & Requested Delivery service Homerun service ongoing</p>
1.8	Measure effectiveness of program delivery through 1 survey per year	Library Branch Coordinator	1 July 2023	30 June 2024		90%	<p>Anticipated annual survey being finalised. Library survey conducted 1-28 August. Survey results being analysed. Allora region survey conducted including Library elements</p>
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		80%	<p>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</p>

Corporate Services

Land Management

The Land Management Team are currently preparing tenders for sale/disposal of vacant freehold land, following reviews of Council's land register. Various leases are currently under negotiation including sporting and community groups, commercial and grazing. Progress continues on acquisitions of land for roads and/or Council infrastructure. A standard report table is being prepared for inclusion in next month's INFO REPORT to Council.

Warwick Saleyards

January 2024 saw a total of four (4) cattle sales and four (4) sheep sales.

Cattle numbers through the yards were good throughout January, with some rain and the promise of more, prices continued to rise from on the first sale average (heavy yearling steers) of 306c/kg to January's last sale where heavy yearling steers averaged 375c/kg.

Sheep numbers remained relatively steady throughout January, with the rainfall reducing stock numbers for the last sale in January. Heavy lambs averaged \$203.50 for the month of January.

Officers engaged with selling agents regarding the operations of the weekly cattle sales during January. Sales ran relatively smoothly with few issues. One of the Local Laws team has now been temporarily engaged as Saleyards Coordinator whilst recruitment for the position is undertaken. Additionally, three (3) new casuals commenced at the yards in January to assist with the current workload.

Demolition of the eastern yards commenced 8 January 2024, and was completed within a very short time frame. Construction of new yards and panels has now begun in earnest.

Livestock Numbers for the Month of January

Cattle

Year	Month	No of head processed	Av No. Per Sale	Av Price Per head
2024	Jan	3792	948	Heavy Yearling Steers: 339c/Kg
2023	Jan	3002	750	Heavy Yearling Steers: 391c/Kg
Financial Year to Date sales:		22882 head		

Sheep

Year	Month	No of head processed	Av No. Per Sale	Av Price Per head
2024	Jan	8915	2228	Heavy Lambs \$203.50
2023	Jan	6477	2159	Heavy Lambs \$191.00
Financial Year to Date sales:		51833 head		

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

Policies and Procedures status as at 07/02/2024

Details	Current	Past Review Date	Under Review	Draft Policies	Awaiting Adoption	To be rescinded
Policies- strategic and Operational	59	24	11	13	11	0
Procedures – strategic and Operational	28	59	3	3	0	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

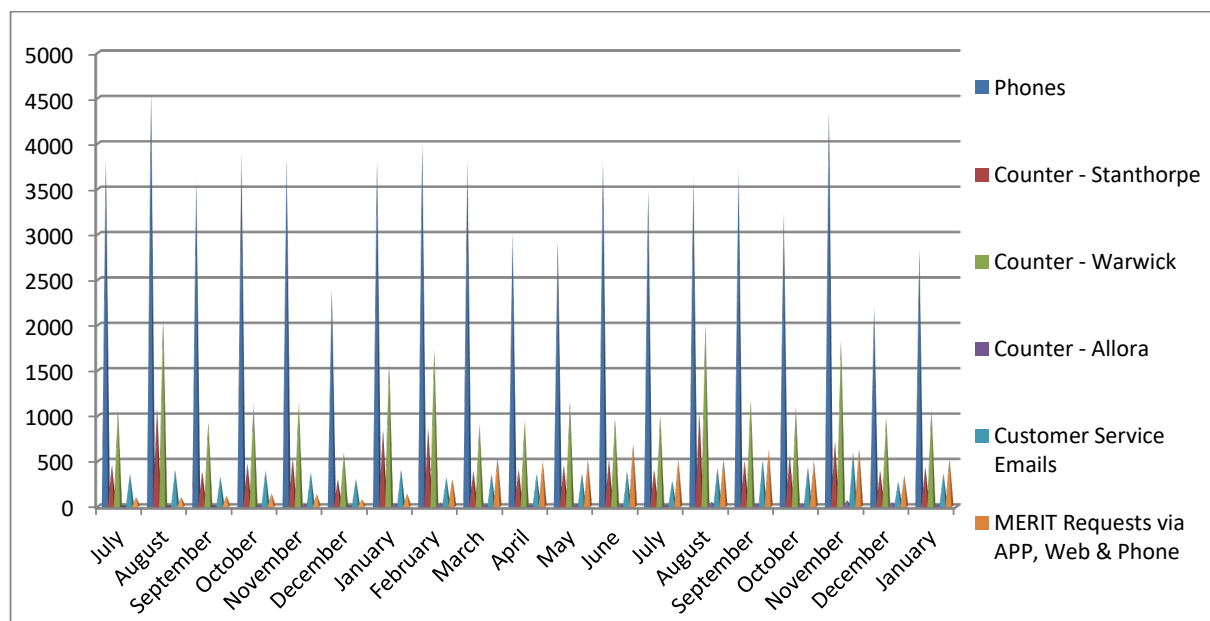
Claim Description	Number	Settlement Payout
Motor vehicle claims – In progress	9	N/A-
Property Matters – In progress	3	N/A-

Customer Service

January's highest number of calls related to Local Laws and Revenue and Finance inquiries, mainly due to dog registrations and rates notices being issued.

Statistics for the month of:	January 2024
Phones	2833
Counter – Stanthorpe	436
Counter – Warwick	1067
Counter – Allora	23
Customer Service Emails	363
MERIT Requests vi app, web and phone	532

Statistics for the month shown graphically below



Sustainability & Strategy

Asset Management

Master Planning for the Aerodromes continues. The RfQ for the Open Space, Sport and Recreation Mater Plan has been released. Many questions have been posed during the advertisement period which will hopefully result I multiple responses. Discussions with the Planning and Development team with regards the integration of the Asset Management Master planning approach and the new Planning Scheme are progressing.

Enterprise Asset Management (EAM) Project

The Adoption of the EAM Module continues. Work with the Facilities Management Team has begun. The next modules in the overall program are having the initial discussions and project kick off.

Flood Studies

Community survey is now complete and the data has been passed to AECOM for collation and consideration. The Flood Risk Management portion of the study has now begun.

GIS

Capture of key road infrastructure post rectification continues using UAV technologies. Our UAV capability was also used to assess public risk and the planning for the removal of nuts in trees in Leslie Park to mitigate the public risk.

Project Management Office (PMO)

The Saleyard Redevelopment Project is being managed via the Project Management Office with the direction of the Manager Corporate Services. This project continues on track with a potential minor delay (a few weeks, to be confirmed) as a retaining wall element for the Load and Unload ramps area being included to alleviate other potential issues.

The Project Management Office has also been instrumental in the response to the change in circumstance for the Stanthorpe Art Gallery/Library project. The Project Management Office will continues to work closely with Manager Corporate Services, Manager Community Services and our external providers to find the solutions to achieve this project.

Financial Services

Finance

- Additional data has been provided to assist with the development of a price path for the Waste Business with price modelling options being developed. Council anticipates to receive the draft report in February for consideration.
- Work on undertaking a high-level rating review is in progress with draft reports to be received in February for consideration.
- Fuel Tax Credit review stage 2 work in progress.
- Work on Fleet rates and Internal Overheads is progressing and this body of work will be consolidated into the FY24/25 budget development.
- Quarter three budget review planning has commenced with models anticipated to be available for review in late Feb or early March.
- The FY24/25 budget development has commenced with the Finance Team circulating the Fees and Charges Model for review by Departments. Actual model being updated and would be made available to staff in mid Feb.
- Valuers for comprehensive revaluation (land, water, waste water, building) and indexation have been appointed with work commencing from this month.
- A comprehensive review of revenue and debtors' processes has been undertaken with the team currently focusing on reviewing draft recommendations.

- Rates notices have been issued with a due date of 26 February 2024 and water meter readings will commence on 19 February 2024.

Information Technology

- Work associated with Council's Business Continuity Plan / Disaster Response Plan (DRP) and Cybersecurity Incident Response Plan (CIRP) is progressing. The Team is close to finalising the IT DRP and CIRP. Work on the BCP sub plans will commence from next month.
- Operational Level Agreement has been drafted for Water and IT to assist with management of SCADA systems. Feedback has been received and the draft OLA will be presented to the IT Steering Committee next month.
- IT Service Management capability review was undertaken in late January. This will assist in improving service delivery to enhance overall efficiency and effectiveness. A draft report is anticipated to be received in late February.
- As per the Tech One CIA Roadmap work is on rolling out Enterprise Asset Management Module (EAM) is continuing. Council has transitioned the HR Org Module onto the new CIA platform with work progressing on the Purchase Card Modules.
- Work on the ELMO project is progressing with the Recruitment module being rolled out in stages across the organisation. Other configuration for the On Boarding and Core modules has been completed.
- Other IT related initiatives or projects are progressing and being monitored.

Procurement

- Procurement Team continues to work on implementing recommendations of the Fuel management review with focus now on the developed of a procedure for fuel reconciliations involving mobile fuel tankers.
- The Team is working with the Project Management Office and Safety team to streamline Procurement processes and templates.
- Further Training on Procurement, the use of Local Buy and Vendor Panel is currently being considered for late Feb or March 2024.


January 2024 Reporting - Procurement	
Procurement Stats	
Number of Tenders Released	0
Contract number	Description
Number of Tenders in progress	2
Contract number	Description
24_042	Operation & Management of Killarney & Allora Pools and Stanthorpe OHSC
24_045	Construction of 4 x Toilet Blocks and 1 x Picnic Shelter
Number of RFQ's Released	7*
Contract number	Description
24_047	Employee Engagement Survey
24_053	Desktop Valuation of Council Assets
24_057	Replacement of Server Room UPS
24_058	CCTV Upgrade Phase 1
24_065	Demolition and Removal of Toilet Blocks
24_069	Warwick Chamber Refurbishment
24_044	Hazardous Chemical Pickup and Disposal
Number of RFQ's in progress	12
Number of Contract Numbers Issued	7
Number of Purchase Orders Raised After Invoice Date	32
Inductions done	0
*this figure does not include RFQs we have reviewed but were released by other departments	

ATTACHMENTS

Nil

0.0 INFO REPORT | Stanthorpe Art Gallery

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Community Services Coordinator	ECM Function No/s:

Recommendation

THAT Council receive and note the Stanthorpe Regional Art Gallery Director's Report for January 2024 and income statement for July – December 2023.

REPORT

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

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

ATTACHMENTS

1. Stanthorpe Regional Art Gallery Income Statement July - December 2023 (Excluded from agenda - Provided under separate cover)
2. Stanthorpe Regional Art Gallery Directors Report January 2024



Gallery Directors Report: Director Findlay

Committee Meeting Jan 2024

Vision Statement

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

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

Objectives	Outcomes	Date	Who
Support and promote diverse creative practices	<p>Next Exhibition Local Art Prize 1 Dec 21 Jan</p> <p>Opening Night 1 Dec attendees 146</p> <p>Judges are Cheryl Moggs Visual Artist OAM, AMAGAQ Indigenous Representative board member and Dr Karike Ashworth (AFHEA), Visual Artist & Sessional Tutor, Queensland University of Technology -AMAGAQ Board Member.</p> <p>No of works sold 8 - \$4445</p>		

Be a vibrant Community hub	<p>Collection: The Collection team meet every Tuesday and are working to ensure that the details regarding the collection are current, correct and as detailed as possible. Working towards more exposure of the collection. The Collection team are now preparing for the opening of the new gallery; skill building and organisation re condition reporting and handling the collection when it returns.</p>		J Wilkinson Allen, R Coates, E Hobba, M Findlay B Penrose
	<p>Public Programs</p>	12 Dec	
	<ul style="list-style-type: none"> Holiday Workshop: Decorate a Boomerang Bag or Pencil case 10 attendees good outcomes 	14 Dec	
	<ul style="list-style-type: none"> The Fairies of Quart Pot Creek Tea Party & Book Launch with Patty Moxham Cancelled until 2024 	16 & 18 Jan	
	<ul style="list-style-type: none"> Holiday Workshop: The Castle of Tarragindi Qagoma- a few late cancellations but well received 	21 Jan	
	<ul style="list-style-type: none"> The Heart of Intention - Crafting Sankalpa Through Yoga, Music & Art 	20 Jan	MF
	<ul style="list-style-type: none"> Director will present to Warwick Collective regarding exhibition preparation and how to build resilience and strengths of their group through partnerships and workshops and vision. 		


Engage and enrich the local and regional communities largely through visual/creative arts	Publicity and Marketing: <ul style="list-style-type: none"> • Gallery Newsletter • Facebook • Granite Belt Magazine double page • Stanthorpe Today- feature articles • Weekly update of Facebook, Twitter and Instagram • Meetings with Michelle Conkas • Media coverage for exhibitions 	Ongoing	Director / Michelle Conkas
Extend the gallery's involvement in Visual Arts activities within and beyond Queensland	Professional Development		
Increase the Gallery's professional standing with the Queensland Arts and Museum network and beyond	Working with AMaGAQ identifying skill base of all members AMaGAQ Committee- very good process to build capacity of the committee and identify passions and skills.	MF	Jan 2024

Boutique	Boutique Report Christmas market on Dec 1 opening night went very well Boutique sales \$1158.50	Dec/Jan	Business Manager
Be economically sustainable	Other Income <ul style="list-style-type: none"> • Increase boutique profile for the Local Art Prize Art • Maximize income sources especially workshops and Music in the Gallery. • Successful grant from RSL re part funding of new photocopier \$1500 • Applied to gambling funding for 2024 programs • Been short listed for the Gordon Darling grant to produce a commemorative brochure for the reopening of the new gallery. This will be a document that can be used for several years. It will also be useful as a training document for our front-of-house volunteers. Will know at the end of Jan. 	Oct Dec 2023-Jan 2024	Finance Cmte & Staff MF
Engage and enrich the local and regional communities largely through visual/creative arts	Volunteer Hours <ul style="list-style-type: none"> • Volunteer hours from July 1 2022 - June 30 2023 2382 hours at on average \$35 = \$83,370 <p>These hours do not take in to consideration the volunteers who bring professional services such as accountancy skills, graphic design and exhibition design skill, senior management skills and many other very important voluntary contributions.</p>		
Support and promote diverse creative practices	2024 Art Prize Opening date decided 6 Sept 2024 Michael Brennan from Noosa Art Gallery has agreed to be a judge. Still to find second judge Had info back from Arts Law Australia and the AP Terms and Conditions some minor	Nov 2023	MF & D McA

	<p>changes and they approved the document. Have approached Ben Quilty as guest of honour and waiting on reply</p> <p>Music in the Gallery</p> <ul style="list-style-type: none"> • Auslan Choir – GBSS Well attended with friends and family • Movies, Memories and Merry Christmas Southern Downs String Ensemble under the direction of the maestro, Malcolm Gamble- Qld youth Orchestra performed in conjunction with SDSE- 2 Warwick soprano singers also performed 175 attendees- well received • The Borealis String Quartet (USA) In Concert With Prof Gilbert De Greeve (Belgium) 200 attendees- well received • Contra Guitar Duo 	<p>26 Nov</p> <p>10 Dec</p> <p>14 Jan</p> <p>17 Feb</p>	
AOB	<p>Extension to Building Tracking and hanging have been ordered and arrive in approx. 2 weeks Visit to Refurbished Gallery</p>	<p>16 Jan</p> <p>16 Jan</p>	<p>MF</p> <p>MF RA AA HM</p>

0.0 INFO REPORT | YMCA Monthly Reports - December 2023

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Community Services Coordinator	ECM Function No/s:

Recommendation

THAT Council receive the December 2023 monthly report from the Brisbane Young Men's Christian Association (YMCA) in relation to the operation of the Warwick Indoor Recreation & Aquatic Centre ("WIRAC") and the Stanthorpe Fitness Centre and Pool.

REPORT

A requirement of the contract with the YMCA for the management of the WIRAC and The Stanthorpe Fitness Centre and Pool, is an obligation that the YMCA to supply monthly reports relating to the operations of the facilities.

Attached to this Council report are the December 2023 monthly reports from YMCA.

ATTACHMENTS

1. YMCA Stanthorpe Monthly report December 2023
2. YMCA WIRAC Monthly Report December 2024



YMCA Warwick (WIRAC) Monthly report for December 2023





EXECUTIVE SUMMARY

December at WIRAC was marked by festive celebrations and a sense of community spirit as patrons and staff came together to enjoy the holiday season. Amidst the festivities, the team continued their dedication to serving the community through a range of programs and activities.

The holiday season brought about changes in our operations, with holiday programs commencing on December 11th and running until January 19th. To accommodate the festive period, trading hours were adjusted, and certain programs such as Group Fitness and Learn to Swim were temporarily suspended for three weeks.

Looking ahead, we are excited to continue our commitment to providing exceptional recreational opportunities for the community in the new year, building upon the successes of the year and embracing opportunities for growth and innovation.

We are grateful for the ongoing support of the Council and the community, and we look forward to another year of serving as a hub for health, wellness, and recreation in our region.

PROGRAMS AND SERVICES

Health and Wellness

Our December membership promotion \$0 joining fee for a Direct Debit membership resulted in 25 new/renewed memberships.

The “free” 12-week Cancer survivor program finished, with 11 participants completing the program.





Aquatics

A 5-day holiday intensive Learn to swim commenced with two weeks running: 11th of December and the 18th of December with only 18 children attending.

The holiday activity program commenced, with the pool inflatable on twice a week, Tues and Thurs 10am to 12pm. This proved to be quite popular.

Announcements

- Normal hours resume Monday 8th January 2024
- Group Fitness Classes resume Monday 8th January 2024
- Learn to Swim resumes Monday 22nd January 2024

Hydro Public Adjusted Times
Mondays-Fridays December 18- January 5th
Morning: 6.30am-7.15am
Lunch: 12.15am-1pm

LTS Enrolment
Enrol before 8th January 2024
and go in the draw to
WIN 1 year FREE LTS

LTS Christmas Party
When: Friday 15th December 2023
Where: 29 Palmerin Street (WIRAC)
Time: 10am-12pm
FREE entry for LTS students!

LTS 5 days Holiday Intensive
Week 1: 11th December
Week 2: 18th December
Week 3: 8th January
Week 4: 15th January
Squad - \$50 for 5 days

Holiday Activity Program
POOL INFLATABLE
Tuesdays & Thursdays
10am-12pm
\$5.20ea

ENROL NOW!
\$70 for 5 days

DECEMBER 2023- JANUARY 2024
THURSDAY 1ST DECEMBER- SUNDAY 17TH DECEMBER OPENING HOURS AND CLASSES AS NORMAL

Hire Groups

The main hire Groups Basketball, Taekwondo and Futsal finished their programs in line with the end of the School Term.

Bookings have commenced for the new year!

STAFFING AND TRAINING

Whilst we have recently added a few new staff members, we have also lost a few staff members, who have either moved or gained employment in the profession they have been studying in. This is quite normal in this industry, with many students studying whilst working as a Lifeguard or Learn to swim teacher. We continue to seek experienced staff as we are especially short staffed in the Learn to swim area.



ATTENDANCE

		Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Fitness Attendance	Members	3944	3787	3280						
	Casuals & Visit passes	393	166	286						
	24 hr Access	2041	1833	1952						
	Personal Training	97	104	64						
	Group Fitness	1226	1219	835						
	Total	7701	7109	6417	0	0	0	0	0	0
Aquatics Attendance	Members	734	inc above	inc above						
	Casual Aquatic	1733	1396	1522						
	Sports Ability	27	26	12						
	Learn to swim	1048	890	395						
	Squad	189	196	102						
	School Swim	3573	2530	1260						
	Physio's	111	122	65						
	Aqua Aerobics	698	606	286						
	Total	8113	5766	3642	0	0	0	0	0	0
Stadium	Junior Futsal	102	188	0						
	Schools	659	674	425						
	Sports Ability	99	132	60						
	Pickleball	34	86	30						
	Taekwondo	225	203	85						
	Basketball	105	689	302						
	Social									
	Badminton	24	28	22						
	Total	1248	2000	924	0	0	0	0	0	0
OTHER										
	Total	0	0	0	0	0	0	0	0	0
Overall Monthly Attendance		17062	14875	10983	0	0	0	0	0	0
Year to date Overall Attendance		79400								

The overall attendance reported for the month was a drop with programs and Group fitness classes being temporarily suspended during the festive season.



FACILITY UPKEEP AND IMPROVEMENTS

- **Updated Signage-Total cost to YMCA \$3200**

Group fitness window signage is now displayed, along with new signage in the reception area. The next signage to be updated and scheduled for January is the Aquatic area and hygiene signs.

- **Learn to swim Pool back wash system-**

Managed to backwash filters to give a little more time, whilst contractors investigate how to repair or possibly bypass and put filters “above” ground. With businesses closing down for the festival season, this gives a little more time.

- **Lane Rope Anchor-**

A lane rope anchor snapped off the wall in the 25m pool. We are still trying to source someone who can do this sort of work.

MAINTENANCE

1. **Switchboard Project and Emergency Lighting:**

Main switchboard changeover scheduled for January and after the final inspection of the emergency lighting, seems a couple more lights may need to be added. Awaiting further advise from contractor.

2. **Air Handling in the Hydro Pool area and bathrooms:** Under tender with Council.... Awaiting further advice.
3. **Repairs to sink area and wall in Male’s bathroom on Pool deck:** Repairs completed, with the possibility of adding tiles to make it look more aesthetically pleasing? Awaiting Quote.
4. **Roof works on building:** Awaiting Council tender details.

BUSINESS DEVELOPMENT

Continued advertisements in local papers, TV and radio to inform the community on membership deals, holiday programs or any other activities or promotions that WIRAC may have



Learn to Swim
Christmas Party

December 15 | 10am - 12pm

Exclusive for Learn to Swim students, enjoy pool activities, water games, and a complimentary sausage sizzle. RSVP by 11th December to ensure we have enough goodies for everyone.

SWIM PROGRAM
5 DAY INTENSIVE SWIM PROGRAM

WHEN
WEEK 1: 11th to the 15th December 2023
WEEK 2: 18th to the 22nd of December 2024
WEEK 3: 8th to the 12th of January 2024
WEEK 4: 15th to the 19th of January 2024

\$70
For 5 Days

CONCLUSION

BIGGEST MORNING TEA
We organized a morning tea event and collected a total of \$761 in donations, which were wholeheartedly contributed to the Cancer Council

WELL DONE TEAM!
We are delighted to announce that we have been honored with the 'Best Health & Community Services Award' by the Chamber of Commerce. This recognition is a result of our ongoing efforts to support and assist our local community.

JUMPER AND JAZZ
Our staff volunteering their time to support Jumper and Jazz by offering activities such as face painting, jumping castle and obstacle course for the children

CANCER SURVIVOR PROGRAM
With the success of the first CSP at the start of the year, we've made the exciting decision to host a second one within the same year! We couldn't be prouder of the participants and the incredible strides they've made in their fitness journeys. At the YMCA, we remain dedicated to standing alongside our friends, families, and neighbours in their battle against cancer.

WHAT A YEAR!
We couldn't have done it without YOU and your support

SPREAD THE WARMTH CAMPAIGN
As winter arrives each year, we make it our mission to gather donations of cozy blankets and clothing for the homeless in our community. We wish to extend our heartfelt gratitude to all those who generously contributed. In addition, we would also like to extend a special thank you to the Big W Distribution Centre in Warwick and its' management for their incredible generosity. We have ensured that these donations reached the individuals they were intended for, right within our community. In addition to clothing donations, we have expanded our outreach to include essential toiletries, making a significant difference to those in need. Thanks to the overwhelming generosity we've received, our collection has grown to such an extent that we were able to extend our support to the ProteaPlace Women's Support Centre as well.

BOOT SALE RUMMAGE
In October, we hosted our inaugural rummage sale at Wirac. We set up a pop-up shop in our facility and also had a booth during the rodeo weekend, where we offered items for sale at just \$1 each. The funds we generated from this event were dedicated to supporting our Cancer Survivor Program and raising money for acquiring new equipment for the centre.



YMCA Stanthorpe Monthly report for December 2023





EXECUTIVE SUMMARY

What a month it has been, as we close out 2023. Our futsal and netball competitions have wrapped up for the season, as have our Learn to Swim Classes. We have had a few big storms that, due to safety requirements, closed the pool down for a couple of hours and, we experienced a few maintenance issues with the pool that have been resolved.

We at The Y are very excited for the upcoming 2024 season as we bring a range of programs and improvements for the community. We also cannot wait to help kick off everyone's 2024 New Year's fitness resolutions.

PROGRAMS AND SERVICES

Health and Wellness

- Memberships grew from 380 financial members at the end of November to 410 financial members at the end of December.
- 14 members expired or cancelled during the month.

One of the most requested needs from the community for the gym, prior to the Y taking over, was to air-condition the area for member comfort during both summer and winter. This is due to the extreme temperature changes that are experienced in Stanthorpe. On December 20th the air conditioning was installed, and is now up and running. Our gym members now train in a very comfortable environment, they are happy and love the new air conditioning. The Gym wall is still in progress as it now needs to be painted. We hope to have the wall completed in January 2024.





Aquatics

Our 2023 Learn to Swim program finished on the 9th of December.

Intensive holiday program swimming has started, the first block ran from the 11th to 15th of December. We were running 4 learn to swim classes from 10am - 12pm. Overall for the week we had 78 kids attend over the 5 days.

We are running Block 2 and Block 3 in January, from the 8th to the 12th January and 15th to 19th of January, respectively.

School Swimming:

We held 2 swimming Carnivals, SSPS on the 1st of December that had 167 kids attend and also the Small Schools Swimming carnival on the 4th of December, that had 256 kids attend.

We also hosted 3 school break-up party's (SSPS, SSHS and Greenland) all on separate days - 450 kids attended across the three events.



Hire Groups

- 14.5 hire hours occurred during the month, which was 13 hours down from last month.
- Swim club – The Y supported the swim club by giving approval for them to have a wooden seat built and installed to honour the fabulous contribution of Michael and Gail Smail to the Stanthorpe Community during their 24yr term as lessees of the pool. The unveiling of the seat will be held on the 12th of January at 5:15pm.



Sports Competitions

December saw the continuation of our inhouse sports competitions.

- Futsal – 30 teams
- Netball – 9 teams

We had the grand final for the Netball on the 5th of December and the Futsal on the 11th of December.

Season 1 of the 2024 competition for Futsal will kick off early February while Netball will start in early March.

ATTENDANCE

The overall attendance reported for the month was 7565 people which is a drop of 1234 from November. Wet weather days has impacted attendance during the month. A number of the weekends also had lower temperatures, therefore, less attendance.

		Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Fitness Attendance	Members	1316	1541	1431						
	Casuals	777	308	330						
	24 hr Access	0	0	0						
	Group Fitness	1087	1089	763						
Total		3180	2938	2650	0	0	0	0	0	0
Aquatics Attendance	Season & Visit pass	313	318	384						
	Casual	2197	1147	2877						
	Spectator	120	0	0						
	Learn to swim	514	661	42						
	Squad	316	310	23						
	School Swim	1434	2071	637						
	School Carnivale		137	435						
	School Break ups		261	98						
	Aqua Aerobics	114	146	31						
Total		5008	5051	4587	0	0	0	0	0	0
Stadium	Indoor Soccer	573	434	123						
	Netball	168	170	18						
	Table Tennis	45	41	56						
	Pickleball	40	43	72						
	Social Basketball	49	22	37						
	Social Badminton	55	20	22						
Total		930	730	328	0	0	0	0	0	0
Hireage in Hours	Court	16	27.5	14.5						
	Room	8	16	5						
Total		24	43.5	19.5	0	0	0	0	0	0
Overall Monthly Attendance		9118	8779	7565	0	0	0	0	0	0
Year to date Overall Attendance		25462								

FACILITY UPKEEP, MAINTENANCE AND IMPROVEMENTS

1. Tap replacement for the Automatic Value for the balance tank

On the 19th of December we had MWF Plumbing came in to replace a broken tap (attached to the automatic valve for the balance tank). The original tap was very hard to move especially when it needed to be turned off. (New tap has resolved the issue).



2. Update of sporting equipment:

On the 11th of December we purchased 2 new pickleball sets (included 2 nets, 8 bats and balls). The interest in pickleball has been steadily growing in with consistently 14 or more players per week. There were originally only 2 nets, so players had to take turns on the court. Now we have 4 courts in play so sitting out time has been greatly reduced.





We have replaced the old futsal goal nets with new blue nets. The old nets were deteriorating and had many holes.

We have also purchased 10 new Badminton racquets for our social badminton every Wednesday at 7pm.



BUSINESS DEVELOPMENT


The following posts were the top performing posts and demonstrate the way the Y is engaging the community.





Infrastructure Services Monthly Status Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Director Infrastructure Services	ECM Function No/s:

Recommendation

THAT Council receives and notes the Infrastructure Services Monthly Status Report for January 2024, dated 21 February 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

- Preparations for commencement of Stanthorpe streetscape works in March are underway.
- Works teams responded with road closures and debris removal following the heavy rainfall in late January. Council is seeking activation of the event under DRFA guidelines through the Queensland Reconstruction Authority.
- The final package REPA funded gravel road resheeting projects under current approved flood programs have commenced on Condamine River Road and Adjinbilly Road.
- Council's reseal program is planned for commencement in coming weeks.
- Smart Meter installation in Warwick commenced early January.
- Progression of the capital works program delivery for the directorate with approximately 75% of capital costs committed to date. Works are progressing strongly with a number of projects requiring specific attention as preconstruction activities continue and to ensure committed funds are expended by the end of the financial year.

Risks

- Heavy rainfall in northern areas in late January slowed delivery of works with wet weather delays experienced including on several DRFA funded projects. Additionally, Council works teams were redirected to emergent works, particularly on floodways, in affected areas. If Council's application for declaration of the event is unsuccessful, Council's operational road maintenance budget will experience significant expenditure.
- Bridge Link Drive, Wallangarra, a Queensland Rail (QR) asset, remains closed due to structural damage caused by recent bushfire; still awaiting timeframe from QR for repair.
- Staffing shortages and recruitment a continuous challenge with significant vacancies in some areas. Many of Council's contractors, consultants and suppliers are also experiencing challenges of staff shortages and high workloads, further impacting ability to maintain work program schedules in many areas.

WORKS

Maintenance and Operational – see Attachments

1. Works Department Monthly Report – 31 January 2024
2. 23-24 Works Department CAPEX Financial Report 2024-01-31
3. 491.8 GenEng DRFA Progress Report January 2024
4. SDRC DRFA QRA Submission Report January 2024

PARKS AND OPERATIONS

Parks & Operations Capital Projects Monthly Report – February 2024 – see Attachment 5

WATER

Capital Projects

- 01/24 Installation of meters in Warwick in January 2024. This is progressing really well with no issues to date and good progress being made. The Customer Liaison Officer started in January and is performing well, already familiar with the project and has had several successful customer encounters.
- Unity Water project for monitoring Southern Downs Regional Council's (SDRC) 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. 01/24 Detection Services were used to accurately locate a leak in the main street of Stanthorpe under the piazza area. This allowed SDRC officers to target their efforts and repair the leak with minimal damage to the piazza area.
- Emergency storage tanks for three sewer pump stations located in Stanthorpe Contract. 12/23 All of the designs have now been received and the consultant is producing final for construction drawings to allow the construction to begin. 01/24 The contractor has ordered the tanks.
- Market Square Rising Main Replacement Contract. 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. 01/24 Construction has commenced. The draft design has been received and is being finalised.
- ALARP (as low as reasonably practicable) Study for Connolly Dam. 12/23 The bathymetric survey work has been put out to quote again with additional suppliers selected. 01/24 No quotes were received for the survey after the second attempt. The 2019 survey will be used and it is expected that this will not be significantly different to the current silt depths. The consultant is preparing a proposal for carrying out the hydrology update. They are also looking at the access to the crest and the spillway for future testing equipment.
- The T2W (Toowoomba to Warwick) Pipeline Project. 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. 01/24 SDRC officers have produced a report detailing the trigger points for utilising the various sources in the event of a drought. This will be used to provide feedback to the project team.
- Southern and Darling Downs Regional Water Assessment. 12/23 The consultation period has closed and SDRC sent a submission on the draft report. 01/24 There is strong support for

progressing the Granite Belt Irrigation Project and further work will proceed. The Development of a Detailed Business Case (DDBC) for the W2S pipeline will also proceed. There was strong community support for farm dam evaporation covers and expansion of recycled water schemes.

- **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. SDRC will start the procurement of materials as there are some very long lead times for some items, particularly the pipes. 01/24 The design is well advanced and SDRC have ordered the bulk of the materials.
- **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. 12/23 The concept design was received by Council and submitted to the Ordinary Council Meeting held on 13 December 2023 for approval. Trying to arrange a meeting with DES to discuss the design prior to submitting the document to them by 31 January 2024. 01/24 Council approved the design in the 13 December 2023 Ordinary Council Meeting and the Concept Design Report has been submitted to the Regulator. Still awaiting an appointment with the Regulator to discuss the design, the way forward and the amendment of SDRC's Environmental Authority.
- **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. 01/24 The contractor has established on site and is commencing construction. There have been some minor design changes to avoid removal of trees on site.
- **Yangan Reservoir Project.** 11/23 Closing date for tenders extended to 5 December 2023 following a request for extension. The reservoir tenders have been evaluated and will be awarded in early February 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. 01/24 No quotes received for the bathymetric survey. Sent the 2019 survey results to the tenderer and requested a revised price. They have submitted a tender value of close to a third of the original tender and we are negotiating with them to formalise a contract.
- **Storm King Dam Retensioning Specification.** 12/23 Tender has closed and has been evaluated. Waiting on award and contract signing. 01/24 Contract has been awarded and waiting on the contractor to commence the works.

Update on Drought Resilience Project

	Project Objective	Status Update
Activity 1	Developing water supply from bores in the Cunningham Alluvium to Warwick	01/24 The switchboard has been installed and is connected to the bore. Council have some minor alterations required to bring this up to standard. Once these are addressed the project is complete.
Activity 2	Development of the Allora Borefield (Dalrymple Creek Alluvium)	01/24 The switchboard has been installed and is connected to the bore. Council have some minor alterations required to bring this up to standard. Once these are addressed the project is complete.
Activity 3	Water supply from Connolly Dam to the Warwick Water Treatment Plant (WTP)	Activity complete.

Activity 4	Blending and Pre-treatment Facility - Warwick WTP Upgrade	01/24 The consultant has submitted the draft concept design and drawings and Council is reviewing these.
Activity 5	Extraction of water from below the minimum operating level (MOL) at Leslie Dam by SDRC (about 74% of dead storage)	01/24 Sunwater have awarded the contract and the contractor will commence purchase of the necessary equipment.
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 – 31 January 2024
2. 23-24 Works Department CAPEX Financial Report 2024-01-31
3. 491.8 GenEng DRFA Progress Report January 2024
4. SDRC DRFA QRA Submission Report January 2024
5. Parks & Operations Capital Projects Monthly Report – February 2024

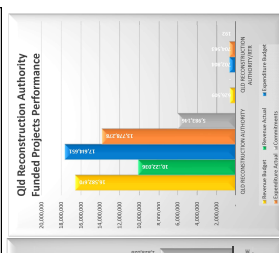
Works Department Monthly Report INFRASTRUCTURE SERVICES DIRECTORATE



Report Date:	31 Jan 2024	Reporting Period:	22 Dec 2023 to 7 Feb 2024
Link for Current and Future Road Works: Current and Future Road Works - Southern Downs Regional Council (sdrcl.qld.gov.au)			

1.	Highlights and Achievements	<ul style="list-style-type: none"> ○ Works team continue to provide assistance in the counter disaster and quick recovery and emergent works for the January 2024 rainfall occurrence. ○ Oak Avenue, Warwick: Community consultation responses have been collated. The following traffic calming devices will be installed on a six-month trial basis to gauge effectiveness: <ul style="list-style-type: none"> ▪ Change the road to a one-way street running north to south (Percy St to Wood St) ▪ Reduce the speed limit to 30km/hr ▪ No speed bumps ○ Works in Progress photographs
		<div>  <p><i>Spring Creek Road Landslip</i></p> </div> <div>  <p><i>Lode Creek Floodway</i></p> </div> <div>  <p><i>Charles Gully Road Invert</i></p> </div> <div>  <p><i>Merivale St Floodway</i></p> </div>
2.	Priority issues of importance	<ul style="list-style-type: none"> ○ Excessive rainfall occurrence in the northern part of our region has caused substantial damages to the road network; emergent works currently underway to provide an accessible road network ○ Increased number of Merits and customer requests due to the rainfall event.

		<ul style="list-style-type: none"> Continued challenges to recruit outdoor workforce Floodway on Hutchinson Lane (amber stream), Cottonvale has been assessed as unsafe; this is pre-existing condition and hence not approved under flood damage 
3.	Brief Progress of Works	<ul style="list-style-type: none"> Capital Works <ul style="list-style-type: none"> CBD crossings project pre-construction activities progressing well Reseal works scheduled to commence late-February Stabilisation works (combination of funding programs including TIDS) progressing well with minor delays due to wet weather Resheeting program commencing after the recent inclement rainfall Condamine River Road Working Group Meeting agenda and date being organised. 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"> Emergent works are being undertaken to repair roads that were damaged during the heavy rainfall/storm events Review of current process for managing abandoned cars on road corridors to ensure compliance with legislative obligation Flood Recovery <ul style="list-style-type: none"> Nov 21 event final acquittal completed REPA programs for Feb and May 2022 progressing well with final unsealed package commencing on Condamine River Road and Adjinbilly Road; all works anticipated to be completed by April 2024 Condamine River Road Crossings <ul style="list-style-type: none"> Condamine River Road traffic count data received over the Christmas/New Year period as follows:-



Please note that a Payroll processing issue affecting Pays 12, 13, and 14 may be impacting on posting of costs to the ledger for November/December/January.

Project Status Report



PROJECT: SDRC 2020, 2021 & 2022 DRFA PROGRAMS (5)

REPORT NUMBER	39	REPORT DATE	07 February 2024
REPORT PREPARED BY	Ben Lusk, GenEng Solutions		
REPORT RECIPIENT	James Varughese		
COPIES TO	Ged Brennan, GenEng PM Team		

PROJECT UPDATE

Report Period	Up to 02 February 2023
Progress	<p>2020 Submissions</p> <ul style="list-style-type: none"> All works associated with these submissions have been completed. All acquittals have now been assessed by QRA with resulting eligible expenditure of \$8,884,578.80 out \$8,937,609.89 claimed, 99.4% returned. The ineligible amount consists largely of adjustments for plant hire and repairs undertaken not initially or retrospectively approved by QRA. All income has been received, totalling \$8,669,898. The gap of \$214,680 represents the event trigger point reduction not payable. <p>March 2021 Submissions</p> <ul style="list-style-type: none"> All works associated with these submissions have been completed. All submissions have been lodged with QRA for final payment. Acquittals are progressively being approved. It's likely to be 3rd or 4th quarter of the FY before all acquittals are finalised by QRA. Actual expenditure for this event excluding CDO is \$7,295,803. Income received so far \$5,959,095 <p>November 2021 Submissions</p> <ul style="list-style-type: none"> Betterment works at Glen Niven are approximately 95% complete, final seal is now scheduled for early February following wet weather delays. Goldfield Road culvert is the only other work remaining for this event and has commenced. Concrete and culvert install is scheduled for early February, forecasting completion of the project in March. The current value of the November 2021 REPA and Betterment program is estimated to be \$4M. All submissions that have been completed on ground have been submitted to QRA except for the last finished Talgai West Road culvert. The final 3 submissions for betterment work will be prioritised for closeout early in 2024. None of the previously submitted submissions have yet been acquitted by QRA.

Report Period	Up to 02 February 2023
	<p>Feb & May 2022 Submissions</p> <ul style="list-style-type: none"> – The value of REPA for combined Feb and May 2022 events is currently estimated at \$32.4M, along with an additional LRRG approval of \$0.9M for road related projects. A further \$2.3M has been set aside for complimentary work alongside REPA from TIDS and LRCI funding streams. – The grading program of the February 2022 event is largely complete with just 3 roads remaining. – Closeout processes across those submissions completed is well underway to achieve minimal delays in final payments from QRA. Almost all unsealed road submissions were submitted for acquittal prior to Christmas. Sealed road and betterment submissions is now the priority for closeouts. – 5 betterment submissions have been approved under the 2022 events. 2 of 5 of these submissions has been completed to date. The remaining 3 submissions have been delayed through procurement processes and inclement weather, now expecting finish by May. Further wet weather puts delivery of these submissions at risk of completion within the available timeframe. <p>Delivery</p> <ul style="list-style-type: none"> – Recent wet weather event from Ex-TC Korrily has caused significant impacts to remaining and recently completed works. Resources are being diverted to the response for this event whilst still aiming to progress completion of past events. Emergent Works assessments are being undertaken to understand the full impact which may take a few weeks. – Unsealed road grading remains on 3 roads. Physical completion of these roads is expected by late March 2024. – Sealed pavement work is substantially completed throughout the region with most zones now only awaiting final seals. – Final seals were largely completed leading up to Christmas, most remaining are expected to be completed by mid February. A last batch of seals to finalise works expected by March. – Spring Creek Road landslip remediation works are well advanced. Quality testing onsite 2 remains to be completed. – Glen Niven Road culvert commenced mid-September and has been largely completed in 2023. Final seal to be undertaken early February following wet weather delays. – Goldfields Road culvert commenced mid January, completion expected by March. – Connells Bridge and Wheatvale Plains Road betterment project contract awarded to Bellrise with works to commence in February. – Cosmo Lane only requires signage and is expecting practical completion early February.

Report Period	Up to 02 February 2023					
	<ul style="list-style-type: none"> Swan Creek School Road & Murphys restoration projects have commenced following completion of archaeological investigations. The sites are now on hold until water clears and work can safely recommence. Stabilising works as commenced, beginning with Lyndhurst Lane. Freestone Road next to undertaken. Completion is still due by end of March but is susceptible to further delays from wet weather. 					
QRA	<ul style="list-style-type: none"> Monthly progress reporting continues to QRA. There are 48 active submissions requiring cost and time reporting and forecasts each month on a road-by-road basis. As acquittals are steadily being lodged across the early DRFA programs this number is reducing. Acquittal of February 2020 event has been processed, the 4 subsequent events are ongoing with QRA progressively working through the acquittals lodged to date. LRRG projects updated to align with stabilising contract works. 					
Forecast Activities	<ul style="list-style-type: none"> Monthly claims to QRA. SDRC reporting. Submission closeouts with QRA. Unsealed roads delivery, 3 roads remain. Sealed road delivery, 2 council crews continuing. Final sealing works on pavement repairs Betterment inverts by Council Finalising minor structure works Stabilising contract 					
Financial Status	Event	Actual	Committed	ECC	EFC	Income
	Feb 20	\$8,937,610	\$0	\$0	\$8,937,610	\$8,669,898
	Mar 21	\$7,295,803	\$0	\$0	\$7,295,803	\$5,959,095
	Nov 21	\$3,706,439	\$311,679	\$336,500	\$4,042,939	\$3,156,727
	Feb 22	\$10,520,331	\$493,065	\$3,244,690	\$13,765,020	\$9,898,537
	May 22	\$18,675,558	\$5,231,382	\$6,496,029	\$25,171,587	\$16,506,263
	TOTAL	\$49,135,742	\$6,036,126	\$12,410,218	\$61,545,960	\$44,190,520
	<ul style="list-style-type: none"> The above includes Emergency Works and Immediate Reconstruction Works expenditure. See attachment for more detailed financials and forecasts. 					

Report Period	Up to 02 February 2023
Critical Issues/ Delays/ Concerns	<ul style="list-style-type: none"> – Initial assessment of the impacts from Ex Tropical Cyclone Kirrily has been completed. The damage appears to be far less extensive than recent flood events in 2022. More aligned with 2020. The road network, in particular unsealed roads, appear to have coped better with the rainfall due to drainage improvements made as part of the DRFA programs recently completed with damage being more isolated in nature – Emergent works is required across multiple zones and it may be several weeks before the full impact is understood. As a smaller event a significant proportion of the repairs can be completed in the 90 day emergency works period – Cultural heritage matters on 3 sites are progressing well with no major delays anticipated. – The complementary works budget originally allocated at \$2m was fully assigned to at-risk scope changes for pavement repairs. Council subsequently reduced the budget to \$1.4m. This change occurred after the cost were allocated and incurred. These costs are booked to the DRFA program (not visible under the budget line item that covers them) and while we are confident a high percentage will be recovered through DRFA program this is not guaranteed. Due to delays finalising bitumen seals it is now not anticipated that these outcomes will be known until FY24/25. Budget allocation should be made to account for this risk. Further advice can be provided over coming months as Council forms its budget and we are able to make a more confident estimate of the amount to budget to cover this contingent risk.
Attachments	<ul style="list-style-type: none"> – SDRC DRFA QRA Submission Report January 2024.

Information provided is indicative only and will be progressively updated.

Exported on 6 February 2024 4:04:11 PM PST

[illegible]


PARKS & OPERATIONS CAPITAL PROJECTS MONTHLY REPORT - FEBRUARY 2024									
Project	Total Project Funding	Full Year Expense Budget	Year to Date Expense Actual	Commitments	Actual Commitments	Expense Variance (Budget less Actual - Commes)	Comments		
101520 - Plant Replacement Program	\$2,701,315.00	\$2,701,315.00	\$1,281,238.00	\$1,269,247.00	\$1,273,565.00	\$1,177,784.00	Procurement to align the 2024 program are well underway. Procurement aligned with the 2024 program. The initial development of the concept to align design and affordability. Funding has been reassigned to another approved WAQ project. Potential for deferral to 2024/25 WAQ program.		
101594 - Stanthorpe Wetland Club House	\$4,400,000.00	\$21,455,000.00	\$0.00	\$4,453.00	\$21,513.00	\$21,109,500.00	Procurement to align the 2024 program are well underway. Procurement aligned with the 2024 program. The initial development of the concept to align design and affordability. Funding has been reassigned to another approved WAQ project. Potential for deferral to 2024/25 WAQ program.		
102461 - Stanthorpe Streetscape	\$1,099,364.00	\$99,202.00	\$100,893.00	\$47,340.00	\$126,970.00	\$865,662.00	Awaiting TML approval of detailed civil design. Landscape construction plans finalised. Procurement to align the 2024 program are well underway. Procurement aligned with the 2024 program. The initial development of the concept to align design and affordability. Funding has been reassigned to another approved WAQ project. Potential for deferral to 2024/25 WAQ program.		
102563/102608 - Council depots refurbishment and improvements	\$246,000.00	\$207,067.00	\$1,120.00	\$6,265.00	\$8,385.00	\$198,682.00	Project Management Plan being finalised and procurement documents commenced with a view to initiating an RFT for design and construct multi-stage project		
102605 - Regional LDP Projects - Dalveen	\$130,000.00	\$107,751.00	\$1,484.00	\$64.00	\$13,398.00	\$103,713.00	Design and Construct contract awarded and construction to be completed before 30 June 2024. Design consultation with successful respondent commenced. Consultation with Works progressing.		
102606 - McGregor Park Ablution Refurbishment	\$250,000.00	\$239,257.00	\$1,411.00	\$719.00	\$41,300.00	\$235,127.00	Design and Construct contract awarded and construction to be completed before 30 June 2024. Design consultation with successful respondent commenced. Demolition of old ablution and new construction commenced. Consultation with Works progressing.		
102607 - Brook Park Redevelopment	\$425,000.00	\$407,787.00	\$1,926.00	\$100.00	\$4,026.00	\$403,761.00	Design and Construct contract awarded and construction to be completed before 30 June 2024. Design consultation with successful respondent commenced. Demolition of old ablution and new construction commenced. Consultation with Works progressing.		
102688 - Playground Management Program LCH4	\$120,000.00	\$120,000.00	\$0.00	\$0.00	\$0.00	\$120,000.00	RFT closed and evaluation concluded. Consultation with Works progressing. URC4 closed and evaluation concluded. Consultation with Works progressing.		
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	URC4 Funding approved. Project Management Plan under development.		
102718 - Leslie Dam Boat Ramp Ablution Block	\$327,273.00	\$327,273.00	\$0.00	\$0.00	\$0.00	\$327,273.00	Design and Construct contract awarded and construction to be completed by 30 June 2024. Design consultation with successful respondent commenced. Further site improvement works being planned within Sunwater grant funding - currently under preliminary investigation with Works.		
Warwick Admin Building Chambers roof and ceiling repairs	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	Construction design being finalised for seeking quotes from market. Works proposed to be completed by 30 June 2024.		
102715 - Warwick Dog Off Leash Area (DOLA)	\$135,000.00	\$135,000.00	\$0.00	\$9,355.00	\$9,555.00	\$125,445.00	RFT documents being finalised for release to market for phased transition of capability. Integrated Fleet Capability Strategy being formulated to detail how this technology will be leveraged as part of a broader transformation of Council fleet operations.		
102685 - Fleet GPS/Telematics Upgrade	\$52,000.00	\$52,000.00	\$0.00	\$0.00	\$0.00	\$52,000.00	Funding to be expended in line with replacement/upgrade of existing truck as part of relevant RFT process		
102711 - Water Truck Replacement	\$380,000.00	\$380,000.00	\$0.00	\$0.00	\$0.00	\$380,000.00	Tender documents under development		
102713 - Trimble GPS Grade Control Equipment	\$300,000.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00			
TOTAL	\$10,635,956.00	\$10,421,538.00	\$1,396,672.00	\$3,356,833.00	\$4,731,642.00	\$5,689,896.00			

ATTACHMENT ----

OPERATIONAL PROJECTS							
Project	Total Project Funding	Full Year Expense Budget	Year to Date Expense Actual	Commitments	Actual's 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
Rehabilitation of Warwick Town Hall Clock	\$7,500.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	Technical assessment of requirements continues
Stanthorpe Cemetery Ground Water Irrigation 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	Project to be deferred to 2024/25 with a view to seeking funding to delivery it.
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: 21 February 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 meeting was held on 12 February 2024, with various State Government agencies, in relation to the further information requirements relating to the First State Interest Review for the draft Southern Downs Planning Scheme.
- Adam McDonald from SCOTS PCG College recently joined the Planning & Development team for a week, to gain a better understanding of the development process from start to finish.

Built Environment

- The backflow prevention register program is continuing with 359 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.
- Laura Wyvill joined the Built Environment team on 6 February 2024 as the Built Environment Technical Officer.

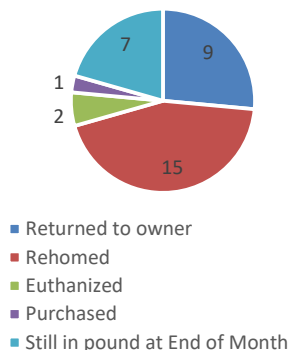
Environmental Services

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	26	0	14	2	0	10
Stanthorpe	22	0	7	15	0	0
Total	48	0	21	17	0	10
YTD	223	11	88	105	1	18
<i>Dogs</i>						
Warwick	27	9	10	2	1	5
Stanthorpe	7	0	5	0	0	2
Total	34	9	15	2	1	7
YTD	246	95	96	20	2	33
<i>Other animals</i>						
Total	0					
YTD	10					

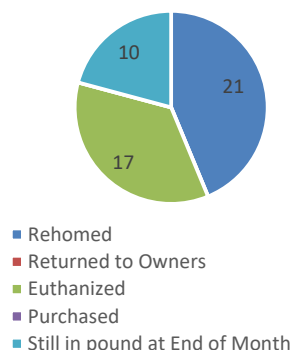
Dog Statistics from Warwick and Stanthorpe Pounds January 2024

Total Dogs Impounded= 34



Cat Statistics from Warwick and Stanthorpe Pounds January 2024

Total Cats Impounded= 48



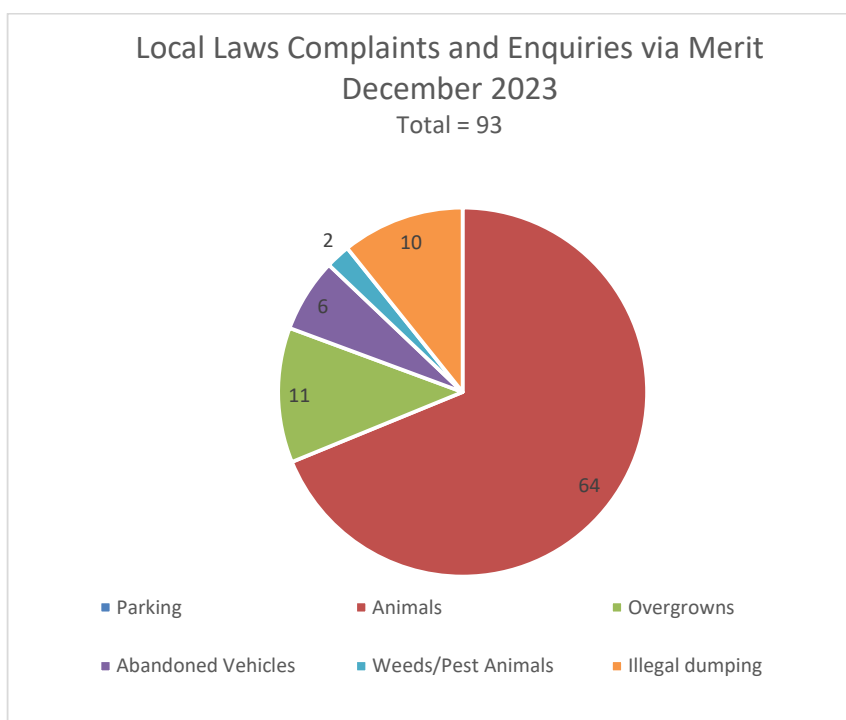
<u>Notices Issued</u>	Total	Animals	Overgrowns/ Unsightly	Parking	Approved Inspection Program
Infringement notices	17	6	1	0	10
Compliance notices	71	4	24	0	43
YTD	680	208	61	9	397

<u>Roadside Spraying Activity</u>	Total
Kms roadside sprayed	62
YTD	1251

<u>Wild Dog Bounties</u>	Total	Male	Female	Budget spent	% annual budget
Bounties Paid	45	20	22	\$4,500	15%
YTD	181	82	99	\$17,800.00	59.33%

<u>Baiting Activities</u>	Total	YTD
Total baits injected	45	5448
Number of properties covered by baits injected	3	98

Complaint and Enquiry Summary



Other Tasks Completed

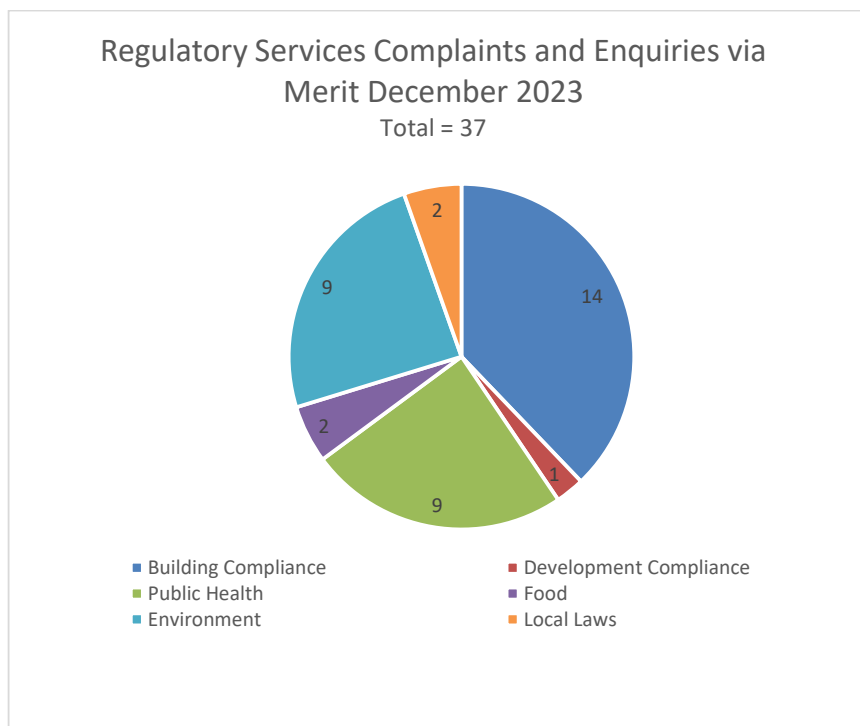
- Approved inspection program- 998 new dog registrations since the commencement of the program on 1 November 2023

Regulatory Services

Inspection summary

Licenced Premises Type	Pre-Opening Inspections	Routine Inspections	Re-inspections	Total Inspections	% Premises Inspected
Food	1	26	6	33	9%
YTD	27	74	18	119	33%
Rental Accommodation	1	8	0	0	4.6%
YTD	8	21	1	31	16%

Complaint and Enquiry Summary



Environmental Sustainability Summary

- 1 sprinklers and 2 showerheads exchanged as part of the water saving exchange program.
- 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

Other Tasks Completed

- 14 new licence applications for premises were received in January 2024.
- 1 food business licence cancelled due to non-compliance.
- Information provided to commercial swimming pool operators on Cryptosporidiosis, due to an increase in cases reported across the Darling Downs from the Darling Downs Public Health Unit.

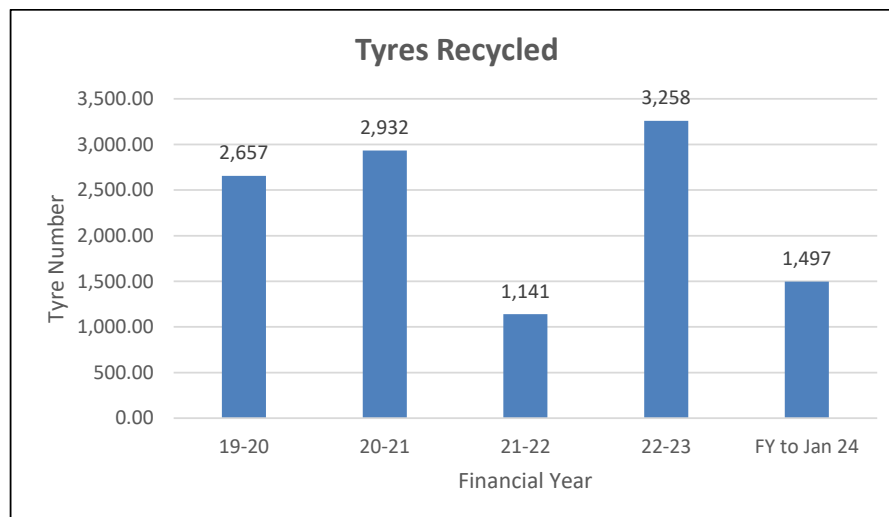
Waste

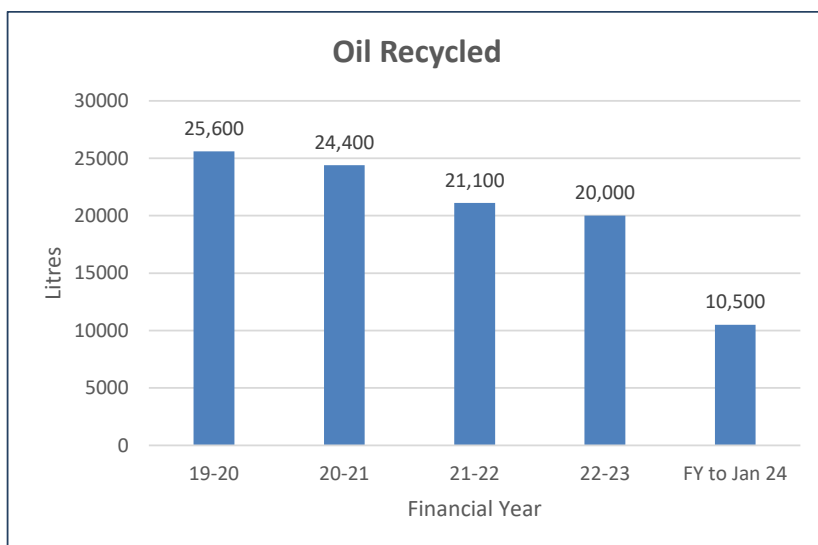
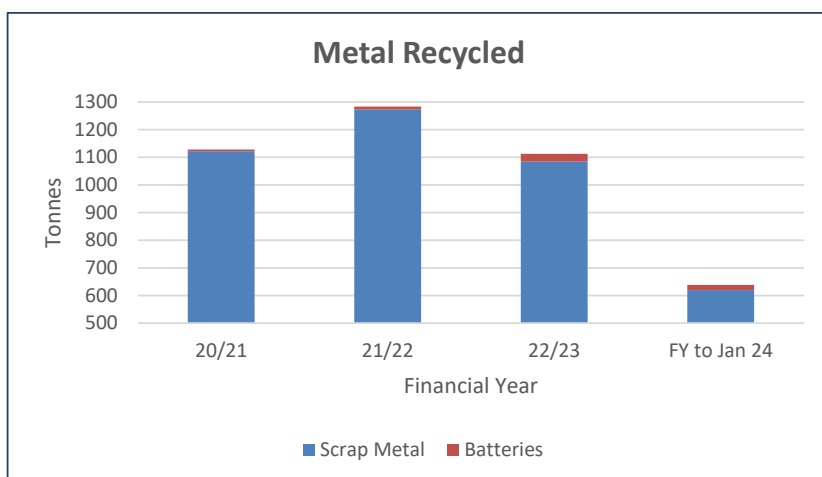
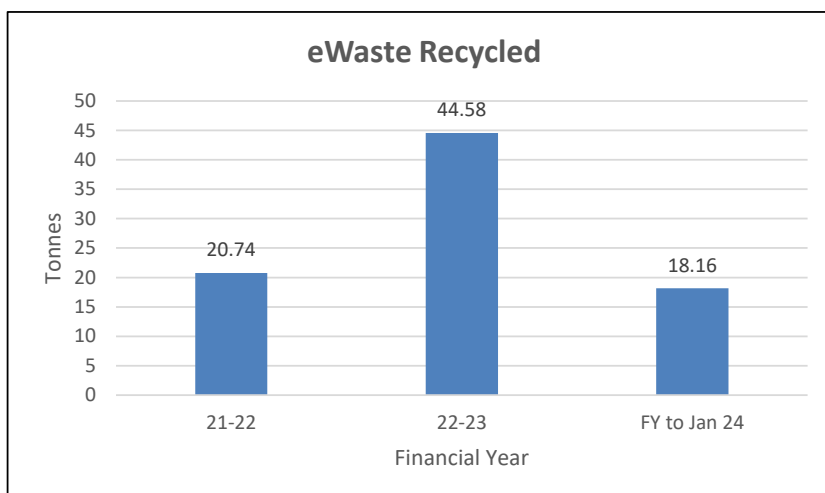
Tonnage of Waste to Landfill



Note- due to State Government reporting timeframes, this data is for December 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


- Ongoing monitoring of a fire at the legacy landfill at Wallangarra continues, which commenced during the Wallangarra bushfire event. The Department of Environment and Science have conducted an inspection of the property.
- A trial has started to dispose of the leachate from the Warwick Waste Management Facility into Council's sewage treatment system, rather than transporting to Toowoomba. This has been a joint effort of the Waste team and the Wastewater team.

ATTACHMENTS

Nil

12.3 Quarterly Report on Development Approvals for the October 2023 to December 2023 quarters

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Acting Planning Services Coordinator	File Ref: N/A

Recommendation

THAT Council receives the report and notes its contents.

Report

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

This report deals with all development approvals in the development cycle on a quarterly basis. This report relates to the following application types:

- Material Change of Use
 - Other associated applications
 - Works on Local Heritage Places
- Reconfiguring a Lot
 - Other associated applications
- Plans of Subdivision (Survey Plans)
- Operational works
- Building applications and
- Plumbing and drainage applications.

The figures provided in relation to Building applications refer to Council certified applications only. No data in relation to private building certification is provided.

1.0 Number of applications decided

Fourth quarter of 2023 (October to December 2023):

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

Applications	Fourth quarter 2023	Fourth quarter 2022	Fourth quarter 2021	Fourth quarter 2020
Material Change of Use	22	32	36	25
- Negotiated decisions	1	2	5	4
- Change to an existing approval	5	5	0	2
Reconfiguring a lot	17	12	11	10
- Negotiated decisions	2	3	4	1
- Change to an existing approval	2	1	1	1
Survey Plans	11	22	8	8
Operational works	7	5	5	7
Building	43	79	104	97
Plumbing & drainage	81	91	100	88

Applications	Fourth quarter 2023	Fourth quarter 2022	Fourth quarter 2021	Fourth quarter 2020
TOTALS	191	252	274	243

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

2.0 Applications lodged

2.1 Land-use, operational works and building applications

The Development Assessment Rules in the *Planning Act 2016* stipulate the development assessment process, and prescribes timeframes in which all land-use, operational works and building applications **must** be decided. The Development Assessment Rules allow Council 35 business days to decide an application (this includes time taken to issue any Information Request). The following table outlines the number of applications lodged with and issued by Council's Planning and Development department.

Applications	Fourth Quarter 2023		Fourth Quarter 2022	
	Lodged	Issued	Lodged	Issued
Material Change of Use	29	28	24	39
Reconfiguring a lot	14	21	13	16
Operational works	6	7	3	5
Building	30	43	70	79
Plumbing and Drainage	78	81	102	91

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

3.0 Developments which are proceeding

The strongest indication of a development proceeding, once a Development permit is issued, is the submission of subsequent Operational works, Building, and Plumbing and drainage applications.

In the last quarter, the following larger developments have progressed:

- MCU\02330.01 – Material Change of Use (Multiple dwelling (20 Units) and Subdivision by Community Title Scheme (Over 6 stages)) – 24A Bourke Street, Warwick – approved 2 November 2022.
OPW\000238 – Operational Works (Works in/on/over/under premises – Roadworks, Earthworks, Stormwater Drainage, Sewerage and Water infrastructure associated with MCU\02330 & RC\01887) - Multiple dwelling (20 Units) and Subdivision by Community Title Scheme – 24A Bourke Street, Warwick – approved 28 November 2023.
- MCU\02377 – Material Change of Use (High impact industry – Extension of industrial premises over three (3) stages) – Kenilworth Street, Morgan Park – approved 24 June 2022.
OPW\000252 – Operational Works (Works in/on/over/under premises – Earthworks associated with MCU\02377) – High impact industry (Extension of industrial premises over three (3) stages) – Kenilworth Street, Morgan Park – approved 13 October 2023.

4.0 Infrastructure Charges

In accordance with s 133 of the *Planning Act 2016*, a charges resolution must be adopted by Council to enable the levying of infrastructure charges on development. To assist with the provision of trunk infrastructure in the region and to reduce the burden on the existing community to meet the obligation to fund this infrastructure, charges are levied on new development. The below table displays the charges levied on developments for the last quarter. The charges are not paid until the development is ready to commence. *Charges Resolution (No. 4.2) 2023* was effective as at 13 December 2023.

Applications	Fourth Quarter 2023
Material Change of Use:	\$410,325.00

Reconfiguring a lot:	\$118,985.00
Total:	\$529,310.00

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

5.0 Initiatives and Improvements

5.1 This quarter:

The department hosted a year 10 work experience student from Warwick Christian College. This student participated in Planning based activities and learnt about the function of Council's Planning Team.

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

	October 2023	November 2023	December 2023	Total
Merit Request Numbers	62	50	42	154

5.2 Next quarter:

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

The Planning Department is working closely with the consultant and State Government to finalise the draft copy of the Planning Scheme for its First State Interest Review.

Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

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

Legislation/Local Law

Building Act 1975

Plumbing and Drainage Act 2018

Planning Act 2016


Southern Downs Planning Scheme

Attachments

Nil

10.2 Change of Date: Ordinary Council Meeting April 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council resolve to change the date of the Ordinary Council Meeting from Wednesday, 17 April 2024 to Friday, 19 April 2024.

REPORT

Report

In accordance with section 8.2(2) of the adopted Council Meeting Policy PL-CS036, Council is required to adopt an annual schedule of dates and locations of Ordinary Meetings of Council.

At the Ordinary Council Meeting held on 22 November 2023, Council adopted the schedule for Council Meetings for January to December 2024.

Currently the April Ordinary Council Meeting is scheduled for Wednesday 17 April 2024, however the Local Government Association has scheduled a Special Mayors Forum at Parliament House on that day for all local government Mayors, accompanied by all Chief Executive Officers.

It is therefore proposed that the date for the April Ordinary Council Meeting be changed to Friday, 19 April 2024 to allow for the attendance of the Mayor and Chief Executive Officer to the Special Mayors Forum.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Local Government Regulation 2012

Corporate Plan

Corporate Plan 2021 – 2026

Policy / Strategy


Council Meeting Policy PL-CS036

ATTACHMENTS

Nil

10.3 Condamine Community Alliance

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council receive the minutes of the Condamine Community Alliance meeting held on 18 January 2024.

REPORT

Background

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

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

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

Report

The last meeting of the CCA was held on 18 January 2024.

The minutes from the meeting are provided as **Attachment 1** to this report.

FINANCIAL IMPLICATIONS

Nil.

RISK AND OPPORTUNITY

Risk

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

Opportunity

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

COMMUNITY ENGAGEMENT

Internal Consultation

Relevant Directors and Managers.

External Consultation

Condamine Community Alliance members.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Local Government Regulation 2012

Corporate Plan

Theme: Performance

Focus Area: Partnerships and collaboration

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

Policy / Strategy

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

ATTACHMENTS

1. Draft Minutes Condamine Community Alliance 18 January 2024 [u](#)

CONDAMINE COMMUNITY ALLIANCE

Minutes of Meeting

Held in the Council Chambers, 64 Fitzroy Street, Warwick
on 18 January 2024 at 4:30pm.





1 ATTENDANCE

Vic Pennisi (Mayor SDRC)

Dave Burges (CEO SDRC)

Mike Hefferan (Economic Development Manager SDRC)

Gary Lawrence (Warwick Chamber of Commerce)

Paul Hallman (Condamine River Sports Group)

Tricia Chant (Leyburn Sprints) via Teams

Krissy Henry (Allora Community Circle)

Karina Devine (Warwick Art Gallery and Arts community)

Izelle Barnard (Communications and Marketing Coordinator SDRC)

Amanda Booy (Economic Development Support Officer SDRC)

2 APOLOGIES

Tracey Sexton (Morgan Park Users Group)

Pam Burley (Jumpers & Jazz in July)

Cr Gliori

Scott Riley (Director Planning & Environmental Services)

Karlie Lane (Economic Development Officer)

John Maher and Lorna Fanning (Warwick Show & Rodeo society)

3 CONFLICTS OF INTEREST

No Conflicts of Interests were declared

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Motion: That the notes of meeting from the previous meeting held on 18 September 2023 be noted as an accurate record of the meeting.

Moved: *Mayor Vic Pennisi*

Seconded: *Gary Lawrence*

Carried

Motion: That the notes of meeting from the previous meeting held on 04 July 2023 be noted as an accurate record of the meeting.

Moved: *Mayor Vic Pennisi*

Seconded: *Krissy Henry*

Carried

5 REPORTS FROM DELEGATES

a) Condamine River Sports Group – Paul Hallman

- Not a lot to report, most clubs floating alright. A lot of clubs able to access available grants.
- Cricket association running carnival on Friday and Saturday this weekend (20-21 Jan) – Around 30 teams (with about 20-30 players each), which will bring a lot of spending to town.
- Gary Lawrence notes that there is a Rugby League game/draw anticipated to be played in Warwick on 30 June 2024, (Burleigh Bears VS Western Clydesdales) - would be very good for the community and important to keep this date free of other events.

b) Historic Leyburn Sprints – Tricia Chant (via Teams)

- AGM held in December 2023, elected new committee, has new secretary and an extra committee member (16 committee members in total).
- First community meeting just held. Leyburn Sprints event to be held 17-18 August 2024. There is a lot to celebrate with 75th anniversary of Australian Grand Prix, there will be prizes for Formula One hopefully. Lots coming up in next few months.
- Purchased two new blocks of land – corner of MacIntyre and Canning Street, to host patrons. Also purchased a trailer paddock for car trailers with race cars. Now own 12 blocks of land in Leyburn.

c) Jumpers & Jazz in July – Karina Devine representing

- The tree jumper exhibition has been nominated and awarded a place in the Australian Street Art awards.
- This year's JJJ event is the 20th anniversary and there is a lot of pressure to make this one especially good.
- Karina asked to clarify what the goal of this group is. CEO refers to Terms of Reference. Mayor confirms this forum is about communicating with each other, to confirm dates and details of events being held in the region.
- Karina mentioned that she helps with an overarching local Arts group – made up of a number of groups, such as Warwick Artist Group, Demented Artists Group, Warwick Potters Association, Warwick Choir group, Craft group, two casual art groups, kids art programs etc) – experiencing governance issues with forming committees. Mayor noted there is more work to do with the same number of volunteers, putting existing organisations at risk. A lot of the groups are struggling to maintain their premises (infrastructure and maintenance). Paul adds that this a problem that most groups are facing – believes it is an old problem and seems to be becoming harder to overcome. Government red tape is a challenge. Mayor advises recognition of volunteers is one initiative that Council is taking (for example, Volunteer week, issuing recognition pins etc). Sharing resources between community groups is another consideration. Volunteers are essential to successful running of events. Tricia (Leyburn) commented that they do a Volunteer of the Year award and goes on display at the local pub for the year, with prizes and raffles for volunteers. Longevity on the committee also recognised.

d) Morgan Park User Group – Tracey

No report

e) Warwick Chamber of Commerce – Gary Lawrence

- Warwick Business Awards was a great success in 2023. Looking to rename in 2024 to 'Southern Downs Region Business Awards' (to cover Stanthorpe, Killarney, Allora etc). Next Awards event

to be held 9 November 2024.

- Women in Business breakfast – 7 August 2024
- Bi-monthly Warwick Chamber of Commerce meetings to be moved to the second Tuesday of the month. Meeting dates:
 - 13 February 2024
 - 9 April 2024 (AGM at RSL or Club Warwick)
 - 11 June 2024
 - 13 August 2024
 - 8 October 2024
 - 10 December 2024 (Christmas meeting and drinks)
- Breakfast Connect meeting dates:
 - 12 March 2024 (John Dee at Dairy Lounge)
 - 14 May 2024 (TBA - hoping for Mayor/CEO to address)
 - 9 July 2024 (TBA Kirk Reynoldson Start Business)
 - 10 Sept 2024 (TBA), 12 November (TBA)
- Business at Dusk (third Tuesday of each bi-month)
 - 20 Feb 2024 (at DD Event Hire)
 - 21 May (TBA)
 - 20 August 2024 (Fraser Transport – celebrating 80 years of trading)
- Legend Laneway dinner – hopefully 22 March 2024 (with plans to maintain and update Laneway profiles)

f) Warwick Show & Rodeo Society – John and Lorna

No report

g) Allora Community Circle – Krissy Henry

- Held Bush Christmas and Markets event in December 2023.
- Now planning for Autumn festival on May long weekend (4-6 May). Several events held across the long weekend including satellite events, markets, museum tours, cemetery tours, art exhibitions etc. Want other community businesses/groups to piggy back off this event to maximise exposure from people visiting Allora this weekend in May.
- Invites any other events/groups to consider holding events around this event to encourage more visitation (good opportunity for others to leverage off this event). Other events are welcome to come and promote their events at the Autumn festival.
- Next Bush Christmas event scheduled for 7 December 2024.
- Monthly Sunday session – BBQ for locals (posted locally).

h) Council

Mayor Update

- Local Government election coming up – 16 March 2024. Caretaker period begins on 29 January 2024 (until the end of the election). More details available on Electoral Commission Queensland (ECQ) [website](#). Local Government elections take place every four years. Last

statutory Council meeting took place on 17 January 2024. Council not able to make big decisions or policy changes during this caretaker period.

- Polling booths / mailing options – 16 March is the election.
- Corporate Plan is set up mid-term to allow new Council to have time to stabilise and develop an understanding for such decisions. Large workload for new council to take on. A lot of policy's to review and adopt. A lot of training offered at the start.
- Wednesday is currently the day for the Council meetings to be held – to enable any Council members the capacity to manage their external commitments.

Destination Marketing Update (Izelle Barnard)

- The Communications and Marketing Department currently consists of five team members with a remit to manage Council's brand
 - o Coordinator - Izelle Barnard; Marketing Officer - Vivien Long (graphic design and tourism marketing lead); Communications Officer - Danielle Cassels (media engagement lead); Communications Officer - Scott Rawstorne (digital communications lead); Support Officer - Hayley Ritchie (Visitor Information Centre lead)
- Associations are reminded that ways in which Council can assist in promoting their events are:
 - o Organisers to utilise 'My Community Directory' (for non-tourism events)
 - o Organisers to utilise the Australian Tourism Data Warehouse (www.atdw.com.au) for tourism events. All information on this database pulls through to the official visitor App for our region as well as over 60 websites nationally
 - o Drop any brochures for events into the Warwick Visitor Information Centre
 - o Contact the Comms team should there be any other support required
- If your event benefits from major events funding please make sure you connect with the Comms team and provide high quality events photos for use on social media.
 - o Examples of this include how Council co-promotes events such as Jumpers and Jazz and Apple & Grape festival to support the organiser
- How does tourism work?
 - o Tourism and Events Queensland (TEQ) drives international visitation to Queensland and lobby Federal and State government for funding for tourism promotion in Queensland
 - o Southern Queensland Country Tourism (SQCT) is the RTO funded by TEQ and member-Councils to drive national and regional visitation to member Councils
 - Council will be partnering with the SQCT in their summer 2024 campaign called Unearth Queensland. Acclaimed content creators 'We Are Explorers' have been engaged by SQCT to create content for a number of pre-selected operators in Southern Downs. Collateral from these types of buy-in campaigns are handed to Council for ongoing promotion of the region.
 - o Southern Downs Regional Council supports the national and regional efforts of aforementioned organisations through
 - targeted marketing and promotion of the region under the tourism brand name 'Southern Downs & Granite Belt'
 - The Queensland's Wild Country summer campaign is currently underway and will include a \$3000 give away competition – keep an eye on socials and the tourism website for more

- Providing in-destination visitor services at the accredited Southern Downs Visitor Information Centres at Warwick and Stanthorpe
- Maintaining the official visitor App for the region – look for it in your App store under Southern Downs & Granite Belt
 - this App stemmed from Bush recovery funding initially, but marketing team will continue to build it. Helpful tool for planning trips to Southern Downs. Potential funding for upgrade to App.
- Paul advises accommodation is a big obstacle for tourists visiting region - asked if there are any solutions? This discussion was moved (and responded to) within the Economic Development update.

Economic Development Update (Michael Hefferan)

- University centre project – Proposed for SDIEA top floor. Great opportunity to support tertiary students wherever they are enrolled. Submission made on 15 December 2023. Quality submission. Really good feedback so far. Should hear back late February/March 2024.
- Protein hub project – There is a business case for a cluster of food processing and abattoir (for smaller animals) for local processing, as opposed to being transported live to Victoria. SDRC in partnership with DAF, has delivered a report in January 2024.
 - Paul asked if we are heading forward with the Protein Hub. Mike advises the report is aimed at investors for a large quality export-oriented facility - particularly sheep. Investigations indicate there would be sufficient water to run such a facility. With the urban pressures of SEQ and abattoirs getting pushed out – where should they go? They need certainty that the area can sustain such an investment. This presents an opportunity for Southern Downs - and it has competitive advantages here (climate), freight, community-ready, sheep-selling yards. Mayor advises SDRC approved 1.5M towards sewerage upgrade/extension.
- Matters relating to Ag sector – we are not well represented by ABARE – our level of production is under-measured which impacts our Gross Regional Product and limits water usage and opportunities.
- Accommodation and Housing – private sector looks at fast money/fast turnover – so we are running against regions like the Gold Coast. Lack of tourist accommodation is not seen as too much different - every town around Australia has a problem with housing and having enough accommodation.
 - Big opportunity lies with Morgan Park – has the largest event attraction in the region (7000-8000 people visit, including national/international). SDRC looking at development of specially-made accommodation (modular, replicable, and include special use space for motor vehicle). Need investment but confident it is an attractive offer. Close enough to town to be used for overflow accommodation. Land is serviced, zoned and has a level of demand. Council can promote, but we need serious investment. Gary asked about Communications upgrade at Morgan Park. CEO advises we are working with Telstra for Regional Connectivity program.
 - Mayor advises there are about 2000 empty homes on the Southern Downs at the moment. Personal homes often owned by elderly people who do not benefit by selling their home (for example, have to pay extra pension or tax for sale of house). Housing is a multi-faceted and complex issue. Issue can be compounded by multiple events held on one weekend. Council are also looking at how they can create housing for their own staff. Everyone deserves to live somewhere. Community housing is run by State government. Council does not have the financial income to go out and solve

the problems on its own. Mayor asks would the public be willing to rent a room for an event?

6 GENERAL BUSINESS

Nil

7 NEXT MEETING


To be advised

8 MEETING CLOSE

The meeting closed at 5:54pm.

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

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council receive the report and note the Order made by the Mayor in relation to this matter.

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

The Investigation Report on this matter was referred to the Ordinary Council Meeting held on 17 January 2024. Due to Declarable Conflicts of Interest being declared by Crs Giori, Windle, McNally and Tancred, including advice from those Councillors that they would not participate in the decision on this matter, and Cr McDonald as the subject Councillor having to leave the meeting, a quorum could not be achieved.

Consequently, in accordance with section 150EU and section 257 of the *LGA*, the matter was delegated to the Mayor.

Following consideration of this matter, including the Councillor Complaint Investigation Report, the Mayor's decision with respect to the referral from the Office of the Independent Assessor dated 27 October 2023 in relation to the complaint lodged with them dated 23 September 2023, was that Cr McDonald engaged in a conduct breach as defined under Section 150K of the Local Government Act 2009.

The Mayor's Order in relation to this Councillor Complaint was originally emailed to Cr McDonald on 23 January 2024. However, following advice from the Local Government Division of the Department of Housing, Local Government, Planning and Public Works in relation to the recent amendment of previously legislated wording, the Mayor's Order was amended and emailed to Cr McDonald on 12 February 2024.

An extract from that Order is as follows:

"Pursuant to Section 150AH (b) of the Local Government Act 2009 and Council's delegation to me, I make the following Orders against you:

- i. That you make a public apology at the next statutory Council Meeting that you engaged in a conduct breach toward Cr Tancred, and that the said apology be recorded in Council Minutes; and*
- ii. That you be advised if you engage in the same type of conduct again, it will be treated as misconduct."*

A full copy of the Mayor's Order dated 12 February 2024 is attached.

Conclusion/Summary

In accordance with section 150AHA of the *Local Government Act 2009*, the Office of the Independent Assessor was advised of the outcome of this Councillor Complaint.

FINANCIAL IMPLICATIONS

As outlined in the previous report.

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

The action taken demonstrates Council's commitment to standards of behaviour, having regard to the principles of natural justice.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil.

External Consultation

External consultation with the Local Government Division of the Department of Housing, Local Government, Planning and Public Works.

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

1. Order dated 12 February 2024 [u](#)



12 February 2024

Cr Cynthia McDonald
"Wingarra"
100 Wingarra Road
RODGERS CREEK QLD 4380
Email: cynthia.mcdonald@sdrc.qld.gov.au

Dear Cr McDonald

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

I refer to the above matter and the outcome of the Ordinary Meeting of Council held on 17 January 2024 whereby I was delegated the authority to make a decision on this matter due to a lack of a quorum at the meeting.

My decision in relation to this matter is based on the findings of the independent investigator. I note that the independent investigator makes the point that an assessment of various allegations made during the investigation regarding other alleged inappropriate behaviour was not within the scope of the investigation.

Extracts from the Investigator's Report Section 3 "Analysis":

"Cr McDonald conceded that she could have chosen better 'phraseology'. On an objective analysis, a reasonable person would be likely to perceive that Cr McDonald's comments were discourteous and disrespectful towards Cr Tancred".

"If the Council agrees with the above analysis, then, on the balance of probability it could be found that the allegation was **substantiated**".

[Note: An assessment of counter-allegations made by Cr Tancred and Cr McDonald regarding other alleged inappropriate behaviour was not within the scope of the investigation]

Investigator's Recommendations

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



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-

2. Should the Council agree with the analysis (refer above), then the following finding could be made:

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.

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 (Attachment 8)) were considered relevant to the Council's consideration of the appropriate order:
 - 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 Register³ 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 Inappropriate Conduct Disciplinary Action Guideline, the below range of disciplinary action is recommended:
 - 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).

Considering all the information at hand and Councils delegation to me:

1. I acknowledge receipt of the Councillor Complaint Investigation Report as circulated by the CEO to all Councillors.
2. With respect to the referral from the Office of the Independent Assessor dated 27 October 2023 in relation to a complaint lodged with them dated 23 September 2023, I find that you have engaged in a conduct breach as defined under Section 150K of the Local Government Act 2009.

-3-

3. Pursuant to Section 150AH (b) of the Local Government Act 2009 and Council's delegation to me, I make the following Orders against you:
- i. That you make a public apology at the next statutory Council Meeting that you engaged in a conduct breach toward Cr Tancred, and that the said apology be recorded in Council Minutes; and
 - ii. That you be advised if you engage in the same type of conduct again, it will be treated as misconduct.

Regards




Vic Pennisi
Mayor

11. CUSTOMER AND ORGANISATIONAL SERVICES REPORTS

11.1 Financial Services - Financial Report as at 31 January 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Budget Accountant Financial Services Coordinator	ECM Function No/s:

Recommendation

THAT Council receive and note the Financial Report as at 31 January 2024.

REPORT

Income Statement

Revenue

Operational revenue of \$51.4M is \$31.4M under budget compared to YTD budget of \$82.9M with main variations being:

- General Rates and Utility Charges second instalment not yet posted to the accounting system (\$32.4M estimated). The second instalment for the General Rates and Access Charges is due in February 2024;
- Fees and Charges received year-to-date are over budget by \$428K mostly relating to higher than expected Water Sales and Waste Disposal Fees;
- Interest income is \$915K over budget due to higher than expected cash balance and changes in Reserve Bank cash rates;
- Contracts and Sales Revenue is under budget by \$187K mostly due to Roads Maintenance and Performance Contract funds received year-to-date being less than anticipated; and
- Grants and Subsidies are \$132K over budget due to the anticipated timing of funds received for the Trainee Subsidies Program.

Expenses

Operational expenditure of \$55.4M is \$3.6M under budget compared to YTD budget of \$59.0M.

Variations include:

- Employee Costs are over budget by \$736K. This variance mainly relates to oncost/recoveries under Financial Services which is currently being reviewed.
- Materials and Services are under budget by \$4.8M. This includes lag time involved with processing of invoices related to utilities, communications and some of the contracts. Council continues to monitor these and they have been outlined in Departmental comments.
- Depreciation is over budget by \$508K. Increased capitalisation and revaluation changes will impact the figures later in the financial year.

Please note an Annual Forecast column has been introduced in the attached Performance Report which the Finance Team will review and update on an ongoing basis.

Capital Grants

Revenue from capital grants is under budget by \$4.4M. The timing of the receipt of capital grants can vary and dependent on the progress of projects.

Balance Sheet

As at 31 January 2024, Council had \$73.2M 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 January 2024 is \$30.1M which is 37.4% of the adopted capital works budget of \$80.4M. There are committed costs of \$28.7M meaning \$58.8M has been spent or committed, representing 73.1% of the adopted budget.

Southern Downs Regional Council
Capital Works Projects by Asset Class
As At 31 January 2024

	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land & Land Improvements	267,198	1,699	0.6%	10,343	12,042	4.5%
Buildings	8,433,029	4,370,539	51.8%	261,758	4,632,297	54.9%
Plant & Equipment	7,767,319	1,499,942	19.3%	3,071,583	4,571,525	58.9%
Roads, Drains & Bridges	30,008,845	15,350,218	51.2%	11,194,054	26,544,272	88.5%
Water	12,902,318	5,009,891	38.8%	2,785,436	7,795,327	60.4%
Sewerage	9,062,530	2,103,003	23.2%	5,521,408	7,624,411	84.1%
Other Assets	11,971,843	1,774,125	14.8%	5,821,869	7,595,994	63.4%
Total	80,413,082	30,109,417	37.4%	28,666,451	58,775,868	73.1%

FINANCIAL IMPLICATIONS

Council adopted the Revised Second Quarter Budget on the 17th January 2024. The Third Quarter Budget Review will be undertaken in March and will be presented to Council at the April 2024 meeting. Preparation for the 2024/25 Budget is starting this month.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009 and Local Government Regulation 2012

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.

Policy / Strategy

Operational Plan 2023/24

ATTACHMENTS

1. Performance Report January 2024[🔗](#)



Southern Downs
REGIONAL COUNCIL

Performance Report

January 2024

Southern Downs Regional Council Income Statement

January 2024

	Phased 2024 YTD Actual \$	Phased 2024 YTD Budget \$	YTD Variance \$	YTD Variance %	Annual 2024 Budget \$	Annual 2024 Forecast \$
Revenue from ordinary activities						
General Rates	19,720,360	39,308,554	(19,588,194)	(49.8%)	39,286,696	39,440,720
Rural fire brigade levy	140,023	278,700	(138,677)	(49.8%)	278,700	280,046
Utility Rates and Charges	15,811,028	28,530,320	(12,719,292)	(44.6%)	31,400,406	31,622,056
Less Discounts	(1,222,167)	(1,200,823)	(21,344)	1.8%	(2,401,646)	(2,444,334)
Rates on Council properties	(366,319)	(345,220)	(21,099)	6.1%	(713,291)	(732,638)
	34,082,925	66,571,530	(32,488,606)	-48.8%	67,850,865	68,165,850
Fees and Charges	4,764,137	4,336,060	428,077	9.9%	7,236,578	7,236,578
Interest	2,696,642	1,781,527	915,115	51.4%	3,052,880	3,975,000
Contract & Sales Revenue	454,888	642,208	(187,320)	(29.2%)	2,334,716	2,134,716
Rent and Other Income	774,407	906,204	(131,797)	(14.5%)	1,591,471	1,441,471
Government Grants and Subsidies	5,726,407	5,682,732	43,675	0.8%	15,546,918	15,546,918
Internal Revenue	2,943,857	2,943,857	-	0.0%	5,046,612	5,046,612
Total Operating Revenue	51,443,263	82,864,117	(31,420,856)	-37.9%	102,660,040	103,547,145
Expenses from ordinary activities						
Employee Costs	17,408,908	16,672,437	736,471	4.4%	29,220,447	29,420,447
Materials and Services	21,784,197	26,535,560	(4,751,363)	(17.9%)	44,439,197	44,439,197
Depreciation and Amortisation	12,828,369	12,320,680	507,689	4.1%	22,525,889	23,400,000
Finance Costs	461,564	528,863	(67,299)	(12.7%)	1,187,614	1,187,614
Internal Charges	2,943,857	2,943,857	-	0.0%	5,046,612	5,046,612
Total Operating Expenses	55,426,895	59,001,397	(3,574,502)	(6.1%)	102,419,759	103,493,870
Operating Surplus/(Deficit) before capital items	(3,983,632)	23,862,720	(27,846,354)	(116.69%)	240,281	53,275
Other Capital Amounts						
Capital Grants, Contributions and Donations	18,210,143	13,847,953	4,362,190	31.5%	42,805,447	31,000,000
Other capital income and (expenses)	(786,161)	(3,778,896)	2,992,735	(79.2%)	(4,513,108)	(4,513,108)
Net Result Surplus/(Deficit)	13,440,350	33,931,777	(20,491,429)	(60.4%)	38,532,620	26,540,167

Southern Downs Regional Council Balance Sheet

January 2024

	Phased 2024 YTD Actual \$	Annual 2024 Budget \$	YTD Variance \$	YTD Variance %
Current Assets				
Cash assets & Investments	73,272,141	64,933,000	8,339,141	12.8%
Receivables	12,640,201	14,859,000	(2,218,799)	(14.9%)
Assets held for sale	1,413,409	1,309,000	104,409	8.0%
Inventories	940,435	834,000	106,435	12.8%
	88,266,185	81,935,000	6,331,185	7.7%
Non-Current Assets				
Investment Property	204,680	406,000	(201,320)	(49.6%)
Property, plant and equipment	859,744,961	929,723,000	(69,978,039)	(7.5%)
Other Financial Assets	136,067	24,000	112,067	466.9%
Capital works in progress	49,265,200	15,000,000	34,265,200	228.4%
Intangible Assets	137,215	200,000	(62,785)	(31.4%)
	909,488,122	945,353,000	(35,864,878)	(3.8%)
TOTAL ASSETS	997,754,308	1,027,288,000	(29,533,692)	(2.9%)
Current Liabilities				
Creditors and other payables	18,641,088	24,753,000	(6,111,912)	(24.7%)
Provisions	6,096,416	8,850,000	(2,753,584)	(31.1%)
Interest bearing liabilities	1,867,822	1,981,000	(113,178)	(5.7%)
	26,605,326	35,584,000	(8,978,674)	(25.2%)
Non-Current Liabilities				
Interest bearing liabilities	11,383,448	10,372,000	1,011,448	9.8%
Provisions	12,131,912	8,565,000	3,566,912	41.6%
Other Payables	4,826,324	4,767,000	59,324	1.2%
	28,341,684	23,704,000	4,637,684	19.6%
TOTAL LIABILITIES	54,947,010	59,288,000	(4,340,990)	(7.3%)
NET COMMUNITY ASSETS	942,807,298	968,000,000	(25,192,702)	(2.6%)
Community Equity				
Asset Revaluation Reserve	290,889,266	290,991,000	(101,734)	(0.0%)
Retained surplus	651,918,032	677,009,000	(25,090,968)	(3.7%)
TOTAL COMMUNITY EQUITY	942,807,298	968,000,000	(25,192,702)	(2.6%)

SDRC Sustainability Ratios As At 31 January 2024

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) (%)	77.09%	78.75%	N/A	✓	Council-controlled revenue is an indicator of a Council's financial flexibility, 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%	-7.65%	> 0.0% to < 10.0%	✗	The operating surplus ratio is an indicator of the extent to which operating revenues raised cover operational expenses only or are available for capital funding purposes.
Operating Cash Ratio	(Net Operating Surplus + Depreciation + Finance Costs) / Total Operating Revenue (%)	60.63%	51.96%	> 0%	✓	The operating cash ratio indicates that a Council is generating surplus cash from its core operations, which suggests that Council has the ability to self-fund its capital expenditure requirements.
Asset Sustainability Ratio	(Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	217.1%	149.6%	> 90%	✓	This is an approximation of the extent to which the infrastructure assets managed by the Council are being replaced as these reach the end of their useful lives.
Asset Consumption Ratio	Written Down Replacement Cost of Depreciable Infrastructure Assets / Current Replacement Cost of Depreciable Infrastructure Assets	64.1%	62.2%	> 60%	✓	The asset consumption ratio approximates the extent to which Council's 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	1.49	Tier 4 = 0 - 3 times	✓	This is an indicator of Council's ability to repay its existing debt. It measures the relative size of the Council's debt to its operating performance.
Working Capital Ratio	(Current Assets / Current Liabilities)	2.3 : 1	3.32 : 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 liquid assets available to meet short term financial obligations.
Net Financial Liabilities Ratio	((Total Liabilities - Current Assets) / Total Operating Revenue)	(22.1%)	(64.9%)	<=60%	✓	This is an indicator of the extent to which the net financial liabilities of a 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 the reported results are not taken in isolation. The targets are those provided by the Department as a preferred range and results outside those ranges will require further consideration.

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

An operating surplus ratio that is higher than target shows that while expecting to generate substantial revenues can assist in offsetting past or future operating deficits, and fund proposed capital expenditure and/or debt repayments it can also indicate that a local government is providing levels of service below that expected by ratepayers.

However these ratios represent Council's position at a single point in time and should not be considered in isolation. Ratios should be considered over the long term.

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Executive Services Operating Statement						
Operating Revenue						
Fees and Charges	777	-	777	0.0%	-	
Operating Grants and Subsidies	212,343	20,500	191,843	935.8%	113,100	Note 1
Sundry Revenue	15,722	13,322	2,400	18.0%	21,030	
Internal Revenue	279,481	279,481	-	0.0%	479,110	
Total Operating Revenue	508,322	313,303	(195,020)	62.2%	613,240	
Operating Expenses						
Employee Costs	1,951,359	1,999,208	(47,849)	0.0%	3,448,251	
Materials	305,859	442,799	(136,939)	(2.4%)	794,491	
Contracts and Services	259,499	483,562	(224,063)	(46.3%)	1,248,438	Note 2
Depreciation and Amortisation	6,025	6,039	(14)	(0.2%)	10,253	
Plant Hire	(629)	23,596	(24,225)	(102.7%)	40,450	
Other Expenses	614,215	702,796	(88,581)	(12.6%)	1,193,365	
Rates on Council Properties	1,666	1,676	(10)	(0.6%)	3,352	
Internal Charges	114,988	114,988	-	0.0%	197,123	
Total Operating Expenses	3,252,984	3,774,665	(521,681)	(17.2%)	6,935,724	
Operating Surplus/Deficit	(2,744,661)	(3,461,362)	716,701	(20.7%)	(6,322,484)	
Comments						
Note 1	Trainee Subsidy received earlier than anticipated - budget not aligned with actuals \$172K					
Note 2	Economic Development various projects work schedules not aligned with budget \$(142)K					
	Human Resources Employee Survey and Professional Advice re: EBA budget not aligned with actuals \$(43)K					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Customer and Organisational Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	17,788,550	36,695,957	(18,907,407)	(51.5%)	35,473,276	Note 1
Fees and Charges	1,016,841	967,403	49,438	5.1%	1,634,570	
Operating Grants and Subsidies	3,778,944	3,863,691	(84,746)	(2.2%)	9,712,834	
Interest Received	2,696,642	1,781,527	915,115	51.4%	3,052,880	Note 2
Leasing and Rent	325,527	297,110	28,417	9.6%	509,332	
Sundry Revenue	148,127	259,540	(111,412)	(42.9%)	457,711	Note 3
Internal Revenue	2,582,558	2,582,558	(0)	(0.0%)	4,427,242	
Total Operating Revenue	28,337,191	46,447,786	(18,110,595)	(39.0%)	55,267,845	
Operating Expenses						
Employee Costs	5,549,279	4,480,393	1,068,886	23.9%	7,798,428	Note 4
Materials	3,688,799	4,611,320	(922,520)	(20.0%)	6,438,704	Note 5
Contracts and Services	2,256,475	2,677,839	(421,365)	(15.7%)	4,941,821	Note 6
Finance Costs	64,406	88,125	(23,719)	(26.9%)	306,416	
Depreciation and Amortisation	721,924	727,368	(5,444)	(0.7%)	1,228,436	
Plant Hire	114,805	289,043	(174,237)	(60.3%)	495,886	Note 7
Other Expenses	576,134	709,554	(133,420)	(18.8%)	892,092	Note 8
Rates on Council Properties	87,755	79,765	7,990	10.0%	161,148	
Internal Charges	493,333	493,333	0	0.0%	845,714	
Total Operating Expenses	13,552,910	14,156,739	603,829	(4.3%)	23,108,646	
Operating Surplus/Deficit	14,784,280	32,291,047	17,506,766	(54.2%)	32,159,199	
Comments						
Note 1	General Rates second instalment not yet posted in Accounting System					
Note 2	Interest received higher than expected due to cash balance and changes in Reserve Bank cash rates.					
Note 3	Warwick Aerodrome Fuel Sales YTD less than anticipated \$(84)K due to service out of order from November 2023 to January 2024 due to change in Bank Provider					
Note 4	Employee Costs calculated based on FTE numbers at December 2023 Employee Leave Provisions and Workers Compensation Payments not aligned with budget phasing \$776K. This is currently being reviewed					
Note 5	Warwick Aerodrome budget not aligned with schedule of work to commence in February \$(106)K Natural Disaster Event Response and Recovery Trigger Point budget not aligned with actuals \$(145)K Sport and Recreation Strategy 2022-27 actuals YTD less than anticipated \$(93)K Telephone, Leases, Licences and Registration actuals YTD less than \$(447)K due to budget phasing. This is currently being reviewed					
Note 6	Asset Management Plans and Flood Studies Programs YTD budget not aligned with works schedule \$(465)K					
Note 7	Plant Hire actuals YTD less than anticipated. This is currently being reviewed					
Note 8	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	432,627	563,264	(130,637)	(23.2%)	879,230	Note 1
Operating Grants and Subsidies	229,928	229,140	787	0.3%	4,121,582	
Leasing and Rent	3,600	7,280	(3,680)	(50.5%)	12,480	
Recoverable Works	454,888	642,208	(187,319)	(29.2%)	2,334,716	Note 2
Sundry Revenue	15,390	17,161	(1,770)	(10.3%)	64,418	
Internal Revenue	81,818	81,818	-	0.0%	140,260	
Total Operating Revenue	1,218,251	1,540,871	(322,620)	(20.9%)	7,552,686	
Operating Expenses						
Employee Costs	5,357,921	5,212,856	145,065	2.8%	9,206,569	Note 3
Materials	3,534,642	3,771,365	(236,723)	(6.3%)	6,464,255	Note 4
Contracts and Services	2,079,095	2,017,846	61,249	3.0%	3,434,949	
Finance Costs	125,108	137,185	(12,077)	(8.8%)	274,370	
Depreciation and Amortisation	8,509,679	8,001,681	507,998	6.3%	15,201,952	Note 5
Plant Hire	(1,423,105)	(1,891,140)	468,035	(24.7%)	(3,242,332)	Note 6
Other Expenses	2,727	125,000	(122,273)	(97.8%)	128,000	Note 7
Rates on Council Properties	239,465	238,175	1,290	0.5%	493,387	
Internal Charges	359,851	359,851	-	0.0%	616,887	
Total Operating Expenses	18,785,383	17,972,819	812,564	4.5%	32,578,036	
Operating Surplus/Deficit	(17,567,132)	(16,431,948)	(1,135,183)	6.9%	(25,025,349)	
Comments						
Note 1	Cemetery Fees received YTD less than anticipated \$(171)K due to lower than anticipated burial numbers					
Note 2	Roads Maintenance Performance Contract revenue received YTD less than anticipated \$(187)K due to timing of claims being processed					
Note 3	Employee Costs calculated based on FTE numbers at December 2023					
Note 4	Plant Operating Maintenance - diesel actuals YTD less than anticipated \$(196)K					
Note 5	Depreciation actuals YTD more than anticipated. To be reviewed at Quarter 3 budget review					
Note 6	Plant Hire Recoveries less than anticipated YTD. This is currently being reviewed					
Note 7	River Improvement Trust Community Grants not yet paid \$(125)K					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Planning and Environmental Services Operating Statement						
(Excludes Waste)						
Operating Revenue						
Fees and Charges	1,166,880	1,082,320	84,560	7.8%	1,855,407	
Operating Grants and Subsidies	14,588	36,796	(22,208)	(60.4%)	36,796	
Sundry Revenue	4,100	6,708	(2,608)	(38.9%)	11,500	
Total Operating Revenue	1,185,568	1,125,824	59,744	5.3%	1,903,703	
Operating Expenses						
Employee Costs	2,074,432	2,227,550	(153,118)	(6.9%)	3,960,166	Note 1
Materials	532,600	597,143	(64,543)	(10.8%)	692,427	
Contracts and Services	309,850	829,739	(519,889)	(62.7%)	1,365,367	Note 2
Depreciation and Amortisation	13,020	13,057	(37)	(0.3%)	22,166	
Plant Hire	46,667	266,808	(220,141)	(82.5%)	457,385	Note 3
Other Expenses	27,925	73,375	(45,450)	(61.9%)	111,500	
Rates on Council Properties	1,782	1,583	199	12.6%	3,274	
Internal Charges	147,910	147,910	-	0.0%	253,560	
Total Operating Expenses	3,154,185	4,157,164	(1,002,980)	(24.1%)	6,865,846	
Operating Surplus/Deficit	(1,968,617)	(3,031,340)	1,062,723	(35.1%)	(4,962,143)	
Comments						
Note 1	Employee Costs calculated based on FTE numbers at December 2023					
Note 2	Environmental Local Laws - Willi St Investigation YTD budget not aligned with actuals \$(175)K Planning Scheme Preparation and Amendments YTD budget not aligned with actuals \$(197)K Pest Animal Control - Wild Dog Fencing and Bating YTD budget not aligned with work schedule \$(98)K					
Note 3	Plant Hire actuals YTD less than anticipated. This is currently being reviewed					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Water Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	7,593,189	12,154,448	(4,561,259)	(37.5%)	15,024,534	Note 1
Fees and Charges	380,618	141,400	239,218	169.2%	242,400	Note 2
Operating Grants and Subsidies	-	42,000	(42,000)	(100.0%)	72,000	
Sundry Revenue	45,777	14,000	31,777	227.0%	24,000	
Total Operating Revenue	8,019,584	12,351,848	(4,332,264)	(35.1%)	15,362,934	
Operating Expenses						
Employee Costs	1,674,528	1,808,554	(134,026)	(7.4%)	3,135,310	Note 3
Materials	1,853,951	1,866,328	(12,377)	(0.7%)	3,199,421	
Contracts and Services	645,762	602,467	43,295	7.2%	1,032,800	
Finance Costs	112,732	120,393	(7,660)	(6.4%)	240,786	
Depreciation and Amortisation	1,959,697	1,926,922	32,775	1.7%	3,270,245	
Plant Hire	189,394	226,511	(37,117)	(16.4%)	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	964,686	964,686	-	0.0%	1,653,748	
Total Operating Expenses	7,407,652	7,520,889	(113,236)	(1.5%)	12,935,026	
Operating Surplus/Deficit	611,932	4,830,959	(4,219,027)	(87.3%)	2,427,908	
Comments						
Note 1	Water Access Charge second instalment not yet posted in Accounting System					
Note 2	Stanthorpe Wates Sales received YTD more than anticipated \$263K					
Note 3	Employee Costs calculated based on FTE numbers at December 2023					
	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Sewerage Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	5,135,385	10,239,576	(5,104,191)	(49.8%)	10,239,576	Note 1
Fees and Charges	222,240	332,279	(110,039)	(33.1%)	483,151	Note 2
Total Operating Revenue	5,357,625	10,571,855	(5,214,230)	(49.3%)	10,722,727	
Operating Expenses						
Employee Costs	539,397	702,336	(162,939)	(23.2%)	1,222,223	Note 3
Materials	703,563	564,879	138,684	24.6%	968,364	Note 4
Contracts and Services	661,730	786,049	(124,318)	(15.8%)	1,752,724	Note 5
Finance Costs	118,457	136,887	(18,431)	(13.5%)	273,774	
Depreciation and Amortisation	1,483,899	1,511,085	(27,186)	(1.8%)	2,564,453	
Plant Hire	57,807	158,000	(100,193)	(63.4%)	270,849	Note 6
Rates on Council Properties	24,974	13,764	11,210	81.4%	27,067	
Internal Charges	402,906	402,906	-	0.0%	690,696	
Total Operating Expenses	3,992,733	4,275,906	(283,173)	(6.6%)	7,770,150	
Operating Surplus/Deficit	1,364,892	6,295,949	(4,931,057)	(78.3%)	2,952,577	
Comments						
Note 1	Sewerage Access Charge second instalment not yet posted in Accounting System					
Note 2	Trade Waste Charges and Effluent Water Sales less than anticipated \$(98)K					
Note 3	Employee Costs calculated based on FTE numbers at December 2023.					
Note 4	Warwick Sewerage Treatment Chemical and Hardware actuals YTD more than anticipated \$120K					
Note 5	Killarney, Wallangarra and Dalveen CED Management actuals YTD less than anticipated \$(30)K					
Note 6	Stanthorpe Sewerage actuals YTD less than anticipated \$(90)K. This is currently being reviewed					
	Plant Hire actuals YTD less than anticipated. This is currently being reviewed					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Waste Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	3,932,120	7,826,770	(3,894,650)	(49.8%)	7,826,770	Note 1
Fees and Charges	1,544,154	1,249,395	294,759	23.6%	2,141,820	Note 2
Operating Grants and Subsidies	1,490,605	1,490,605	-	0.0%	1,490,605	
Sundry Revenue	216,163	291,084	(74,921)	(25.7%)	491,000	
Total Operating Revenue	7,183,042	10,857,854	(3,674,812)	(33.8%)	11,950,195	
Operating Expenses						
Employee Costs	261,992	241,539	20,453	8.5%	449,500	
Materials	1,200,823	1,643,236	(442,413)	(26.9%)	2,846,973	Note 3
Contracts and Services	3,538,803	4,905,265	(1,366,462)	(27.9%)	8,433,505	Note 4
Finance Costs	40,862	46,274	(5,411)	(11.7%)	92,268	
Depreciation and Amortisation	134,126	134,528	(402)	(0.3%)	228,384	
Plant Hire	4,988	52,183	(47,195)	(90.4%)	89,457	
Rates on Council Properties	5,592	5,228	364	7.0%	10,652	
Internal Charges	460,182	460,182	-	0.0%	788,884	
Total Operating Expenses	5,647,369	7,488,435	(1,841,066)	(24.6%)	12,939,623	
Operating Surplus/Deficit	1,535,673	3,369,419	(1,833,746)	(54.4%)	(989,428)	
Comments						
Note 1	Landfill Access Charge second instalment not yet posted in Accounting System					
Note 2	State Government Waste Levy Collected YTD more than anticipated \$249K					
Note 3	State Government Waste Levy Payment actuals YTD less than anticipated \$(355)K - December and January levy outstanding					
Note 4	Waste Facility Administration YTD budget not aligned with work schedule \$(134)K Warwick Waste Management Facilities actuals YTD less than anticipated \$(276)K - January Account outstanding Waste and Recycling North - Spec A and Bay 4 actuals YTD less than anticipated \$(597)K - December and January Accounts outstanding Transfer Station and Bin Compound actuals YTD less than anticipated \$(359)K January Account outstanding					

Flood Events							
	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Life-to-Date Actuals \$	Notes
Flood Events - Operational							
Total Operating Revenue	2,432,038	2,022,027	(410,011)	20.3%	3,505,766	22,654,839	
Total Operating Expenses	1,229,135	292,007	(937,128)	320.9%	500,583	26,619,850	
Net Operating Surplus/Deficit	1,202,903	1,730,020	(527,117)	-30.5%	3,005,183	(3,965,011)	

Comments

The Finance team in collaboration with the DRFA Project Manager continues to review actuals and budget in line with approved project milestones. A comprehensive review will be undertaken as part of the Q3 budget review.

	YTD Actual	YTD Budget	Variance	Variance	FY Budget	Life-to-Date	
	\$	\$	\$	%	\$	Actuals	Notes
						\$	
Flood Events - Capital							
Total Capital Revenue	10,122,036	8,799,949	1,322,087	15.0%	16,582,670	19,583,622	
Total Capital Expenses	13,792,922	9,998,430	3,794,492	38.0%	19,099,806	22,427,721	
Net Capital Surplus/Deficit	(3,670,886)	(1,198,481)	(2,472,405)	206.3%	(2,517,136)	(2,844,099)	

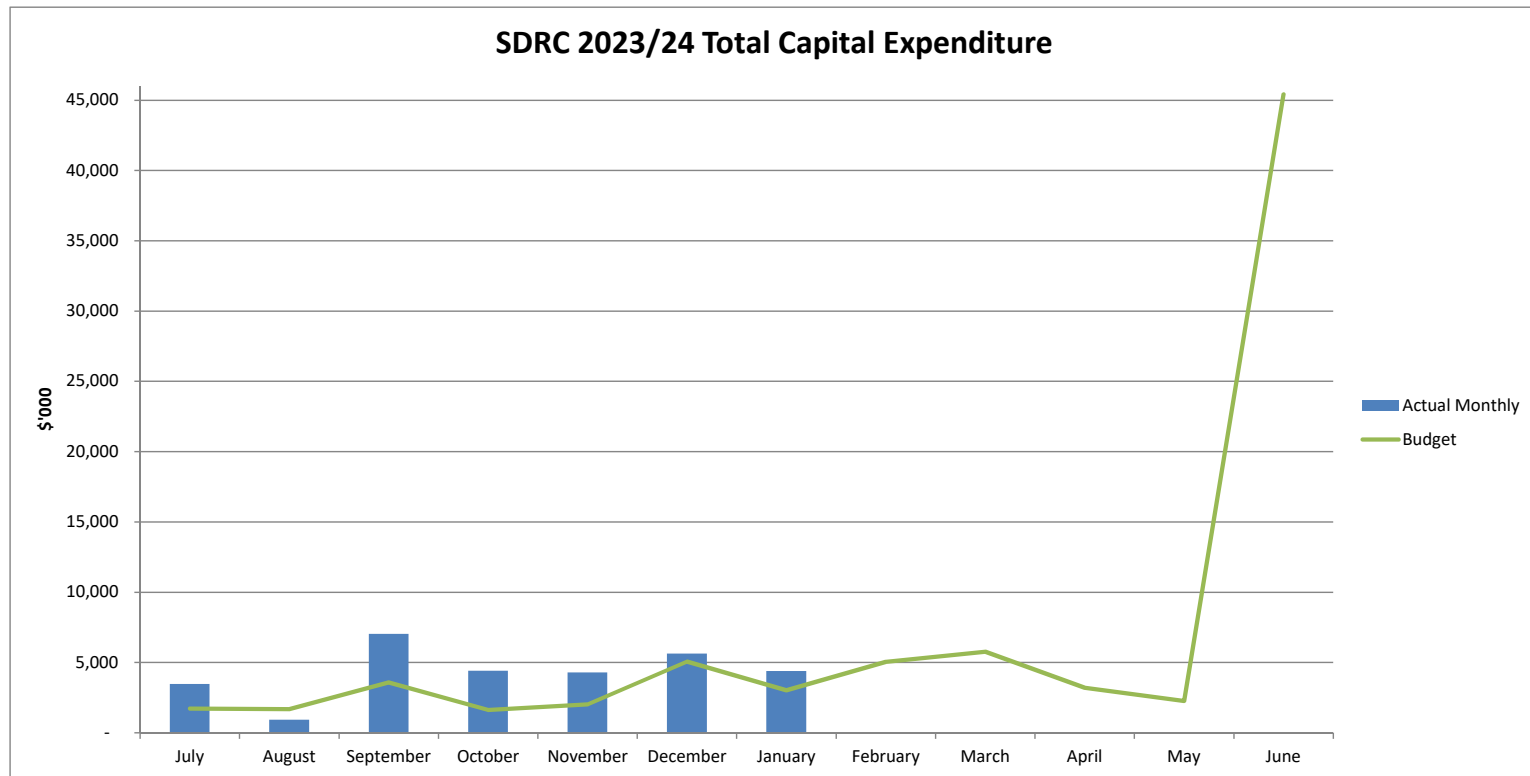
Comments

The Finance team in collaboration with the DRFA Project Manager continues to review actuals and budget in line with approved project milestones. A comprehensive review will be undertaken as part of the Q3 budget review.

**Southern Downs Regional Council
Capital Works Projects by Asset Class
As At 31 January 2024**

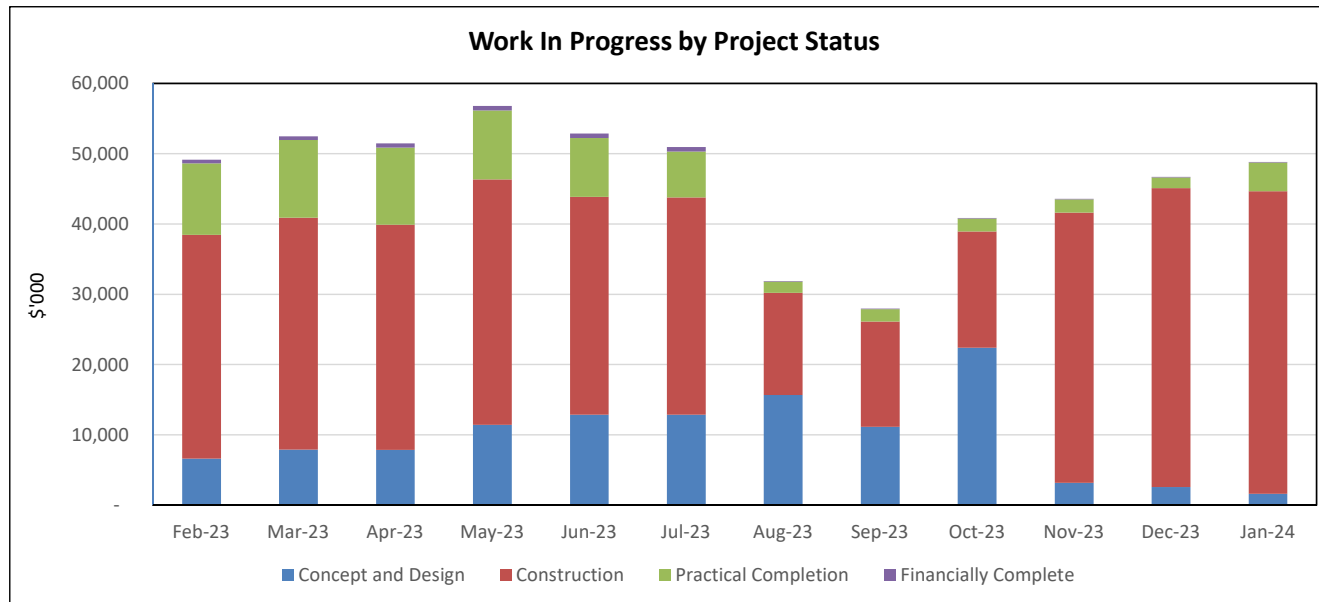
	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land & Land Improvements	267,198	1,699	0.6%	10,343	12,042	4.5%
Buildings	8,433,029	4,370,539	51.8%	261,758	4,632,297	54.9%
Plant & Equipment	7,767,319	1,499,942	19.3%	3,071,583	4,571,525	58.9%
Roads, Drains & Bridges	30,008,845	15,350,218	51.2%	11,194,054	26,544,272	88.5%
Water	12,902,318	5,009,891	38.8%	2,785,436	7,795,327	60.4%
Sewerage	9,062,530	2,103,003	23.2%	5,521,408	7,624,411	84.1%
Other Assets	11,971,843	1,774,125	14.8%	5,821,869	7,595,994	63.4%
Total	80,413,082	30,109,417	37.4%	28,666,451	58,775,868	73.1%

Southern Downs Regional Council
Capital Expenditure
As At 31 January 2024



Capital committed costs as at 31 January 2024 is \$28.7 million

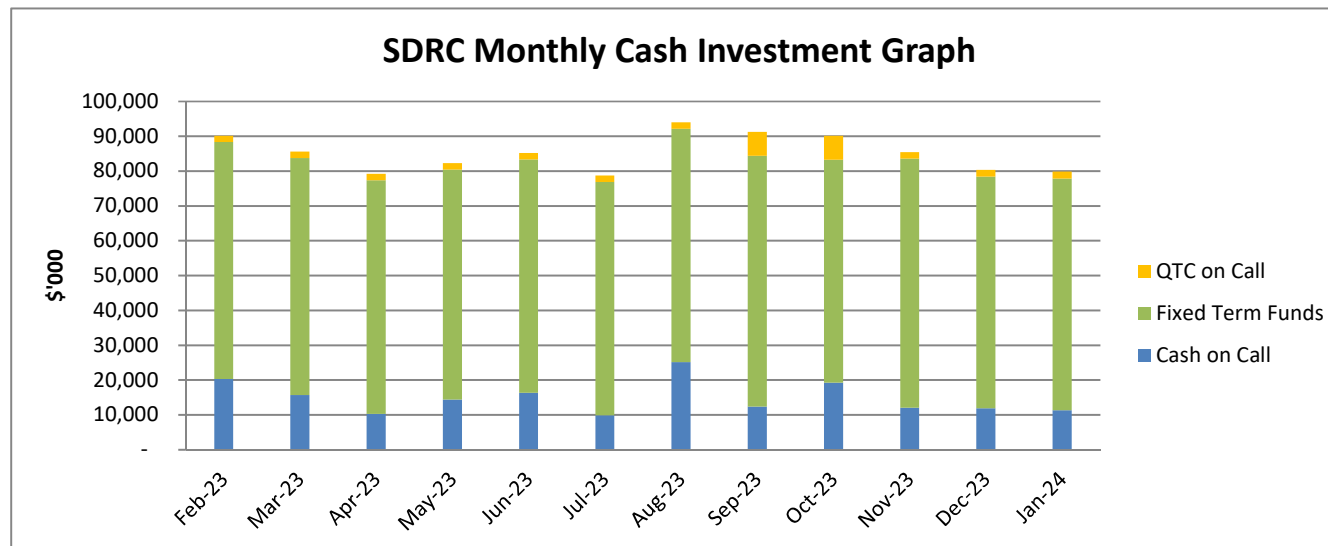
**Southern Downs Regional Council
Work in Progress (WIP) Status Report
As At 31 January 2024**



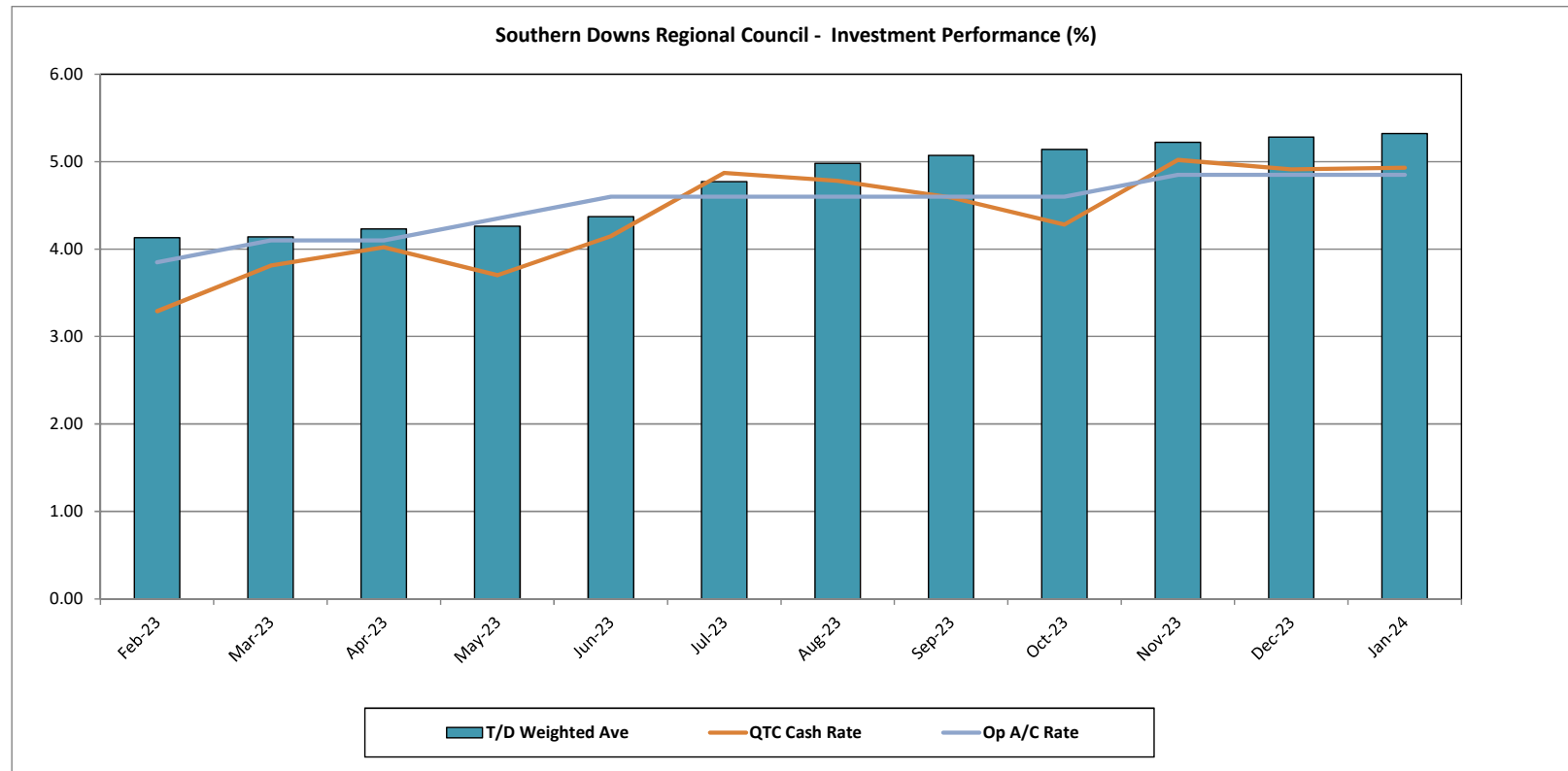
Project status' were reviewed and updated in January 2024.

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 January 2024**



Southern Downs Regional Council
Investment Performance
As At 31 January 2024




**Southern Downs Regional Council
Borrowings Report
As At 31 January 2024**

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>

11.2 Closing Report and Management Letter - 2022-2023

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Financial Services Coordinator	ECM Function No/s:

Recommendation

THAT Council receive and note the Final Management Letter and Closing Report relating to the 2022-23 external audit.

REPORT

In September 2023, Council's external auditors (Crowe) conducted an audit in accordance with the external audit plan issued on 27 February 2023. The audit assessed the design and implementation of Council's internal controls, and whether they are operating effectively.

Council received a closing report on 11 October 2023 (copy attached) which was presented to the Audit and Risk Committee together with the draft financial statements. This report clearly articulates Council's control environment, financial statement maturity and status of current / past audit issues.

Council has since received the final management letter (copy attached) from the Queensland Audit Office. Since the Closing Report, a prior period error was identified where the grant revenue was inaccurately calculated according to of AASB 15 Revenue and AASB 1058 Income of Not-For-Profit Entities. These issues were identified and corrected as a prior period error and shown in Note 23 of the signed financial statements.

The comprehensive valuation of the infrastructure asset class identified approximately \$20.2 million worth of assets recognised for the first time in 2023. It is usual for Councils to continue to recognise previously unidentified assets as asset management processes improve through increased resourcing being allocated to the asset management area.

A review of any prior year issues is also conducted to assess if they can be considered resolved as well as a summary of the audit progress and emerging risks. Management continuously monitor and mitigate risks by implementing controls and remain vigilant against fraudulent activities. All identified issues together with recommendations for appropriate action and management's response have been included in the 2022-23 report attached.

As per the 2023 Final Management Letter, an unmodified audit opinion on the 2023 financial statements has been issued. The reports are attached for Council's noting.

FINANCIAL IMPLICATIONS

The prior period error was corrected in Note 23 of the financial statements for the year ending 30 June 2023. The retained earnings were decreased by \$1.5 m, the contract assets decreased by \$23 k and the contract liabilities increased by \$1.523 m.

RISK AND OPPORTUNITY

Risk

The accuracy of the financial statements in the area of the grants revenue, contract assets and contract liabilities has been compromised.

Opportunity

Business process improvement opportunities have been identified to assist in addressing deficiencies previously identified.

Learning opportunities for staff to increase their knowledge of AASB 15 Revenue and AASB 1058 Income of Not-For-Profit Entities and reconciliation processes.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil.

External Consultation

External Auditors; Audit and Risk Management Committee

LEGAL / POLICY

Legislation / Local Law

Section 213 of the *Local Government Regulations 2012* states:

- (1) This section applies if the auditor-general gives the mayor of a local government a copy of the auditor general's observation report about an audit of the local government's financial statements.
- (2) An auditor-general's observation report, about an audit of a local government's financial statements, is a report about the audit prepared under section 54 of the Auditor-General Act 2009 that includes observations and suggestions made by the auditor-general about anything arising out of the audit.
- (3) The mayor must present a copy of the report at the next ordinary meeting of the local government.

Corporate Plan

Goal 4 Our Performance

4.4.2. Ensure our long-term financial sustainability is a pillar of our decision making

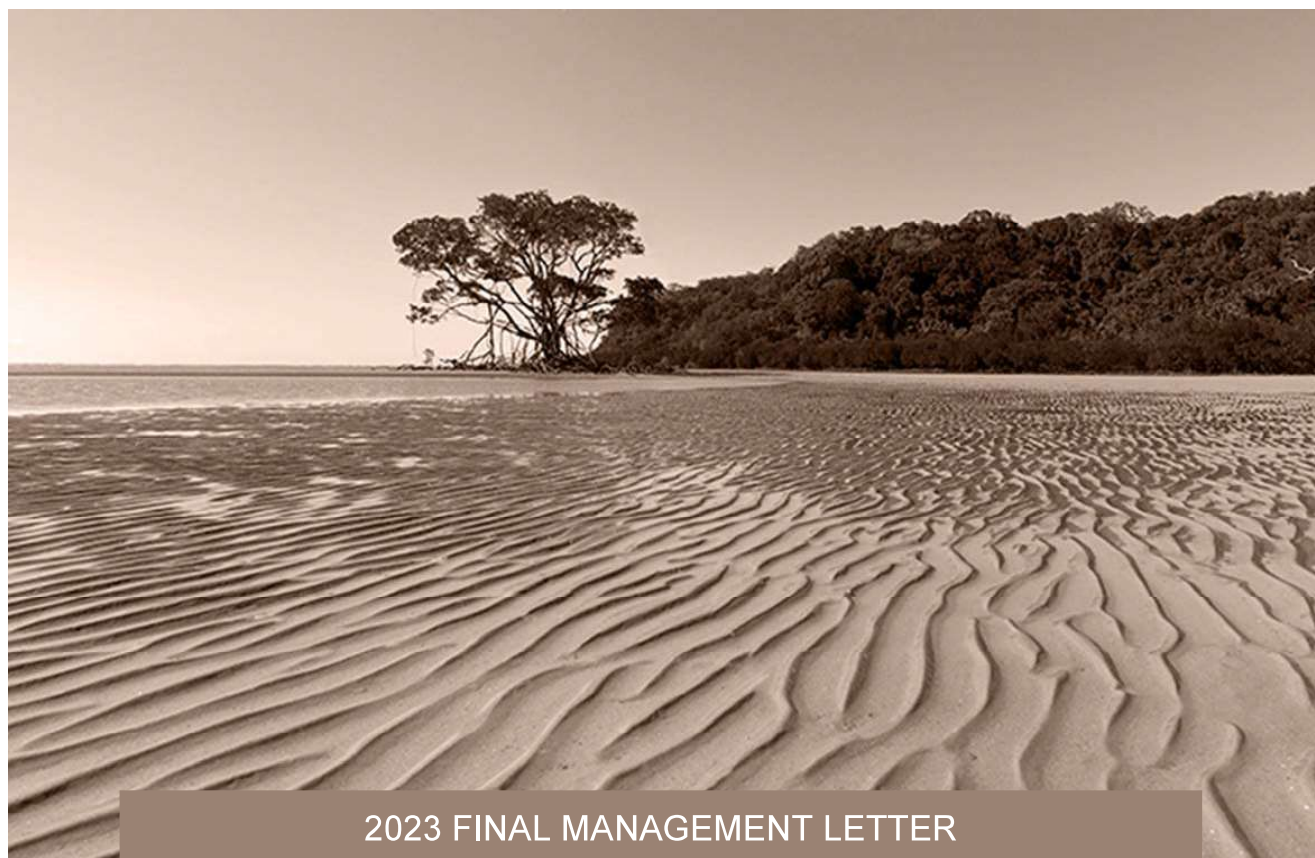
Policy / Strategy

Operational Plan 2023/24

Develop a Financial Sustainability Strategy

ATTACHMENTS

1. Final Management Letter 2022-23 [↓](#)
2. 2023 Closing Report [↓](#)



Southern Downs Regional Council

22 January 2023

OFFICIAL



Our ref: 2023-4138

22 January 2023

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

Dear Councillor Pennisi

Final management report for Southern Downs Regional Council

We have completed our 2023 financial audit for Southern Downs Regional Council. The Auditor-General has issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to update you on any matters that have arisen since we presented our closing report to the Audit and Risk Management Committee in October 2023.

Reporting on issues identified after the closing report

I can confirm that we have identified an issue since the presentation of our closing report. This issue along with other previously raised issues and other matters we have formally reported to management, and an update on management's actions taken to resolve these issues, is included in Appendix A.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

Report to parliament

Each year we report the results of all financial audits and significant issues to parliament.

We intend to include the results of our audit of Southern Downs Regional Council in our report to parliament. We will comment on the results of our audit, any significant internal control issues, and the overall results for the sector, including major transactions and events.

Audit fee

The final audit fee for this year is \$142,000 exclusive of GST (2022: \$139,500). This fee is higher than the \$129,500 estimated in our external audit plan. We have discussed the key factors contributing to the fee variation with your chief financial officer. In summary these matters related to additional work performed during the final audit with respect to the correction of the prior period errors in the financial statements.

We would like to thank you and your staff for their engagement in the audit this year and look forward to working with your team again next year.

If you have any questions about this letter or would like to discuss any matters regarding our services and engagement, please do not hesitate to contact me on (07) 4616 2266 or Taf Mudarikwa, Associate Partner on (07) 4616 2234.

Yours sincerely

Bruce Preston

Engagement Leader

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

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

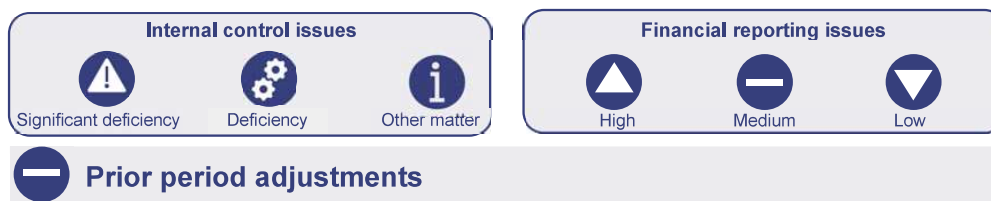
OFFICIAL

2022 Final management letter

Appendix A1 – Status of issues

This section provides an update on the financial reporting issue we have identified since the issue of our closing report. It includes a response from management.

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



23-FR1 Prior period errors – (Grant revenue - contract assets and liabilities & Property, plant and equipment)

Observation

In the prior year, late adjustments were made via journal to contract assets and liabilities which were not taken up in the Council's grant register. These entries outside of the grant register impacted the calculation of current year grant revenue as well as associated contract assets and liabilities.

The error was adjusted as a prior period correction in Note 23 of the financial report for the year ended 30 June 2023. The resulting impact was to decrease prior year retained earnings by approximately \$1.5 million, associated contract assets decreased by \$23,000, and contract liabilities increased by \$1.523 million.

In addition, the comprehensive valuation of the infrastructure asset class identified approximately \$20.2 million worth of assets recognised for the first time in 2023.

Implication

- Transactions processed at an inappropriate level and time (i.e. via a late journal without reference to the supporting reconciliation for the balance in question) can increase the Council's risk to erroneous financial reporting.
- Failure to capture a complete listing of council assets increases the risk that sub-optimal replacement and maintenance decisions are made in respect of infrastructure assets.

QAO recommendation

We recommended that:

- Transactions be accounted for as part of the reconciliation process for all balances and are reviewed by an appropriate level of management to mitigate against the risk of identifying subsequent errors or omissions.
- Council review existing practices in place to continually improve the completeness and accuracy of reported asset information – noting that processes in this regard should be ongoing and not limited to years when a full comprehensive revaluation is performed.

SENSITIVE

OFFICIAL

2022 Final management letter

Management response

Council's operations have been impacted by staff turnover in critical roles. A comprehensive review of the grant reconciliation process will be undertaken to address current and previously raised matters associated with grants. In response to asset related information, Council will continue to undertake data reconciliations, update procedures and refine processes to improve data quality and completeness of asset registers. Council has updated its Asset Accounting Policy and developed a Contributed Asset Policy to assist with improving reconciliations. In this instance, effort was made to work with the external auditors in dealing with assets issues early to ensure statutory obligations were met in a timely manner.

Responsible officer: Chief Financial Officer

Status: Work in progress

Action date: 30 September 2024

SENSITIVE







OFFICIAL

2022 Final management letter

Appendix A2 – Matters previously reported

The following table summarises all control deficiencies, financial reporting issues and other matters that have previously been raised but are not yet resolved. The listing includes issues from our reports this year and those issues raised in prior years.

Internal control issues			Financial reporting issues		
					
Significant deficiency	Deficiency	Other matter	High	Medium	Low

Ref.	Rating	Issue	Status
23-IR1		Lack of review of masterfile changes – rates revenue Audit was unable to sight evidence of an established process and cadence of review relating to rates revenue masterfile changes. Subsequent to the Interim report dated 30 June 2023, this matter was updated to a significant rating as a result of further moderation across the sector.	Work in progress Responsible officer: Chief Financial Officer Action date: 30/06/2024
23-IR2		Insufficient contract management processes Council did not have a centralised contract management process, including a central contract register. A contract register could maintain details such as contracts awarded to vendors, key contact KPI's and how these are monitored, progress tracking, fee escalations, scope variations and overall vendor performance.	Work in progress Responsible officer: Chief Financial Officer Action date: 30/06/2024
23-IR2		Capitalisation of capital work in progress Approximately \$13 million of completed projects in Capital Work-in-progress were not transferred to PPE asset classes at 30 June 2021.	Work in progress Responsible officer: Principal Asset Engineer / Asset Accountant Action date: 30/06/2024
18-FR2		Trust Accounts The trust account register included amounts dating back to 1997.	Work in progress Responsible officer: Financial Services Coordinator Action date: 30/06/2024
20-FR1		Assessment of grant agreements for accounting treatment Minimal qualitative assessment of revenue recognition in accordance with AASB 15 Revenue or AASB 1058 Income of Not-for-Profit Entities.	Work in progress Responsible officer: Management Accountant Action date: 30/06/2024
20-FR2		Documented assessment of control of Council buildings There were a number of unique arrangements in place with individual clubs and a variety of formal and informal agreements.	Work in progress Responsible officer: Manager Corporate Services / Manager Sustainability and Strategy Action date: 30/06/2024

SENSITIVE



David Adams - Senior Director
Queensland Audit Office
T: 07 3149 6211
E: david.adams@qao.qld.gov.au

Bruce Preston - Partner
Crowe
T: 07 4616 2266
E: bruce.preston@crowe.com.au

T: (07) 3149 6000
E: qao@qao.qld.gov.au
W: www.qao.qld.gov.au
53 Albert Street, Brisbane Qld 4000
PO Box 15396, City East Qld 4002

qao.qld.gov.au/reports-resources/reports-parliament



Suggest an audit topic

Contribute to an audit in progress

Subscribe to news and our blog

Connect with QAO on LinkedIn





2023 CLOSING REPORT

Southern Downs Regional Council

11 October 2023



SENSITIVE

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

Dear Mr Burges

2023 Closing report

We present our closing report for Southern Downs Regional Council ("Council") for the financial year ended 30 June 2023. It includes the results of our audit, identified audit misstatements, and other matters.

Our audit was conducted in accordance with our external audit plan issued. We confirm that up to the date of this report, we have maintained our independence obligations in relation to our conduct of this audit.

Expected opinion

We expect to issue an unmodified opinion on the financial statements. Our audit opinion is subject to completion of our audit. We have included the key outstanding matters to be finalised below, and will provide an update on these matters at the audit and risk management committee meeting.

Financial statement maturity

We have rated your financial statement preparation maturity as integrated. Please refer to section 4 *Financial statement maturity* for further details.

Control environment

In our interim report, we assessed that your internal control environment does support an audit strategy where we can rely upon your entity's controls. We have confirmed that there has been no change to our initial assessment. Please refer to section 3 *Status of issues* for further details.

Status of audit issues

Two new control deficiencies were raised in FY2023, including one significant deficiency. Please refer to section 7 *Matters Previously Reported* for further details.

Materiality \$940 thousand

No change to planning materiality.

Estimated final fees

\$129,500

Outstanding matters

Item	Responsibility
Financial statements(final version) review and completion of audit testing mainly relating to Property, plant and equipment (PPE), Provisions and Expenditure as articulated in the <i>Areas of audit focus</i> .	Management and Audit
Subsequent events update – review of transactions and events to date of signing	Management and Audit
Management representation letter – to be signed with the financial statements	Management
Financial report certification – signing of the financial statements by management	Management and Audit
Grant acquittal testing	Management and Audit

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

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



QAO is keen to hear your views about the audit services we provide and will seek your feedback via an online survey. This survey will help us understand what is working well and where there are opportunities for us to improve our engagement with you.

Thank you for your time this year, it has been a pleasure to work with you. If you have any questions or would like to discuss this report, please contact me on 07 4616 2266 or Taf Mudarikwa on 07 4616 2234.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bruce Preston'. The signature is fluid and cursive, with a large initial 'B'.

Bruce Preston

Engagement Leader

Enc.

cc. Cr Vic Pennisi, Mayor
Ms Kerry Phillips, Chair of the Audit and Risk Committee

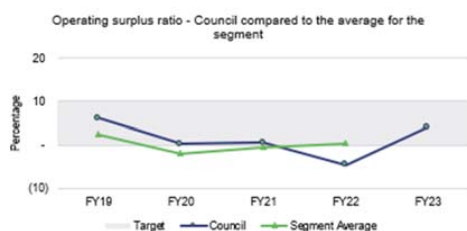
SENSITIVE

1. Financial sustainability assessment

Below we detail our assessment of your financial sustainability, based on the 3 ratios that councils are required to report under the local government regulation. Our assessment of your council's overall financial sustainability risk is **lower risk**.

Refer to section 8 Assessment of financial sustainability for guidance on how we calculate these ratios and our financial sustainability risk rating definitions.

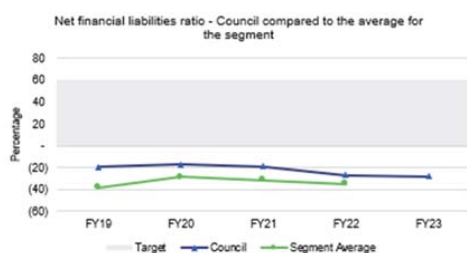
Operating surplus ratio



Southern Downs Regional Council's 5-year average operating ratio is 1.28% per cent.

This is within the target range.

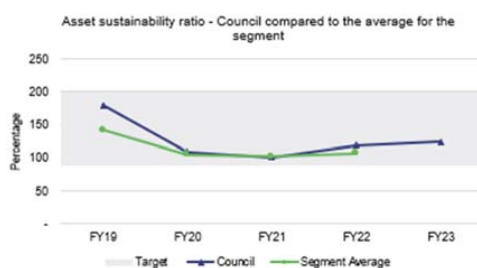
Net financial liabilities ratio



Southern Downs Regional Council's net financial liabilities ratio as at 30 June 2023 is negative 28.3 per cent.

This is within the target range.

Asset sustainability ratio



Southern Downs Regional Council's average asset sustainability ratio is 126.5 per cent.

This is within the target range.

SENSITIVE

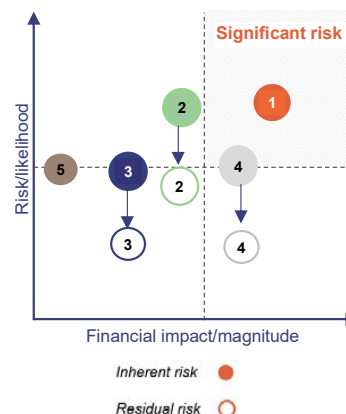
2. Audit conclusions

Areas of audit focus

Our external audit plan identified items that present the greatest risk of material error to the financial statements.

This chart displays the inherent risk for the identified areas of audit focus, together with considering the effectiveness of your internal controls (residual risk), and the financial impact (magnitude).

Our overall conclusions on these areas of audit focus are outlined in the table below.



Risk	Description of risk	Audit conclusion
1	Valuation of infrastructure assets: <ul style="list-style-type: none"> Comprehensive valuation of these assets by an external valuer was performed for the financial year ending 30 June 2023. Property, plant and equipment (mainly comprising of infrastructure assets) is the most material balance in the financial statements, with a carrying value of \$894.3m at 30 June 2023. Valuation involves significant estimates and judgements Limited market-based evidence of fair value due to the specialised nature of the assets (comparable items are rarely sold). 	Testing performed We conducted audit procedures that included: <ul style="list-style-type: none"> assessing the competence, objectivity and qualification of the valuation specialist; assessing the appropriateness of the methodology and the assumptions used in the valuation process; assessing the adequacy of management's review of the valuation process; evaluating the relevance, completeness and accuracy of source data used in the valuation process; and assessing the appropriateness of accounting entries posted as well as disclosures in the financial statements. consideration was given to Council's methodology for ensuring completeness of asset information, and the identification of asset renewals and additions. Results and conclusion The audit procedures are still in progress and we will give a verbal update at the meeting.
2	Treatment of significant capital expenditure Council budgeted for a \$46m capital works program in 2022-23 across 88 projects <ul style="list-style-type: none"> Key risks relate to: <ul style="list-style-type: none"> appropriate classification of expenses between operating and capital works; timely recognition of assets based on practical completion and related depreciation; and impacts of expenditure classification on financial 	Testing performed We performed audit procedures that included: <ul style="list-style-type: none"> performing detailed tests over a sample of purchases to ensure they have been capitalised or expensed appropriately and classified appropriately as new assets or renewals; reviewing the application of cost allocation models and the methodology for cost allocation; scrutinising operating expense accounts for project costs that should be capitalised; and reviewing procedures performed by Council to ensure work-in-progress balances have been commissioned on a timely basis in the fixed asset register and depreciated from the time of completion.

SENSITIVE

2023 Closing report

Risk	Description of risk	Audit conclusion
	sustainability ratios.	Results and conclusion The audit procedures are still in progress and we will give a verbal update at the meeting.
3	Grant revenue recognition Council receives significant grants each year (2023 \$46m 2022:\$28m, 2021:\$37m) . <ul style="list-style-type: none"> These grants have several conditions attached and are complex to account for under AASB 15 <i>Revenue from Contracts with Customers</i> and AASB 1058 <i>Income of Not-for-Profit Entities</i>. Classification impacts on financial sustainability ratios. 	Testing performed We conducted audit procedures that included: <ul style="list-style-type: none"> reviewing Council's classification of grants between recurrent and capital revenue; assessing management's processes and controls to ensure revenue has been appropriately recognised in accordance with the accounting standards AASB 15 and AASB 1058; and testing a sample of grant programs and assessing if their recognition was appropriate Results and conclusion The audit procedures are still in progress and we will give a verbal update at the meeting.
4	Probity, propriety and compliance considerations <ul style="list-style-type: none"> As a local government entity management has a responsibility to consider its adherence to additional public sector considerations relating to the appropriateness of decision making. Council undertakes large projects where legislative requirements guide tendering and probity processes. 	Testing performed We performed audit procedures that included: <ul style="list-style-type: none"> assessing controls over procurement and contract management, including compliance with legislative requirements; performing tests of detail over a sample of expense transactions to ensure they comply with the <i>Local Government Regulations 2012</i> and Council's procurement policy; reviewing controls over credit cards and Councillor reimbursements; assessing vendor masterfile change controls; reviewing delegation of authority and approval workflows; and performing targeted analytics over expenditure. Results and conclusion The audit procedures are still in progress and we will give a verbal update at the meeting.
5	Landfill restoration provision Valuation of provisions involves significant estimates and judgements in the areas of estimated costs and extent of remediation, timing of restoration works and long-term interest rates.	Testing performed We conducted audit procedures that included: <ul style="list-style-type: none"> assessing the assumptions, judgements and estimates used in determining the provision; checking the accuracy and completeness of the inputs to the calculations; and assessing compliance with AASB137 <i>Provisions, Contingent Liabilities and Contingent Assets</i>. Results and conclusion The audit procedures are still in progress and we will give a verbal update at the meeting.

Management override of controls and risk of fraud in revenue recognition

Management override of controls is a presumed significant risk under auditing standards and is a pervasive risk to the financial statements.

Our strategy was a combination of controls and substantive-based testing and included:

- evaluating and testing key controls over manual journals and the extent of segregation of duties
- reviewing material accounting estimates and one-off items for management bias
- assessing transactions with related parties to ensure all occur at arm's length

SENSITIVE

2023 Closing report

Risk	Description of risk	Audit conclusion
	<ul style="list-style-type: none">reviewing budget monitoring, including budget contingency and reporting process to manage project costsapplying a data-driven approach to journal entry testing.adopting an element of unpredictability into our procedures.	
Results and conclusion		
The audit procedures are still in progress and we will give a verbal update at the meeting.		

Materiality

We reassessed our audit materiality thresholds based on your year-end financial statement balances, and these have not changed since we communicated them in the external audit plan. We used these thresholds in finalising our audit and assessing misstatements.

Overall materiality	\$940,000 (per external audit plan \$940,000)
Performance materiality	\$893,000 (per external audit plan \$893,000)
Clearly trivial threshold	\$94,000 (per external audit plan \$94,000)
Specific – property, plant and equipment¹	\$42,600,000 (per external audit plan \$42,600,000)

Note: ¹ Specific materiality is only applicable to the valuation assertion of property, plant and equipment and to the associated asset revaluation surplus balances.

Evaluation of quantitative misstatements

At the date of this report, we have identified quantitative misstatements of \$531,314. Management corrected these misstatements, resulting in a decrease in net assets and a decrease in the operating result.

Details of these corrected and uncorrected misstatements are included in section 7 Misstatements.

Evaluation of disclosure misstatements

At the date of this report, we have not identified significant misstatements in disclosures that require correction to the financial statements.

SENSITIVE

4

3. Status of issues

Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Refer to section 7 Matters previously reported for the status of previously raised issues.

Issues	Significant deficiencies	Deficiencies	Other matters*
Current year issues	1	1	0
Prior year issues – unresolved	0	1	0
Total issues	1	2	0

Note: *QAO only tracks resolution of other matters where management has committed to implementing action.

We have not identified any new matters to report as part of the year end audit process since our last interim report dated 30 June 2023.

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



Financial reporting issues

This table identifies the number of financial reporting issues we raised. Refer to section 7 Matters previously reported for the status of previously raised financial reporting issues.

Year and status	High risk	Moderate risk	Low risk
Current year issues	0	0	0
Prior year issues – unresolved	0	0	3

We have not identified any new financial reporting issues identified since our last interim report dated 30 June 2023.

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



SENSITIVE

4. Financial statement maturity

Financial statement preparation maturity assessment

In the 2021 financial year, management had self-assessed its financial statement process using the maturity model. Council had self-assessed its processes to be integrated.

This year, we have reviewed the entity's assessment using a combination of inquiry, observation, and review of the internal processes. Our review identified that council's self-assessed scores and level of maturity were appropriate. Council's maturity level based on our review is integrated.

The following table sets out the range and average responses for council's financial statement preparation process for each component for the 2023 financial year. It also provides a comparison to the 2021 assessment.

Component	Financial year	Developing	Established	Integrated	Optimised
Quality month-end processes	2021				
	2023				
Early financial statement close process	2021				
	2023				
Skilled financial statement preparation and use of technology	2021				
	2023				
Resolution of financial reporting matters	2021				
	2023				

The financial statement maturity levels reported in this closing report will also be reported in our upcoming report to parliament on the results of local government audits.

We identified the following key strengths and opportunities to improve based on the 2023 assessment:

Key strengths	Improvement opportunities
<ul style="list-style-type: none"> Position papers are prepared and reviewed by management. Roles are well defined and staff are aware of their roles and expectations. 	<ul style="list-style-type: none"> More detailed review of pro-forma financial statements. continuous evolution of existing financial statement preparation systems and tools to ensure they remain fit for purpose, including increased levels of automation where appropriate. Accruals being processed more regularly. Assumptions to be approved by the audit committee

SENSITIVE

6

2023 Closing report

5. Other required information

We are required to report certain matters to those charged with governance. The table below provides a summary of the matters we usually communicate at the end of our audit.

Matters for QAO to consider	How these were addressed
Disagreements with management	During our audit, we received full cooperation from management and had no unresolved disagreements over the application of accounting principles and the scope of our audit.
Significant difficulties	We did not encounter any significant difficulties during the audit.
Compliance with laws and regulations	We did not identify any instances of non-compliance with laws and regulations having a material effect on the financial report.
Matters significant to related parties	We did not identify any significant matters relating to related parties during the audit.
Changes to accounting policies	We confirm there were no material changes to accounting policy information during the period.
Other matters significant to the oversight of the financial reporting process	We did not identify any significant matters relating to the financial reporting process during the audit.
Fraud and illegal acts	<p>We enquired of management regarding:</p> <ul style="list-style-type: none"> knowledge of any fraud or suspected or alleged fraud affecting the entity involving management, employees who have significant roles in internal control, or others where fraud could have a material effect on the financial report knowledge of any allegations of fraud, or suspected fraud, affecting the financial information. <p>In addition to the above enquiries, we have also undertaken certain testing that we had detailed in our external audit plan and we are not aware of any fraud or illegal acts during our audit.</p>
Written representations we are requesting	We are required to obtain written representations from management, and where appropriate, those charged with governance. Our requested written representations are included as an appendix to this report. We have discussed these with management, and they are comfortable to make these representations. Those charged with governance should also make appropriate enquiries of management to be satisfied with the written representations made.
Other information in the entity's annual report	We performed audit procedures to verify the other information in the entity's annual report as required by Australian Auditing Standard ASA 720 <i>The Auditor's Responsibilities Relating to Other Information</i> . Our review examined whether financial and non-financial information in the annual report is consistent with the financial report.

SENSITIVE

7

2023 Closing report

6. Matters previously reported

The following table summarises control deficiencies and financial reporting issues that we previously reported this year in our interim report and unresolved issues we raised in prior years.

Ref.	Rating	Issue	Status and comment
23-IR1	S	Lack of review of masterfile changes – rates revenue Audit was unable to sight evidence of an established process and cadence of review relating to rates revenue masterfile changes. Subsequent to the Interim report dated 30 June 2023, this matter was updated to a significant rating as a result of further moderation across the sector.	Work in progress Council has undertaken a review of current processes and commenced implementing changes that will improve segregation and better manage masterfile changes. However, staff turnover continues to impact process improvement opportunities within the Team. Responsible officer: Revenue Coordinator Action date: 30/06/2024
23-IR2	D	Insufficient contract management processes Council did not have a centralised contract management process, including a central contract register. A contract register could maintain details such as contracts awarded to vendors, key contact KPI's and how these are monitored, progress tracking, fee escalations, scope variations and overall vendor performance.	Work in progress Council will consider bringing forward the implementation of the Contract Module available via Technology One. However, in the interim Council has undertaken a review of it's current procurement policy and revamped it's procurement suite of documents. Training sessions with an emphasis on contract management have been rolled out to ensure key staff to improve contract management practices. Additional measures to improve visibility is being considered and will be gradually rolled out in the absence of an integrated contract management module. Responsible officer: Chief Financial Officer Action date: 30/06/2024
21-FR1	D	Capitalisation of capital work in progress Approximately \$13 million of completed projects in Capital Work-in-progress were not transferred to PPE asset classes at 30 June 2021.	Work in progress Progress has been made with the rollout of a standard procedure and reporting with reduction in WIP from last year. Council continue to deal with legacy issues and hopes to address most of the issues by the end of the FY23/24 financial year. Responsible officer: Manager Sustainability and Strategy / Chief Financial Officer Action date: 30/06/2024

SENSITIVE

8

2023 Closing report

Ref.	Rating	Issue	Status and comment
18-FR2		Trust Accounts The trust account register included amounts dating back to 1997	Work in progress Council staff have actioned historical items where relevant information has been available. Work is in progress to deal with the remaining items particularly \$1.86m which relates to deposits for subdivisions and house removals. Responsible officer: Financial Services Coordinator Action date: 30/06/2024
20-FR1		Assessment of grant agreements for accounting treatment Minimal qualitative assessment of revenue recognition in accordance with AASB 15 <i>Revenue from Contracts with Customers</i> or AASB 1058 <i>Income of Not-for-Profit Entities</i> .	Completed subject to completion of audit testing. Responsible officer: Management Accountant Action date: 30/09/2023
20-FR2		Documented assessment of control of Council buildings There were a number of unique arrangements in place with individual clubs and a variety of formal and informal agreements.	Work in progress Due to the change in management, the assertion that buildings leased to a third party are under the control of the lessee is no longer considered an appropriate approach. Council will revisit this body of work has been planned for the FY23/24 financial year as part for the building revaluations Responsible officer: Manager Corporate Services / Manager Sustainability and Strategy Action date: 30/06/2024

SENSITIVE

7. Misstatements

Summary of corrected quantitative misstatements

We identified the following quantitative misstatements during the audit. Management subsequently corrected them in the financial statements.

#	Details	Profit or loss Dr/(Cr)	Asset Dr/(Cr)	Liabilities Dr/(Cr)	Equity Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
1	Property Plant and Equipment	-	(531)	-	-
	Capital Expenses	531	-	-	-
<i>Donated assets account was originally included in WIP. It was identified that these were assets that were donated to a third party. This has been corrected to be recorded as a capital expense.</i>					
	Total	531	(531)	-	-

8. Assessment of financial sustainability

Assessment of financial sustainability

Section 169(5) of the Local Government Regulation 2012 outlines the following relevant measures of financial sustainability that all Queensland local governments must report on.

Sustainability measure	Purpose	How is it measured?	Target
Operating surplus ratio	The operating surplus ratio indicates the extent to which operating revenues raised cover operating expenses.	<i>Net operating result/Total operating revenue (excluding capital items)</i>	Between 0% and 10% per annum
Net financial liabilities ratio	The net financial liabilities ratio indicates the extent to which operating revenues (including grants and subsidies) can cover net financial liabilities (usually loans and leases).	<i>(Total Liabilities-current assets)/Total operating revenue</i>	< 60% per annum
Asset sustainability ratio	The asset sustainability ratio indicates the extent to which assets are being replaced as they reach the end of their useful lives.	<i>Capital Expenditure on replacement of assets (renewals)/Depreciation</i>	> 90% per annum

SENSITIVE

2023 Closing report

We assigned a risk rating to each measure using the below criteria.

Risk rating measure for individual ratios	Operating surplus ratio	Net financial liabilities ratio	Asset sustainability ratio
Higher	Less than negative 10% (i.e. losses) Insufficient revenue is being generated to fund operations and asset renewal	More than 80% Potential long-term concern over ability to repay debt levels from operating revenue	Less than 50% Insufficient spending on asset replacement or renewal resulting in reduced service levels and increased burden on future ratepayers
Moderate	Negative 10% to zero A risk of long-term reduction in cash reserves and inability to fund asset renewals	60% to 80% Some concerns over the ability to repay debt from operating revenue	50% to 90% Irregular spending or insufficient asset management practices creating a backlog of maintenance/renewal work
Lower	More than zero (i.e. surpluses) Well positioned to fund operations and asset renewals	Less than 60% No concern over the ability to repay debt from operating revenue	More than 90% Likely to be sufficiently replacing or renewing assets as they reach the end of their useful lives

Our assessment of financial sustainability risk factors does not take into account a council's long-term forecasts or credit assessments undertaken by Queensland Treasury Corporation. We calculate the overall financial sustainability risk assessment using the ratings determined for each measure using the criteria in the table below.

Risk level	Detail of risk
Higher risk	Higher risk of sustainability issues arising in the short to medium term if current operating income and expenditure policies continue, as indicated by average operating deficits (losses) of more than 10 per cent of operating revenue.
Moderate risk	Moderate risk of sustainability issues over the longer term if current debt financing and capital investment policies continue, as indicated by: <ul style="list-style-type: none"> current net financial liabilities more than 80 per cent of operating revenue or average asset sustainability ratio over the last 5 years is less than 50 per cent or average operating deficits (losses) over the last 5 years of between 2 and 10 per cent of operating revenue or realising 2 or more of the individual ratios for moderate risk assessments (per the table opposite).
Lower risk	Lower risk of financial sustainability concerns based on current income, expenditure, asset investment and debt financing policies.

SENSITIVE



qao.qld.gov.au/reports-resources/reports-parliament



Suggest an audit topic

Contribute to an audit in progress

Subscribe to news and our blog

Connect with QAO on LinkedIn

David Adams – Senior Director
Queensland Audit Office
T: 07 3149 6211
E: david.adams@qao.qld.gov.au

Bruce Preston
Crowe
T: 07 4616 2266
E: bruce.preston@crowe.com.au

T: (07) 3149 6000
E: qao@qao.qld.gov.au
W: www.qao.qld.gov.au
53 Albert Street, Brisbane Qld 4000
PO Box 15396, City East Qld 4002

 **Queensland
Audit Office**
Better public services




12. INFRASTRUCTURE SERVICES REPORTS

Nil

13. PLANNING AND ENVIRONMENTAL SERVICES REPORTS

13.1 Material Change of Use – Consideration of Change Representations – Belinda J Hohenhaus and Jamie S Charles C/-Precinct Urban Planning, 29 Homestead Road, Rosenthal Heights

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Manager Planning and Development	ECM Function No/s: MCU\02437

APPLICANT:	Belinda J Hohenhaus and Jamie S Charles C/-Precinct Urban Planning
OWNER:	Jamie S Charles & Belinda J Hohenhaus
ADDRESS:	29 Homestead Road, Rosenthal Heights
RPD:	Lot 3 RP184516
ZONE:	Low density residential
PROPOSAL:	Warehouse (Two (2) sheds
LEVEL OF ASSESSMENT:	Impact
SUBMITTERS:	Four (4)
REFERRALS:	Not applicable
FILE NUMBER:	MCU\02437

RECOMMENDATION SUMMARY

THAT Council agree in part with the change representations made in relation to the application for a Material Change of use to establish a Warehouse (Two (2) Sheds) on land at 29 Homestead Road, Rosenthal Heights, described as Lot 3 RP184516.

REPORT

At the Ordinary Council Meeting held on 23 August 2023, Council resolved to approve, subject to conditions, a Material Change of use to establish a Warehouse (Two (2) Sheds) on land at 29 Homestead Road, Rosenthal Heights, described as Lot 3 RP184516.

This report was included on the agenda for the 22 November 2023 Ordinary Council Meeting, however consideration was deferred in accordance with the applicant's request. The applicant provided some additional information, which has been included in this report.

The subject site has frontage to Homestead Road along the eastern boundary of the site. The development application seeks to formalise an existing unlawful use of two sheds located along the Homestead Road frontage of the property for Warehouse purposes.

The subject site is located in the Low density residential zone and is surrounded by similarly zoned properties. Land to the south and south-west contains established residential developments, generally 1,500 square metres to 2,000 square metres in size. Land to the north, west and east contains larger residential zoned lots generally containing single dwelling houses. An existing

Child care centre has been developed to the north of the site at the intersection of Bracker Road and Homestead Road. The site and immediate surrounding uses are shown in Figure 1.



Figure 1: Subject land

In the broader locality, the site is located approximately 3.0 kilometres south of the Warwick Central Business District.

The site is located in a residential locality and is serviced by Council's reticulated water network. The site is not currently serviced by the reticulated sewerage network.

The proposed development is for the formalisation of an unlawful use. The two sheds have been constructed and are currently being used for Warehouse purposes. The purpose of the Warehouse is to store surplus furniture stock that is unable to be stored at the applicant's furniture business, operated from Palmerin Street, Warwick.

Each of the proposed sheds has a gross floor area of 188.05 square metres and they are located approximately 6.0 metres from the road frontage. A concrete apron has been constructed in front of the sheds and extends to the road reserve. The sheds are constructed of metal wall cladding and include two rollers doors, per shed, fronting the road frontage, with personal access doors located at the rear of each shed.

The application states that the applicant resides in the existing dwelling on site and travels to their business at Palmerin Street in a Small Rigid Vehicle (SRV). Trips from the site are stated to be limited to standard daily workplace trips. One delivery truck will attend the site each week to deliver stock. No customers will attend the site. Operating hours, including loading and unloading, are limited to 7:00am to 5:00pm.



Figure 2: Proposed Layout Plan

Submissions to the original application

There were Four (4) submissions received in response to the original application. Two (2) of the submissions received were in support of the development application and two (2) were objections.

The matters raised in the two objections are outlined below, with planning responses provided:

Matters raised in submissions	Response
<p>Pedestrian Safety</p> <p>“This is a residential area...someone walking down the road is going to get injured because when they load trucks the pedestrians must walk on Homestead Road...”</p>	<p>There are no footpaths constructed to the south of the site along Homestead Road. An existing footpath has been constructed north of the site between Bracker Road and Tanna Drive.</p> <p>The scale of the use, as outlined in the application documents, is not considered sufficient for construction of a footpath to be a reasonable requirement. Conditions can be applied to limit the scale of the activity.</p>

Matters raised in submissions	Response
Standard of Homestead Road “must widen Homestead Road to proper 2 lanes and provide concrete or level maintained foot path on the opposite side of the road” “road is not designed for large vehicles”	Immediately to the south of the site, Homestead Road is constructed to an 8.0 metre width, with kerb and channel. Conditions can be applied to widen Homestead Road along the frontage of the site to match the adjoining standard.
Drainage issues “The existing...sheds have messed up drainage in the area”	The applicant states that four (4) water tanks are provided to capture roofwater from the existing sheds. The scale of the sheds is not considered to adversely impact the natural flow paths across the site. As noted above, conditions will be applied requiring the extension of the kerb and channel network along the frontage of the site.
Use “Two warehouse sheds do not cater directly to the day to day needs of the local residents or surrounding community”	It is acknowledged that the proposed development is for an inconsistent use in the zone. The Planning Scheme does not regulate the size of domestic sheds permitted to be constructed on land in the Low density residential zone, therefore the scale of the sheds is able to be considered consistent with residential neighbourhoods. Further, the proposal incorporates design elements that are consistent with surrounding residential development. The use is proposed to store surplus stock to support an existing business and is not considered to undermine the viability of the Principal centre zone. It is considered that the proposed use can reasonably be conditioned to mitigate any potential impacts.
Landscaping and Aesthetics “screening plants will not be visible due to the construction of a colorbond fence”	The Planning Scheme does not regulate the size of domestic sheds permitted to be constructed on land in the Low density residential zone, therefore assessment can only consider the use of the sheds rather than the scale of the buildings. A landholder is entitled to fence their property as they see fit. It is considered that suitable landscaping conditions can be applied in relation to landscape screening of the activity irrespective of the fencing constructed.
Planning Scheme regulation “Council consider putting rules in place to prevent owners from building sheds of this size in the manner in which the applicant has done”	The submitters concerns are noted.

In accordance with Section 76(1) of the *Planning Act 2016*, Council must consider the submissions, to the extent of relevance to the change representations.

A number of the matters raised relate to the provision of kerb and channel along Homestead Road, pedestrian safety, drainage issues, and the aesthetics of the property. To address the concerns raised by the submitters, and to ensure compliance with the planning scheme, conditions were imposed, including Condition 25.

In relation to the submissions, the applicant has provided the following further note:

The submissions lodged during the application process have been considered and a decision made having regard to the matters raised in them. The present report seems to rely to a

large extent on the content of the submissions relating to matters of pedestrian safety for example when Council's previous report when the application was determined noted in part that "...The scale of the use, as outlined in the application documents, is not considered sufficient for construction of a footpath to be a reasonable requirement. Conditions can be applied to limit the scale of the activity." While I note that a footpath has not been required etc, the justification for road widening over a frontage of 80m instead of approximately 25m (adjacent to the sheds to which the approval relates) relies heavily on the issue of pedestrian safety as raised in the submissions which have already been dealt with. With respect, the content of submissions previously dealt with in the original determination of the application, are not really a valid basis upon which the imposition of a requirement to upgrade 80 meters of road including providing kerb and channel, is a reasonable or relevant imposition on the development.

The applicant, landowners and Council officers held a meeting on 19 September 2023 in relation to potential change representations in relation to the decision notice and the infrastructure charges notice.

Representations

The applicant has made change representation, requesting consideration of Condition 25 and a review of the Infrastructure Charges Notice.

Condition 25 states:

25. *Homestead Road shall be upgraded from the southern boundary of the site for the full frontage of the proposed development footprint.*

The upgrade shall include construction of the half road on the eastern side of Homestead Road centreline to Council's standard. This will provide a 4.0 metre sealed width from the road centreline and kerb and channel to match the existing alignment located at the corner of Homestead Road and Bracker Road.

The applicant is seeking to delete or modify the condition, to allow for an infrastructure agreement to be entered in to.

The following justification has been provided by the applicant:

The development approval issued authorises the use of two (2) out of three (3) shed for the purposes of a "warehouse" for overflow or surplus furniture storage. The third shed is used for domestic purposes only and does not form part of the development approval. The frontage of that part of the site occupied by the two (2) storage sheds used for "warehouse" purposes measures approximately 25.0m. The distance from the northern extent of the storage sheds to the southwest corner of the subject property is approximately eighty (80) metres. Please refer to Figure 1 which illustrates the respective distances.

Figure 1 – Frontage Distances



Pursuant to section 65 of the Planning Act 2016, for any condition on the development approval to be a lawful condition, it must:

- “.... (a) be relevant to, but not be an unreasonable imposition on, the development or the use of premises as a consequence of the development; or
- (b) be reasonably required in relation to the development or the use of premises as a consequence of the development.” (Section 65 (1))

In this case we noted that the condition as imposed:

1. States, most likely in error, that “The upgrade shall include construction of the half road on the **eastern** side of Homestead Road centreline to Council’s standard.”. We would respectfully contend that the condition needs to refer to the western frontage of the road on which the approved development is located. It appears that any road upgrade would more properly apply to the western frontage of Homestead Road impacted by the proposed development.
2. We note that the approved “Warehouse” use occupies only part of the subject land and is adjacent to that part of the road frontage of Homestead Road for a distance of approximately twenty-five (25) metres. Council’s existing condition imposes a requirement to upgrade Homestead Road “...from the southern boundary of the site for the full frontage of the proposed development footprint.” As illustrated in **Figure 1**, this amounts to a total distance of approximately eighty (80) metres. This is significantly longer than the frontage adjacent to that part of the site occupied by the approved warehouse use.
3. We further note, that associated conditions forming part of the approval impose a range of other operational limitations that were proposed and accepted by the applicant as a purposeful means of limiting the intensity of the use and to negate any potential for it to

give rise to adverse amenity impacts on surrounding sensitive uses. One of these limitations, imposed under Condition 7 of the Decision Notice, limits deliveries to the site to no more than one (1) heavy vehicle per week. This suggests the approved use is likely to place a negligible additional demand or have an inconsequential impact on the local road network, above that that would typically be anticipated to occur in a residential area.

Having regard to the preceding considerations, we contend that the requirement for the applicant to facilitate and meet the costs associated with the upgrading of Homestead Road to Council's nominated standard for a distance of approximately eighty (80) metres is not lawful as it is not a reasonable or relevant condition, and results in an unreasonable imposition on use of the subject premises.

Further, the extent and cost of the works involved relative to the size and intensity of approved use, is not a commensurate or proper response to the consequences of the approved development or the load imposed on Council's local road network.

From that perspective we contend that for any cost impost on the applicant to be a reasonable imposition, it needs to have regard to:

- A. Upgrading required adjacent to that part of the site to which the approved use relates. In this case, any requirement to contribute to the foreshadowed upgrading should be limited to the frontage distance of approximately twenty-five (25) metres, where upgrades can be justified as a normal or proper consequence of the approved use;*
- B. Any cost impost for upgrading works acknowledges the limited and largely inconsequential additional demand / load imposed on the local road network as a result of the approved use.*

We also contend that the sporadic and piecemeal upgrading of the road network in response to individual development applications does not result in coordinated and coherent upgrading and enhancement of the networks concerned.

For the reasons outlined, and instead of Condition 25, the applicants proposed (at their own instigation) to seek Council's agreement to enter into an infrastructure agreement with the applicant pursuant to section 150 of the Planning Act 2016. Such agreement would oblige the applicant to make a monetary contribution in lieu of undertaking any works presently imposed under Condition 25.

*Instead of undertaking the identified roadworks the agreement would require the applicants to make a monetary contribution in the order of **\$20,000** towards the costs of road upgrade works in the vicinity of the site in Homestead Road.*

In the interests of resolving the issue equitably and expeditiously with Council, my clients have doubled their original nominated contribution amount of \$10,000 offered to Council prior to the conditioning of the approval.

The terms of such agreement would allow Council to use the contributed funds at the time it elected to proceed with the upgrading of Homestead Road.

These representations therefore seek Council's agreement to delete or modify condition 25 to instead enter into an infrastructure agreement with the purpose of effect as previously outlined. The applicant is agreeable to writing to Council to formally propose an Infrastructure Agreement which entails an obligation on them to contribute \$20,000 to road upgrade works instead of undertaking the currently conditioned standard/extent of works to Homestead Road.

This would negate any suggestion that Council is compelling the applicant to enter into such an agreement. A suitable condition could also be drafted for Council's consideration to give practical effect to such an agreement, in a manner that would not contravene any conditioning principles imposed under the Planning Act 2016.

In addition, the applicant provided the following as a breakdown of the \$20,000 sum:

We consulted with ... Engineers to get some typical linear metre rates for kerb and channel and square metre rates for road widening.

... advised that the following rates of thumb provide a reliable indication of likely costs involved:

- Kerb and Channel - \$50-\$80 a linear metre*
- Road widening – between \$100 - \$130/m²*

In this case the approval is limited to authorising only two sheds to be used for warehouse purposes. Accordingly, we consider it is reasonable for Council to impose these works requirements over the frontage adjacent to the two sheds the subject of the approval. While some might see it as opportune for Council to seek to impose the requirement or cost to extend the kerb and channel & road widening from south of the existing dwelling where it terminates to the northern extent of the sheds approved for warehousing, we do not think this is reasonable or relevant requirement given the limited scope of the approval. The road upgrade requirements, be they road widening or kerb and channel have to be commensurate with the impacts of the approved use. Arguably with only one delivery truck per week, and limited increase in impervious areas (most stormwater captured in on-site tanks) there is negligible impact on the road and stormwater networks in the vicinity. On that basis we proposed a monetary contribution in lieu of works, as we also appreciate that it does not make sense to provide upgrades of this nature in bits and pieces. A contribution can secure a proportionate share of the cost to be used by Council when the overall upgrading of those networks occurs in that area.

The frontage adjacent to the sheds approved as warehouses totals 25 metres. Using the rates above we have assumed that the contribution made should be commensurate with the following works (we used the high end of each rate scale provided):

- 25m x \$80/ linear metre for kerb and channel - \$2000; Plus*
- A 4m wide road widening x 25 metres = 100m² X \$130/m² = \$13,000*

Subtotal \$15,000

Plus contribution towards overall mobilisation costs, traffic control during construction and incidentals - \$5000

TOTAL: \$20,000

Upon deferral of the application from the November 2023 Ordinary Council Meeting, the applicant provided the following further information:

While it might be convenient or opportune for Council to impose a requirement for upgrades linking into road and kerb and channel infrastructure, 55 metres to the south of the development frontage (two sheds approved for warehouse use), that is not synonymous with such an imposition meeting the test of being “reasonable or relevant”. That additional infrastructure (beyond the development frontage) is not required as a normal and proper consequence of the development approved. The level of infrastructure proposed imposes a disproportionate cost impost on the development particularly when one considers that the additional traffic over and above that generated by normal domestic activities is limited to one (1) truck per week. This limitation is secured under the approval via a condition. Given that this is the only additional non-residential traffic associated with the approved use, it is difficult to see how such a negligible increase in traffic could conceivably justify the imposition of a requirement to widen the road and install kerb and channel beyond the development frontage for an extra distance of approximately 55 metres. We have also noted that the traffic estimate provided in the Council report is incorrect. Part of the justification for imposing the additional works notes that:

“The traffic estimate for Homestead Road is 600 Average daily traffic movements, with 20% heavy vehicle (HV). The addition of one 8 tonne truck represents a 1.2% increase”

We note this calculation is incorrect. Based on 600 average daily movements total average weekly movements would equate to 4200/week. The addition of one (1) truck equates to a **0.02 % increase in total vehicle movements/week** or a **0.12% increase in total weekly heavy vehicle movements**. This increase is negligible and provides no justifiable basis upon which my clients could be asked to meet the cost of an additional 55 metres of road widening and kerb and channel provision to the south of the approved development site. Again, we do not contest that we should contribute to the cost of road widening and kerb and channel provision for the full frontage of the development site (approx. 25m). If this distance is slightly longer to cover the apron at the side of the two sheds and/or tapers so be it. I am sure we could settle on an accurate width with Council, say for example 30m. Our offer of \$20,000 towards the cost of these works via an infrastructure agreement and based on the costing methodology we have suggested, is equitable and reasonable. We note in that regard that Council's report notes:

"The rates themselves are reasonable in isolation, they just don't represent the whole cost"

To be clear we are not seeking to cover the full cost of an 80-metre road widening with kerb and channel as we contend for the reasons previously outlined that this is not a reasonable imposition. We are seeking to make a reasonable proportionate contribution towards these works for the extent of the development frontage only (approximately 25m, slightly more e.g. 30m if justified).

An infrastructure agreement (IA) has been proposed, as it allows the applicant to make a monetary contribution to roadwork requirements reasonably imposed in lieu of constructing the required works as a segment or in isolation of Council's broader plans to upgrade infrastructure in a more integrated manner along Homestead Road. The Council report appears to downplay the utility and appropriateness of an IA in this situation when it notes:

"By entering into an infrastructure agreement for such works, **Council would be committing to undertaking the works on behalf of the landowner, in a reasonable period of time**, for an agreed amount."

The timing for works is ultimately function of the agreement entered into by the parties. Entering into an IA does not compel Council to complete works in a period shorter than that agreed under the IA. An IA in this case could be less specific in that regard requiring for example the works are to be completed when Council allocate capital works funding and undertake the programmed upgrading of Homestead Road and associated infrastructure. My clients would be agreeable to the works being undertaken within time parameters that the Council specify in the manner suggested or similar.

Finally, the Council report notes that the approved development needs to comply with Performance Outcome PO2 and Acceptable Outcome AO2 for industrial development outside of an industrial zone, namely:

"PO2 The site is accessed via a road that is of a standard to adequately cater for the traffic generated by the use without causing traffic hazards, damage to the road or dust nuisance to persons or property not connected with the use.

AO2 In partial fulfilment of the PO – (a) Access to the site is via a fully constructed sealed road. (b) In all urban zones, except the Township zone, the frontage of the site is kerbed and channelled."

As a matter of planning scheme construction and interpretation, we note that AO's are not mandatory, they are one way, and not the only way the PO they support can be satisfied. Having said that we consider that the proposal we have advanced satisfies both the PO and AO that have been referenced. I reiterate my previous comments on the negligible increase in traffic arising from the approved use. Secondly, we do not disagree that the area to which the development approval relates (two shed frontage) should be widened and kerb and channelled. It is the length and extent of those works that we are disputing, and the corresponding contribution to those works which my client should bear.

The proposed development is to formalise of an unlawful use. The two sheds have been constructed and are currently being used for Warehouse purposes, in the Low density residential zone. The purpose of the Warehouse is to store surplus furniture stock that is unable to be stored at the applicant's furniture business, operated from Palmerin Street, Warwick.

AO2 and PO2 of the Industry uses code, which is applicable to all industry uses not within the Industry zone, state as follows:

AO2 *In partial fulfilment of the PO – (a) Access to the site is via a fully constructed sealed road. (b) In all urban zones, except the Township zone, the frontage of the site is kerbed and channelled.*

PO2 *The site is accessed via a road that is of a standard to adequately cater for the traffic generated by the use without causing traffic hazards, damage to the road or dust nuisance to persons or property not connected with the use.*

Immediately to the south of the site, Homestead Road is constructed to an 8.0 metre width with kerb and channel. The construction of the road to the south would have been constructed as part of historical subdivisions which created Hermay Court and constructed residential lots on Homestead Road and Gibson Road, and later created Fairwill Drive.

The traffic estimate for Homestead Road is 600 Average Daily Traffic (ADT) movements, with 20% heavy vehicle (HV). The addition of one 8 tonne truck per week represents a 0.012% increase.

At present the concrete apron in front of the sheds extends over the property boundary, toward the road, as shown in Figure 3. The concrete does stop just short of the reticulated water main alignment, which runs parallel. There is a fire hydrant valve located in proximity to the concrete apron also.

The area between the road and the concrete apron is dirt/gravel, with an entry/exit point from Homestead Road located at the northern most end of the concrete apron.

At present the second entry/exit point from Homestead Road, is in front of the domestic shed, being the most southerly shed. This concrete crossover exists and is proposed to remain unchanged.

Advice sought from Council's Infrastructure Services Directorate has been consistently that road widening is to occur and extend from the southern boundary of Lot 3 RP184516 to the northern limit of the development footprint, this advice remains unchanged. The works are to include kerb and channel. It is considered unreasonable to require piped drainage in this circumstance.

The installation of kerb and channel will ensure that damage to the road edge is minimised by controlling the entry and exit points, providing stability to the road edge to ensure no further damage occurs and reduce vehicles driving over the water main. The reticulated water main in this area has only 600 millimetres of cover, as a verge is not generally a traffic area.

If this water main was to be compromised, it would affect in excess of 65 dwellings, through both the supply of water and fire fighting.

Given the scale and operations of the use, it is not considered reasonable to require the reconstruction of the roadway, construct formal drainage, or for the submission of a pavement impact assessment.



Figure 3: Homestead Road frontage

As part of the review of this condition, the following further assessment has been provided by Council's Development Engineer:

[In relation to the provision of kerb and channel,] there needs to be a taper back to the original road profile at both ends and there are other costs including engineering design and supervision that do not appear to have been accounted for. There are also additional costs to be considered for undertaking such work, including survey, engineering design and supervision, re-work of existing uneven surface west of the centreline, scour protection at kerb to swale transition, possible subgrade replacement etc.

The rates themselves are reasonable in isolation, they just don't represent the whole cost.

For reference, the works at [address withheld] worked out at \$136/m² for the widening and \$190/m for the kerb.

There was also \$37,000 in stormwater pipes that needed to be extended 130m to the nearest part of our network.

Homestead Rd has not been asked to provide piped stormwater drainage as ... it was unreasonable for them to have to extend the S.W 240m to the nearest part of our network ...

It should be noted that the 25 metres outlined by the applicant, does not cover the full frontage of the two sheds, including the concrete apron adjoining the side of the sheds. This distance also does not include any tapering, which would be required. As noted in the applicant's additional information, it is not their intention to cover the full cost of the road widening with kerb and channel. A proportionate contribution towards the works is being proposed.

An infrastructure agreement is a written agreement between the developer and a public sector entity, i.e. Council. It is a mechanism to establish the obligations of each party, provides timing, and identifies the schedule of works. Such agreements can also be used to resolve other infrastructure related matters that have been conditioned, such as the matter at foot.

By entering into an infrastructure agreement for such works, Council would be committing to undertaking the works on behalf of the landowner, in a period of time, for an agreed amount. At present there is no engineering design for the works, therefore the proposed amount is a contribution towards the works and isn't considered adequate to cover the entire cost for the works required (as clearly outlined by the applicant). As a result of the deferral from the November 2023 Ordinary Council Meeting, the applicant has provided additional information to indicate that the landowners are agreeable to a less specific timeframe that allows Council to allocate capital works funding and undertake the programmed upgrading.

An infrastructure agreement will provide the applicant/landowner certainty about the costs of the works required, and can allow a development to commence without the works being completed, although in this circumstance, the development has already commenced.

The conditioned road widening and installation of kerb and channel are not only to resolve road impacts in front of the site, but will improve pedestrian safety as there will be a delineated verge to traverse, it will protect the edge of the sealed road, and provide connectivity of infrastructure. Condition 25 was also imposed to address concerns raised as part of the submissions. The concerns raised by the submitters are outlined previously in this report and included Pedestrian Safety, Standard of Homestead Road, and Drainage issues.

The applicant has provided additional justification in relation to Condition 25 being unreasonable. All of this commentary has been included earlier in this report for Council's consideration. This justification relates to scale of the use, imposed conditions restricting the use, number of vehicle movements associated with the use, existing standard of the road, etc.

As discussed above, the requirements of Condition 25 are necessary to bring the proposed development into compliance with PO2 of the Industry uses code, and to mitigate issues of pedestrian safety raised in the submissions. An infrastructure agreement would not address these immediate needs as the proposed is only a contribution toward the works and Council does not have a short-term plan to complete the broader works. For this reason it is considered reasonable that the intent of condition 25 remain unchanged, to construct Homestead Road along the frontage of the site to match the adjoining standard.

Condition 25 should be amended as follows:

25. Homestead Road shall be upgraded from the southern boundary of the site for the full frontage of the proposed development footprint.

The upgrade shall include construction of the half road on the ~~western~~ ~~eastern~~ side of Homestead Road centreline to Council's standard. This will provide a 4.0 metre sealed width from the road centreline and kerb and channel to match the existing alignment located at the corner of Homestead Road and Bracker Road.

It should be noted that the approval for the residential subdivision on the land directly opposite the subject site, on the corner of Homestead Road and Gibson Road, requires fully constructed road frontages.

With regards to the Infrastructure Charges Notice, the Infrastructure Charges levied are as follows:

Development Type	Network	Charge Rate	Proposed	Credit	Charge
Industry - Warehouse	Stormwater	\$8/impervious m ²	589.5m ²	-	\$4,716.00
	Other	\$25.02/m ² GFA	376.11m ²	-	\$9,410.27
TOTAL:					\$14,126.27
Office use only					
Network	Proportion of Charge	Charge/Network	Receipt Code		
Transport	46%	\$4,328.72	RC241		
Water supply	54%	\$5,081.55	RC244		
Stormwater	100%	\$4,716.00	RC242		

The applicant is seeking the removal of the water supply aspect.

The following justification has been provided by the applicant:

The Infrastructure Charges Notice (ICN) issued in conjunction with the Decision Notice imposes total infrastructure charges in the sum of \$14,126.27.

The charges imposed are itemised as follows:

- *Transport Network* *\$4328.72*
- *Water Supply Network* *\$5081.55*
- *Stormwater* *\$4716.00*
- TOTAL*** ***\$14,126.27***

At the outset, we note that the applicants accept the infrastructure charges proposed for both the Transport and the Stormwater networks.

The approved use is limited to two (2) sheds used for overflow or surplus furniture storage. The sheds are not connected to the reticulated water supply network, nor do they need to be.

The imposition of an infrastructure charge representing the additional load on the reticulated water supply network is not appropriate. There is no additional demand placed on that network.

Accordingly, we request that a Negotiated Infrastructure Charges Notice be issued removing the charge for the water supply network (\$5081.55), meaning the total charges payable would revert to **\$9044.72**.

As there is no condition imposed to require the development to be connected to Council's reticulated water supply, infrastructure charges cannot be levied for that network. Therefore the Infrastructure Charges should be amended as follows:

Development Type	Network	Charge Rate	Proposed	Credit	Charge
Industry - Warehouse	Stormwater	\$8/impervious m ²	589.5m ²	-	\$4,716.00
	Other Transport	46% of \$25.02/m ² GFA	376.11m ²	-	\$4,328.72 \$9,410.27
TOTAL:					\$9,044.72 \$14,126.27

Office use only			
Network	Proportion of Charge	Charge/Network	Receipt Code
Transport	46%	\$4,328.72	RC241
Water supply	54% NA	\$5,081.55 Nil	RC244
Stormwater	100%	\$4,716.00	RC242

Recommendation

THAT Council agree in part with the change representations made in relation to the application for a Material Change of use to establish a Warehouse (Two (2) Sheds) on land at 29 Homestead Road, Rosenthal Heights, described as Lot 3 RP184516, and Condition 25 and the Infrastructure Charges Notice be amended as follows:

- Homestead Road shall be upgraded from the southern boundary of the site for the full frontage of the proposed development footprint.

The upgrade shall include construction of the half road on the ~~western~~ ~~eastern~~ side of Homestead Road centreline to Council's standard. This will provide a 4.0 metre sealed width from the road centreline and kerb and channel to match the existing alignment located at the corner of Homestead Road and Bracker Road.

Infrastructure Charges Notice:

Development Type	Network	Charge Rate	Proposed	Credit	Charge
Industry - Warehouse	Stormwater	\$8/impervious m ²	589.5m ²	-	\$4,716.00
	Other Transport	46% of \$25.02/m ² GFA	376.11m ²	-	\$4,328.72 \$9,410.27
TOTAL:					\$9,044.72 \$14,126.27


Office use only			
Network	Proportion of Charge	Charge/Network	Receipt Code
Transport	46%	\$4,328.72	RC241
Water supply	54% NA	\$5,081.55 Nil	RC244
Stormwater	100%	\$4,716.00	RC242

ATTACHMENTS

Nil

13.2 Other Change to Material Change of Use - Katrina & Russell Smith: Donges Road, Severnlea

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Acting Planning Services Coordinator	ECM Function No/s:

APPLICANT:	Katrina L & Russell R C Smith
OWNER:	Katrina L & Russell R C Smith
ADDRESS:	Donges Road, Severnlea
RPD:	Lot 27 RP27134
ZONE:	Rural (Granite Belt Precinct)
PROPOSAL:	Dwelling house (not in accordance with building setbacks)
LEVEL OF ASSESSMENT:	Code
SUBMITTERS:	Not Applicable
REFERRALS:	Not Applicable
FILE NUMBER:	MCU\02324.01

RECOMMENDATION SUMMARY

THAT the application for an Other Change relating to a Material Change of Use for the purpose of a Dwelling house (not in accordance with buildings setbacks) on Lot 27 RP27134, located at Donges Road Severnlea, be approved and the conditions be amended.

REPORT



Figure 2: Site Locality.

The subject land is within the locality of Severnlea with a total area of 3.3 hectares. The site adjoins two (2) lots that are of similar size and has frontage to Donges Road, which is a sealed road. The site currently contains two existing sheds, one towards the south and a larger shed towards the north.

The subject site is wholly contained within the Bushfire hazard overlay along with its access to Donges Road, as illustrated by Figure 3. The site is also partly impacted by the Flood hazard overlay towards the rear boundary of the subject land, as illustrated by Figure 4.



Figure 3: Bushfire Hazard Overlay



Figure 4: Flood Hazard Overlay

A change application, other than for a minor change has been lodged to no longer construct the proposed Dwelling house and to convert the existing shed into the Dwelling house. A cover letter submitted as part of this application indicates:

'COVID has affected supply chains, availability of materials and labour causing an increase in the cost of building materials and supplies which has affected financials of this development'

The proposed Dwelling house will be generally sited 7.5 metres from the northern boundary, as shown in Figure 5. All other setbacks can be achieved. The proposed Dwelling house will contain

two (2) bedrooms, one (1) bathroom, a lounge, kitchen and a garage, as illustrated in Figure 6. There are two sliding windows within bedrooms, and a sliding door, along the north elevation of the building. The applicant has provided some plantings within the northern building setback.

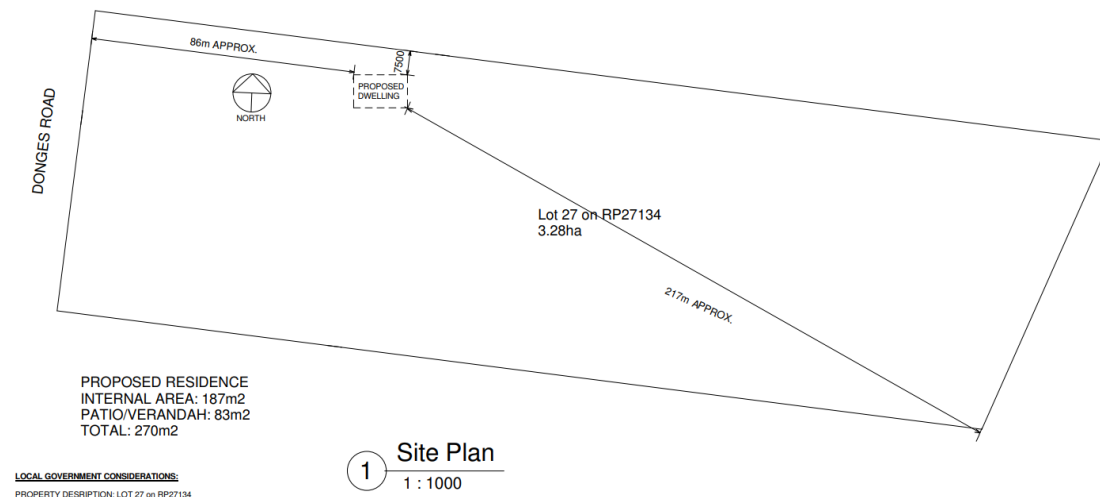


Figure 5: Site Plan

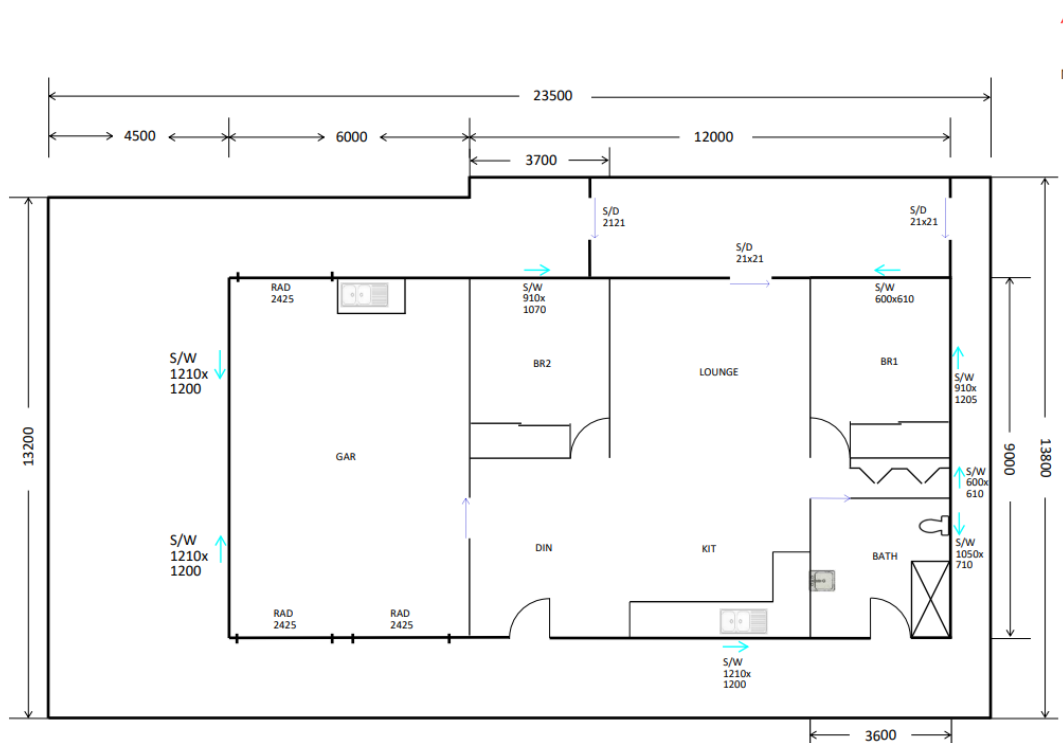


Figure 6: Floor Plan



NORTH Elevation



EAST Elevation



SOUTH Elevation



Figure 7: Elevations

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"> – 8.2.3 Bushfire hazard overlay code – 8.2.5 Flood Hazard Overlay Code – 9.3.7 Residential uses code – 9.4.6 Physical infrastructure code

Bushfire hazard overlay code

This Code was applicable as the location of the Dwelling house and its access is impacted by the Bushfire hazard overlay. The development has been conditioned to comply with the relevant 'accepted development subject to requirements'. Conditions 7 and 9 have been imposed to ensure compliance with Acceptable outcomes AO1 and AO2.

Flood hazard overlay code

This Code was applicable as the overlay affects land towards the rear boundary of the subject land. The siting of the Dwelling house is not within the overlay and will not result in adverse impacts on people's safety, the environment or the capacity to use land within the floodplain. As a result, compliance with the Code is achieved.

Residential uses code

AO9

- (a) *The Caretaker's accommodation, Dwelling house or Dual occupancy is located on a lot with an area of at least 4,000m²; and*
- (b) *The Caretaker's accommodation, Dwelling houses or Dual occupancy (excluding any ancillary outbuildings) is setback a minimum of 60 metres from side and rear lot boundaries.*

The Dwelling house will be setback generally 7.5 metres from the northern side boundary adjoining Lot 2 RP126974, and 79 metres from the southern side boundary adjoining Lot 28 RP27134, therefore compliance is achieved with the southern boundary. As compliance cannot be achieved for the northern boundary setback, the development must comply with the Performance outcome.

PO9 *Caretaker's accommodation, Dwelling houses and Dual occupancy are located, designed and constructed to minimise the potential for conflict with existing or potential uses on adjoining land. This includes the potential of odour, spray drift, noise and dust associated with horticulture.*

The subject lot is approximately 100 metres wide, therefore it is not possible to achieve the minimum 60 metre property boundary setback. The adjoining property to the north is of a similar size, 3.5 hectares, and has an existing Dwelling house which is setback approximately 24 metres from the common side boundary. As the adjoining lots are limited in size, there is a reduced risk of potential non-residential uses that could be operated at either a scale or intensity which would significantly impact residents of the Dwelling house as a result of odour, spray drift, noise or dust. To further reduce the potential likelihood of impacts experienced from adjoining properties, the Dwelling house is positioned with a similar setback from the road to the Dwelling house to the north. This will ensure any agricultural activities to the north do not occur in an area close to the proposed Dwelling house.

Additionally, Condition 5 has been included requiring one row of landscaping be provided on the northern side of the proposed Dwelling house that will encroach on the side boundary setback as indicated by Figure 7. The setback of the proposed Dwelling house from the common property boundary, in conjunction with the landscaping buffer to be provided, is anticipated to minimise potential impacts to the Dwelling house from future non-residential uses that could be operated on the adjoining land.

Physical infrastructure code

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

Recommendation

THAT the application for an Other Change relating to a Material Change of Use for the purpose of a Dwelling house (not in accordance with buildings setbacks) on Lot 27 RP27134, located at Donges Road Severnlea, be approved and the conditions be amended as follows:

Schedule 1 - Southern Downs Regional Council Conditions

Approved Plans

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

Plan Name	Plan No.	Date
Site Plan—prepared by Greer Consulting	20/1472/01	3 September 2021
Floor Plan—prepared by Greer Consulting	20/1472/02	12 August 2021
Elevations—prepared by Greer Consulting	20/1472/03	2 September 2021
Site Plan – Prepared by applicant	-	21 October 2023
Floor Plan – Prepared by applicant	-	-

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

Building and Site Design

2A. The building is to be set back at least 7.5 metres from the northern property boundary.

3. A copy of the Certificate of Compliance for Plumbing and Drainage Works is to be provided to Council. (See advisory note below.)
4. A copy of the Form 21 (Final Inspection Certificate) issued for the building works is to be provided to Council prior to the use commencing. (See advisory note below.)

Fencing, Landscaping and Buffers

5. ~~A 5.0 metre wide tree planted, landscaping buffer is to be provided on either side of the Dwelling House in accordance with the extents shown on the approved 'Site Plan' (refer to Condition 1).~~ One row of landscaping is to be planted along the northern boundary in line with the proposed Dwelling house to reduce any potential lawful nuisances from the adjoining property. Advanced tree plantings that are a minimum height of 1.5 metres at the time of planting, are to be provided. Plants selected are to be generally frost resistant, drought hardy and must not include weed species. This landscaping strip must provide an effective buffer to minimise the potential for conflict with existing or potential uses on adjoining land such as the potential of odour, spray drift, noise and dust associated with horticulture.

5A. All earthworks, including batters must be fully contained within the site.

Car Parking and Vehicle Access

6. Vehicle access is to be constructed to the site in accordance with Council's standard. (Council's Development Engineer can provide details regarding Council's standard.)
7. The access must be unobstructed and be at least 3.0 metres wide with a clearance height of at least 3.0 metres must be provided from Donges Road to the Dwelling House and household water supply.

Water Supply and Waste water

8. The proposed new dwelling is to be provided with on-site water storage as follows:
 - (a) if two bedrooms or less – 45,000 litres ; or

(b) if more than two bedrooms - 67,500 litres.

On-site water storage may include the provision of a bore, dams, water storage tanks or a combination of these.

9. The site must be provided with a water storage reservoir having a minimum of 5000 litres of water for emergency fire fighting purposes. Such storage must be provided in addition to the water supply capacity required for the use and must be provided in the form of either an accessible dam, swimming pool or rainwater tank. If storage is to be provided in a rainwater tank, water storage for fire fighting purposes must be provided either in a separate rainwater tank or a reserve section in the main water supply tank on which:
- (a) the domestic take off from the tank is at or above the 5000 litre point; and
 - (b) standard rural fire brigade fittings are fitted to the tank outlet for access by rural fire services vehicles.

All fire fighting connections are to be carried out in accordance with the *Plumbing and Drainage Act 2018*.

10. All sewage generated from this property must be disposed of by means of an on-site sewage facility (OSSF) in accordance with the AS/NZS 1547:2012 - *On-site Domestic Wastewater Management, Queensland Plumbing and Wastewater Code* and the *Standard Plumbing and Drainage Regulation 2019*.

Electricity, Street Lighting and Telecommunications

10A. Reticulated electricity connections must be provided to the proposed development to the standards of the relevant authorities.

OR

For electricity supply, a system capacity of at least 6.5KWh/day and back up for at least four days is to be provided. Fuel generators are not provided for the required energy supply or required back up.

Advisory Notes

- (i) Unless otherwise stated, all conditions of this approval are to be complied with to the satisfaction of the Director Planning and Environmental Services, prior to the use commencing, and then compliance maintained at all times while the use continues.
- (ii) Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the *Planning Act 2016* and would have to comply with the requirements of the Planning Scheme.
- (iii) The General Environmental Duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles dust, ash, fumes, light, odour or smoke, beyond the boundaries of the property during all stages of the development including earthworks, construction and operation.
- (iv) **Plumbing and Drainage Approval is to be obtained** in accordance with the *Plumbing and Drainage Act 2018* for the proposed plumbing and drainage works. The application for Plumbing and Drainage approval must be submitted to Council with the appropriate **forms, plans and fees** associated with this application. A **Certificate of Compliance must be issued** for the works prior to the use commencing.
- (v) **Building Approval is to be obtained** for a Class 1a in accordance with the *Planning Act 2016* for the proposed building work. The building application must be submitted to a Building Certifier with the appropriate **forms, plans and fees** associated with this application. The building plans are to accord with the plans approved in this approval. The building is to be constructed in accordance with the Building Approval prior to the commencement of the use. A **Form 21 (Final Inspection Certificate) must be issued for**

the building works prior to the use commencing.

- (v)A The Flood hazard overlay is based on a 1% Annual Exceedance Probability (AEP) flood event. An event of this size may occur, on average, once every 100 years, however it may occur more frequently. Flood events may also be larger than the 1% AEP and therefore areas located outside of the overlay are not guaranteed of flood immunity.
- (v)B This area is expressly identified as being potentially impacted by lawful non-residential uses. In commencing a residential use, the owner(s) acknowledges and accepts that the use may be potentially impacted by emissions from the lawful non-residential use. It is the responsibility of the property owner(s) to take all measures necessary to ensure that the proposed dwelling is developed and maintained in such a way as to mitigate odour, dust and noise impacts from the surrounding lawful non-residential use. These measures must be undertaken at the expense of the property owner(s).
- (vi) Prior to constructing or upgrading an access, an application must be submitted and approved by Council for a permit under Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011.
- (vii) A ~~Compliance II-Development~~ Permits for ~~Operational Works and~~ Plumbing and Drainage Works should be obtained prior to the issue of a Development Permit for Building Works.
- (viii) All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

Aboriginal Cultural Heritage

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


:

ATTACHMENTS

Nil

13.3 Consideration of Change Representations - RC Property 5 Pty Ltd C/- Wolter Consulting Group Pty Ltd: 75-79 Greenup Street, Stanthorpe

Document Information

 Southern Downs <small>REGIONAL COUNCIL</small>	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Planning Officer	ECM Function No/s: RC\01981

APPLICANT:	RC Property 5 Pty Ltd C/- Wolter Consulting Group Pty Ltd
OWNER:	RC Property 5 Pty Ltd and Southern Downs Regional Council
ADDRESS:	75-79 Greenup Street, Stanthorpe
RPD:	Lots 128 & 129 RP31667 and Lot 9 RP194458 (Access restriction strip)
ZONE:	Low density residential
PROPOSAL:	Subdivision (Two (2) lots into three (3) lots)
LEVEL OF ASSESSMENT:	Code
SUBMITTERS:	Not applicable
REFERRALS:	Not applicable

RECOMMENDATION SUMMARY

THAT Council refuse the change representations made in relation to the application for Reconfiguring a Lot (Subdivision (Two (2) lots into three (3) lots)), on land at 75-77 Greenup Street, Stanthorpe, described as Lots 128 & 129 RP31667 and Lot 9 RP194458.

REPORT

On 28 November 2023, Council issued a Development Permit Approval for Reconfiguring a Lot – Subdivision (Two (2) lots into three (3) lots), on land at 75-79 Greenup Street, Stanthorpe, described as Lots 128 & 129 RP31667 and Lot 9 RP194458 (Access restriction strip), subject to conditions. The application was approved by Delegated Authority. Note: Since the issuing of this Development Permit Approval, this access restriction strip has been dedicated to road reserve.

As a result, the lots have frontage to Greenup Street to the north and Tyrel Street to the south. Greenup Street has a bitumen seal with kerb and channel and Tyrel Street is a bitumen constructed road with open swales in proximity to the subject land. Councils reticulated water runs through Lot 128 and there is an easement over the infrastructure in favour of Council. Councils reticulated sewer transverses Lots 128 and 129 in multiple directions as illustrated in Figure 1. The subject property slopes from north to south.

Background

On 31 January 2023, a Development Permit was issued (Council ref: MCU\02427) for a Material Change of Use for the purpose of Short-term accommodation for up to 12 people over both Lots 128 and 129. Condition 15 requires the gates to be removed from the Tyrel Street frontage where the easement is located for the purpose of Council's reticulated water network and therefore, any access arrangements required as part of an approval related to this application should not conflict with this requirement.

The Change Representations do not apply to this condition.



Figure 1: Subject land

The development proposes to reconfigure a lot by subdividing two lots (2) into three lots (3), lots as illustrated in Figure 2. The proposed lot configurations are as follows:

- Lot 1 consists of 981 square metres and will have direct access to Greenup Street
- Lot 2 consists of 981 square metres and will have direct access to Tyrel Street
- Lot 3 consists of 5911 square metres and will contain all structures that form part of MCU02427. Access to this lot is to be from Greenup Street only to ensure compliance with conditions in MCU02427.

The approved layout is illustrated in Figure 2 which includes the realignment of the reticulated water main closer to the western boundary, which will create more usable space on each of the proposed lots and will not inhibit access from Tyrel Street to proposed Lot 2.

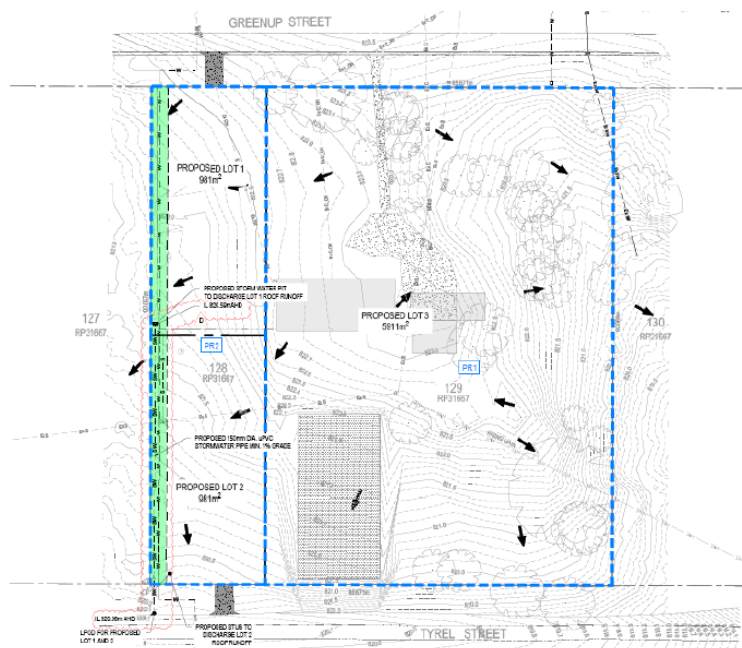


Figure 2: Approved plan

The applicant has made change representations and has requested the deletion of Condition 12 which reads as follows:

12. Sealed road widening resulting in a lane width of 3.0 metres, including mountable kerbing and channelling and stormwater drainage, is to be constructed along the Tyrel Street frontage of the site.

The applicant has provided the following justification to support the deletion of this condition.

The applicant acknowledges Council's request, however, makes representations to remove the condition as it is not considered reasonable or required. These representations are made based on the below grounds:

- *In accordance with section 5.3.3(4)(a), (c) and (d) of the planning scheme, s45(3) of the Planning Act and s27 of the Planning Regulation, the approval achieves compliance with the purpose and overall outcomes of the ROL Code under the planning scheme. As such, Condition 12 is not required for the development to achieve compliance with the ROL Code of the planning scheme. A further response to the purposes and relevant overall outcomes of the ROL Code is provided below.*
 - *The development is minor in scale involving the reconfiguring of the two (2) existing lot boundaries and establishes one (1) additional lot as such, the condition is considered onerous given the small scale of the development.*
 - *A Stormwater Technical Note ... which has assessed the stormwater flow quantity from the development and relevant upstream area and determines it unnecessary to upgrade the existing table drain to kerb and channel to service the development.*
 - *The approved development is designed to be consistent with the existing and intended low density residential character of the surrounding area.*
 - *The development is anticipated to have a very low contribution to traffic volumes, being one (1) additional lot with access from Tyrel Street.*

The purpose of the Reconfiguring a lot code of the Southern Downs Planning Scheme (v. 5) is to ensure that reconfiguring a lot applications result in developments that are consistent with the purpose and outcomes of the zone or precinct in which the land is located. The following Overall outcome for the code, relevant to the provision of infrastructure such as kerb and channel is outlined below:

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

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

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

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

AO9 *Where reconfiguration of a lot:*

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

the road is constructed in accordance with Table 9.4.7.4.

Note: in this instance Table 9.4.7.4 requires the provision of kerb and channel associated with roadworks in the Low density residential zone.

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

PO31

- (a) In Warwick and Stanthorpe roads adjoining the land being subdivided are sealed and kerb and channel provided.*

The requirements PO31 of the Reconfiguring a lot code explicitly state that kerb and channel must be provided where the Reconfiguring a lot results in additional lots with frontage to a road. This is supported by AO9 as noted above. The proposed development is creating a new lot with frontage to Tyrel Street and therefore the condition was applied to comply with the Planning Scheme.

The applicant acknowledges that the proposed development only partially complies with PO31 and has not responded to the requirements outlined in Table 9.4.7.4 referred to in AO9, which requires the provision of kerb and channel for roadworks associated with the development of new lots. The applicant has provided the following responses to demonstrate compliance with the Overall outcomes of the Reconfiguring a Lot code:

- The approval is designed to be consistent with the existing and intended low density character of the area and is supported by a Stormwater Technical Note (Attachment A) which confirms that Condition 12 is not required to service the development.*
- Tyrel Street has existing sealed pavement and terminates at a cul-de-sac head to the south-east. Development fronting Tyrel Street is characterised by larger residential lots, with land to the south adjoining the existing railway corridor and land further south-east identified as rural under the planning scheme. The site and the immediate surrounds are intended for low density residential development, with locally mapped environmental and slope constraints to the south and south-east. The intended low density character for lots accessing Tyrel Street is anticipated to generate low traffic and servicing demand.*
- It is noted that the pavement width and kerb and channel along Tyrel Street is fragmented, with kerb and channel identified largely surrounding the cul-de-sac head to the south east. The approval is designed to integrate with the existing network, low density character and recently approved development and conditions on land to the east (Approval refs: RC\RC\01872 and OPW\000234).*
- The development is anticipated to have a very low contribution to traffic volumes, being one (1) additional lot with access from Tyrel Street. Access driveways and crossovers will be designed in accordance with Council's standards ensuring safe and efficient access. The increased intensity of the reconfiguration does not warrant the need for increased pavement or kerb and channel given the small-scale of the development and low vehicle generation for the site and surrounding development.*
- The approved lots are designed to achieve safe, convenient, functionally efficient development that is consistent with the character and infrastructure servicing the area.*
- All lots are able to be serviced by road, water, sewer and stormwater infrastructure as identified on the approved plans. The site is identified in the Priority Infrastructure Area (PIA), no new LGIP items or upgrades are identified in proximity to the site. It is noted that the conditioned pavement widening along Tyrel Street is not identified under the planning scheme.*
- The approved development provides infrastructure that maximises accessibility and efficiency throughout the whole area, including realignment of existing Council infrastructure.*
- The approval maintains the existing road reserve and supports transport use along Tyrel Street and Greenup Street.*

Condition 12 requires sealed road widening along the Tyrel Street frontage of the site which will result in a lane width of 3.0 metres, including mountable kerb and channel and associated stormwater drainage. The applicant has indicated that the provision of kerb and channel along Tyrel Street is not necessary for stormwater management and therefore they wish to have the condition deleted from the Development Permit.

Section 43 of the *Planning Act 2016* outlines that an assessment benchmark (Codes in a Planning Scheme) sets out the matters that an Assessment Manager (Council) must assess assessable development against. This section of the *Planning Act 2016* goes on to explain that an assessment

benchmark does not include a matter of a person's opinion or a person's circumstances, financial or otherwise.

The requirement for the condition relates to the location of the development and the associated community expectations for the zone, as identified in the Planning Scheme. Consideration must be given to the likelihood of future development of the locality as both sides of Tyrel Street contain larger lots which are zoned Low density residential, so the potential to create additional lots with frontage to Tyrel Street is high. Whilst it is acknowledged that kerb and channel infrastructure does not yet exist along all frontages of Tyrel Street, the provision of kerb and channel as developments are enacted is expected to continue. Council's Development Engineer has confirmed that the inclusion of this condition will not cause stormwater problems in the interim.

Without the provision of road widening and kerb and channel along the Tyrel Street frontage, the development cannot comply with the requirements outlined in the identified Acceptable and Performance outcomes. It is considered that removal of this condition will result in the development being in direct conflict with the Overall outcomes of the Southern Downs Planning Scheme (v. 5), as the development will not have access to all the infrastructure expected in the Low density residential zone.

Recommendation


THAT Council refuse the change representations made in relation to the application for Reconfiguring a Lot (Subdivision (Two (2) lots into three (3) lots)), on land at 75-79 Greenup Street, Stanthorpe, described as Lots 128 & 129 RP31667 and Lot 9 RP194458.

ATTACHMENTS

Nil

13.4 Consideration of Change Representations - Uniting Church In Australia Property Trust (Q) C/- NSPIRE Planning & Design: 33A Guy Street, Warwick

Document Information

 Southern Downs <small>REGIONAL COUNCIL</small>	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Planning Officer	ECM Function No/s: MCU\02510

APPLICANT:	Uniting Church In Australia Property Trust (Q) C/- NSPIRE Planning & Design
OWNER:	Uniting Church In Australia Property Trust (Q)
ADDRESS:	33A Guy Street, Warwick
RPD:	Lot 1 SP109118
ZONE:	Mixed use zone
PROPOSAL:	Multiple dwelling (Ten (10) units)
LEVEL OF ASSESSMENT:	Code
SUBMITTERS:	Not applicable
REFERRALS:	Department of State Development, Infrastructure, Local Government and Planning

RECOMMENDATION SUMMARY

THAT Council agree in part with the change representations made in relation to the application for a Material Change of Use for the purpose of Multiple dwelling (Ten 10) units) on land at 33A Guy Street, Warwick, described as Lot 1 SP109118.

REPORT

On 21 November 2023, Council issued a Development Permit for Material Change of Use for the purpose of Multiple dwelling (Ten (10) units) on land at 33A Guy Street, Warwick, described as Lot 1 SP109118, subject to conditions. The application was decided by Delegated Authority.



Figure 1: Subject land

The subject land has an area of 5,973 square metres and is located within the town centre of Warwick. The site has frontage to Fitzroy Street to the north, Guy Street to the east and Stacey Street to the west. Each of these streets are bitumen sealed with kerb and channel present. Existing buildings on the site include Warwick Uniting Church, a church hall, and a building used for community uses which operates intermittently. Additional outbuildings include a brick storage shed, old tennis court pavilion, old mower shed and enclosed carport and lawn locker. All urban services are available to the lot.

The Warwick Uniting Church is listed on the Queensland Heritage Register (QHR 601757) and the Southern Downs Local Heritage Register (#52). Reasons for listing on Queensland Heritage Register are as follows:

- The place is important in demonstrating the evolution or pattern of Queensland's history.
- The place is important because of its aesthetic significance.
- The place has a strong or special association with a particular community or cultural group for social, cultural or spiritual reasons.

The Local Heritage Register identifies the foot print of the Church, including overhangs, as the area of significance.

The development will result in the construction of ten (10) units on the vacant land located in the south west corner of the lot. The unit development would comprise seven (7) single bedroom units and three (3) two (2) bedroom units, and the site plan is illustrated in Figure 2. The two units closest to the Stacey Street frontage would cater for persons with disability and these units will have direct access to Stacey Street. The remaining units would obtain access from Guy Street. These units will utilise an existing crossover located adjacent to the southern boundary. The driveway will require the removal of an existing garage on the southern end of the building currently used for community purposes.

On-site car parking would be generally provided by way of carports. Four (4) vehicles can be accommodated adjacent to units 1 and 2, two (2) of these under a carport. An additional eight (8) vehicles can be accommodated under carports located central to the lot between the units and the community facility on the site. The applicant is not proposing any additional parking due to the proximity of the site to the Warwick town centre, however, they have proposed to formalise six (6) additional parking spaces between the community facility and the Guy Street frontage which can be utilised by visitors to the proposed development.

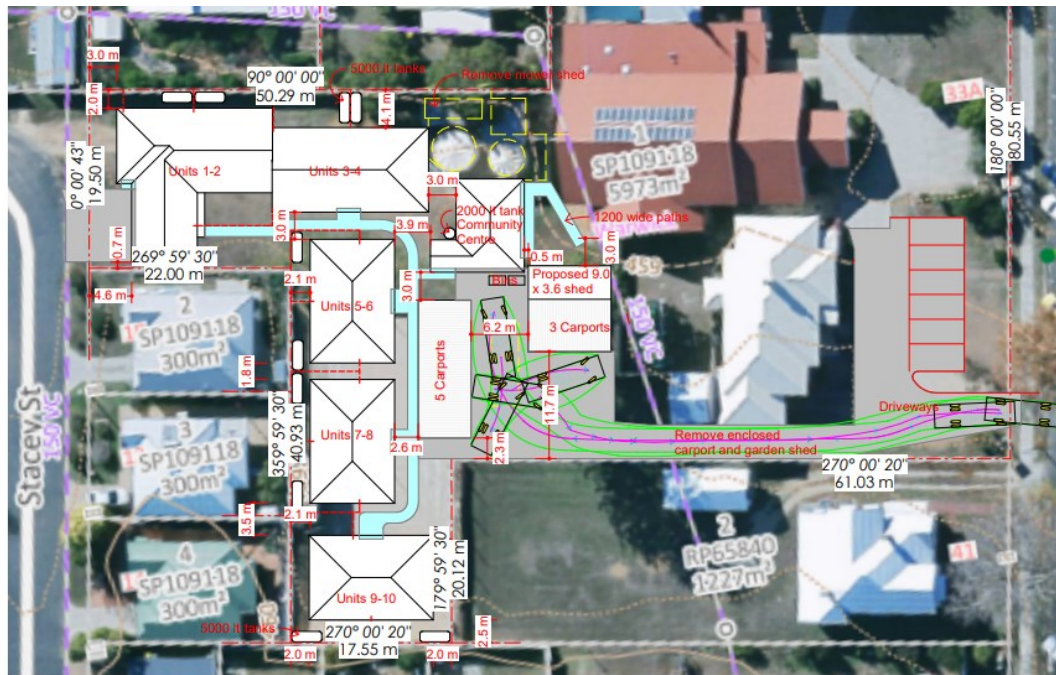


Figure 2: Site plan

The intent of the development is to provide affordable housing. The proposal includes provision of a separate community centre for use by the occupants which could also be used by members of the Church by appointment. All street trees will be retained however large trees located on the vacant land will be removed. The existing brick storage shed will be retained however, all other outbuildings and structures will be removed. A replacement mower and storage shed forms part of the proposal. Proposed floor plans, perspectives and landscaping are illustrated in Figures 3 to 5.

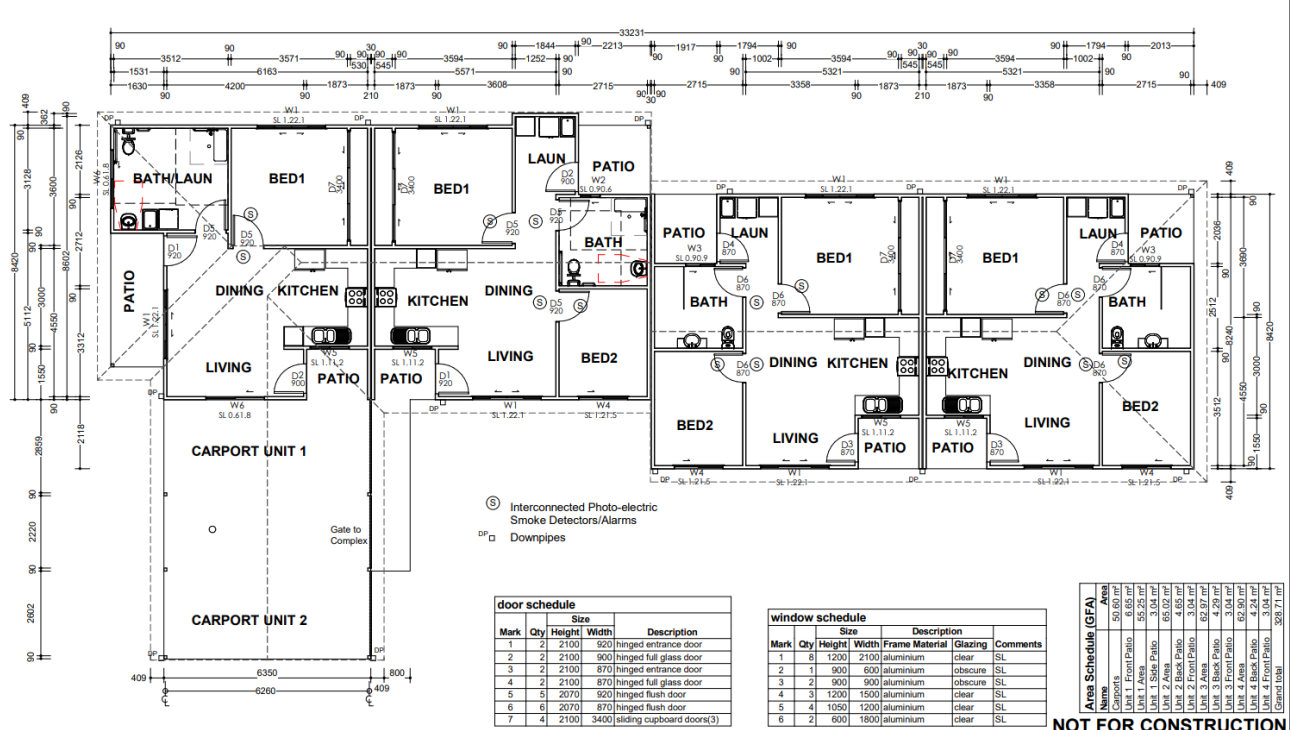
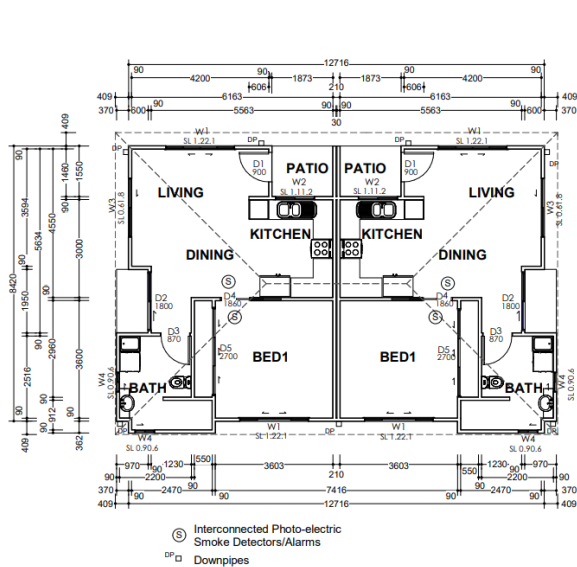


Figure 3 Proposed floor plan for units 1 – 4



Area Schedule (GFA)	
Name	Area
One Unit	51.42 m ²
Unit Patio	3.09 m ²
Unit Side Patio	1.86 m ²
Grand total	56.37 m ²



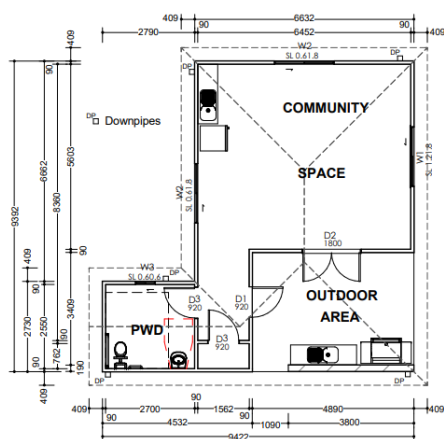
proposed perspective NE



proposed perspective SW

Shown for Units 9 and 10
5-8 Similar facing east

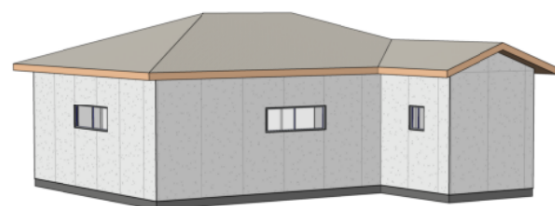
Figure 4: Proposed floor plan units 5 to 10



Area Schedule (GFA)	
Name	Area
Community Centre	52.50 m ²
Outdoor Area	17.57 m ²
Grand total	70.07 m ²



proposed perspective SE



proposed perspective NW

door schedule				
Mark	Qty	Size	Description	
		Height	Width	
1	1	2100	920	hinged fully glazed door
2	1	2100	1800	2/900 hinged fully glazed doors
3	2	2070	920	hinged flush door

window schedule				
Mark	Qty	Size	Description	
		Height	Width	
1	1	1200	1900	aluminium clear SL
2	2	600	1900	aluminium clear SL
3	1	600	600	aluminium obscure SL

Figure 5: Proposed community centre floor plan

to share. This would then allow 4 bins in Stacey Street (a virtual limit given the elbow in the road and rear access to the dwelling). It then requires 10 bins on recycle day on Guy Street plus the current bin for Protea place. This is going to be a push given the location of the large tree and the quick uptake of parking on this section of road. To add another 6 bins would not be desirable or reasonable. If council would allow units 1 and 2 to share bins and 3 and 4 to share bins, it would reduce the Stacey Street pick up to 2 bins and the Guy Street to 8 bins plus Protea Place bin of this section of Guy Street. This would not only reduce the cost to the affordable housing project and conform to the alternative suggestion of the condition.

Discussions with Council's Waste Management Coordinator confirmed that Council does not substitute the use of bulk bins for domestic purposes and as such, in line with Councils Revenue Statement, each dwelling will be charged for a set of wheelie bins and the associated servicing of those bins regardless of whether or not they are used.

Section 5.5.3 of the SDRC Revenue Statement 2023/2024 states:

Waste & recycling collection charges (utility charges for waste management) are determined on a user pays basis and collected and used for the purpose of covering the cost of supplying a waste management service for the collection and disposal of waste (including recycling). The charges are set to recover the cost of supplying or undertaking the waste management service.

In accordance with section 94 of the *Local Government Act 2009* and section 99 of the *Local Government Regulation 2012*, the utility charges for Waste & Recycling Collection Services will be charged:

- To each residential dwelling located within a defined compulsory waste collection area; and
- To each residential dwelling located outside a defined compulsory waste collection area and receiving a waste collection service.

It is recommended that Condition 9 remains as stated noting that the Condition provides the option for the applicant to reduce the total number wheelie bins servicing the development as long as there is a sufficient number of suitable waste and recycling receptacles provided on site at all times.

Condition 15 states:

- 15. A screen fence 1.8 metres high shall be erected along the side and rear boundaries, and to define each courtyard, to provide visual screening. This screen fencing is to be provided at the developer's cost. This fencing shall reduce in height to be no more than 1.2 metres high forward of the building line.*

The applicant has provided the following justification for the proposed amendment:

Condition 15 of schedule 1 requires a screen fence along the side and rear boundaries. The intent of this part of the condition is to screen the development from the adjacent residential areas. However, the owner of 10 Stacey Street has invested a substantial amount on the northern fence of their property and does not want this disturbed. Although not a screen fence, this fence varies from 1.72 to 1.9m high from the front of the dwelling on the development side. When combined with the proposed landscaping and the security fencing along the side of the carport is adequate for their needs. This should be considered adequate for this section of the side boundary.

As well as that section, I would like to limit the 1.8m high screen fence along the northern side to the Red Cross lot to the back of their shed. This will provide adequate screening to the residential units to the south of the Red Cross building and the Red Cross building is not a residential building in its use. This would provide for better security to both areas being more open.

I would like this to also be recognised in any altered condition.

The revised plan 22WAR-102SP-ADA03 reflects these requests.

The letter referred to in the applicant's justification explicitly states that *'the proposal to provide landscaping between the boundary fence and the carport and beyond to the rear of the property on the northern side and the addition of bamboo matting (or similar) is considered adequate and a much better solution. The proposed addition of security fencing along the side of the carport will Render the need for 1.8m barrier fence on the property line unnecessary'*.

Condition 15 was included to ensure compliance was achieved with AO15.3 of the Residential uses code, shown as follows:

AO15.3 *A minimum 1.8 m high solid screen fence is erected along the side and rear boundaries of the site, except within the front building setback.*

The applicant is seeking amendment to the extent of fencing and therefore the proposed development will not comply with the Acceptable outcome. The proposed amendment must now be assessed against the Performance outcome to determine compliance.

PO15 *The use is designed, oriented and constructed to provide residents within the residential building and within adjacent residential buildings with levels of privacy that would be expected within residential buildings in the locality.*

The purpose of the assessment benchmark is to screen residential development from neighbours to improve amenity and privacy. The proposed amendments to the 1.8 metre fence as suggested by the applicant are considered to be appropriate as the batten screening used on the carport addressing Stacey Street and the boundary landscaping in the vicinity of the carport will improve amenity and privacy between the proposed development and the existing residence.

The removal of the screening fence to the rear building line of the community use on the site is consistent with the location which is within the Mixed use zone. As the units are set back from the frontage, the remaining fencing will fully contain the proposed development, enhancing the amenity of the dwellings whilst defining the area of the site which has the residential use. The setback of the boundary fence will not look out of character for the location.

The proposed amendment to Condition 15 is stated below:

15. A screen fence 1.8 metres high shall be erected along the side and rear boundaries, and to define each courtyard, to provide visual screening. This screen fencing is to be provided at the developer's cost. This fencing shall reduce in height to be no more than 1.2 metres high forward of the building line.

The location of the 1.8 metre high screen fence located on the shared boundary, adjacent to the proposed driveway, between the subject land and Lot 2 RP65840 may be setback from the Guy Street entrance at a distance of approximately 30 metres. The fencing is to be in line with the rear of the existing building immediately to the north of the proposed driveway.

There is no requirement to construct a 1.8 metre high screen fence on the shared boundary between the subject land (southern side) and Lot 2 SP109118 (northern side), however screening of the carport and approved landscaping along this boundary must be maintained.

Condition 24 states:

24. *Vehicle access is to be constructed to the site in accordance with IPWEAQ Standard Drawings for residential and commercial driveways, and further detail can be provided by Council's Development Engineer. (See advisory note below.) All car parking and driveway areas shall be sealed, drained and regularly maintained. The driveways **must be treated with stencil or aggregate or similar**, and connect from the road.*

The applicant has provided the following justification for the proposed amendment:

Condition 24 requires the whole of the driveways to be treated with stencil or aggregate or similar for the whole of the driveways. This is a large financial impost on an affordable

housing project. Could a mixture of this and plain brushed concrete be approved prior to the building approval being issued.

Condition 24 was included to ensure compliance was achieved with PO14 of the Residential uses code, shown as follows:

PO14 *The use is sited and designed to be complementary and compatible with the surroundings and to address the street in a positive way.*

The condition requiring a driveway treatment was considered appropriate to enhance the amenity of the site which will be used for residential purposes in a Mixed use zone.

The applicant has indicated that a treated concrete driveway is a large financial impost. Section 43 of the *Planning Act 2016* outlines that an assessment benchmark (Codes in a Planning Scheme) sets out the matters that an Assessment Manager (Council) must assess assessable development against. This section of the *Planning Act 2016* goes on to explain that an assessment benchmark does not include a matter of a person's opinion or a person's circumstances, financial or otherwise. As such, Council cannot consider the financial implications of the site works as outlined by the applicant.

The requirement for a concrete driveway to be treated with stencil or similar is a design outcome that will improve the site amenity, resulting in a development that will address street frontages in a positive way. The development has been designed so that only one of the units directly address the street, that being Stacey Street. Whilst the lot is located within the Mixed use zone, premises within Stacey Street reflect a typical residential development. As such, it is considered reasonable for the condition to apply as written to the Stacey Street driveway. Guy Street, in proximity to the development, contains a mix of housing and local business developments. It would not be out of character to see a concrete driveway in this location.

Therefore, it is considered reasonable to amend the condition to remove the requirement for a driveway treatment associated with the access to the development from Guy Street, particularly as the residential development is set back substantially from the street frontage and is generally screened from view. It is recommended Condition 21 be amended as follows:

24. Vehicle access is to be constructed to the site in accordance with IPWEAQ Standard Drawings for residential and commercial driveways, and further detail can be provided by Council's Development Engineer. (See advisory note below.) All car parking and driveway areas shall be sealed, drained and regularly maintained. The driveways **associated with the entrance from Stacey Street must be treated with stencil or aggregate or similar**, and connect from the road.

Condition 35 states:

35. *Payment is to be made to Council in accordance with the Infrastructure Charges Notice attached to the decision notice. If payment is made more than two years after the date of the Infrastructure Charges Notice, the charge will increase in line with the Road and Bridge Construction Index for Queensland.*

The applicant has provided the following justification for the proposed amendment:

Condition 35 requires full payment of the Infrastructure Charges. Further to the general discussion held today between the Minister's Association and Scott Riley [SDRC Director] and Ors on housing provision, the Uniting church would like to suggest the following as the payment over time method does not fit any current funding model, we are likely to investigate. We recognise that the sewerage and water supply infrastructure require significant upgrade and this project will impact on those services. However, this project will have little impact on parks and transport services and given that, we are required to keep effects of stormwater runoff to pre-development levels, we will not impact on these areas of infrastructure to any great extent. Therefore, I suggest that these portions of the infrastructure charges be forgiven in this instance. This would result in a \$49450 or 23% saving to this important affordable housing project. This will also offset some of the additional costs associated with some of council's other conditions.

Further advice was received by the applicant which states:

I would like to offer more argument towards the reduction of the infrastructure costs for these developments. In early versions of Infrastructure charges, consideration was given to units at 75% to the general housing charges (\$7500 vs \$10000). This was undoubtedly reviewed and revised as the units crept up to 3 bedroom in size. However as the bulk of this units are one bedroom with some small two bedroom units, the number of people impacting on the infrastructure is reduced.

The Infrastructure Charge calculation for the proposed development of 10 units is \$215,000.00. The applicant has requested Infrastructure Charges relating to transport, stormwater and parks, totaling \$49,450.00, be waived.

The purpose of the Charges Resolution (4.2) 2023 is to assist with the implementation of the Southern Downs Planning Scheme by stating that:

- (a) an adopted charge for the purpose of determining a levied charge for funding part of the establishment cost of the following trunk infrastructure networks:
 - (i) public parks and land for community facilities;
 - (ii) transport;
 - (iii) water supply;
 - (iv) sewerage;
 - (v) stormwater; and
- (b) other matters relevant to adopted charges.

Section 12 of the Charges Resolution refers to Discounts which can only be applied if a particular network is not available in the area of the proposed development. Given that all infrastructure networks are available, no discounts apply in this instance.

Whilst there are some concessions of Infrastructure Charges for not-for-profit organisations outlined in the Charges Resolution (No. 4.2) 2023, they relate only to Community service facilities for eligible community organisations. The concessions do not pertain to Residential facilities, which is the purpose of this proposed development, and therefore a discount cannot be applied as a result of these concessions.

After receiving approval for this development, the Warwick Minister's Association requested a meeting to discuss local housing initiatives and the associated fees attached to such developments. On 18 December 2023, Council's Director Planning and Environmental Services met with members of the Minister's Association. Also in attendance was Council's Manager Planning and Development and Council's Acting Senior Planning Officer. During the meeting, members of the Minister's Association referred to the infrastructure charges associated with approved development and asked for Council's position regarding the waiving of these fees. Council's Director Planning and Environmental Services explained the reasoning behind the charges and presented the option of a payment plan, via an Infrastructure Agreement, which could be negotiated on a case by case basis, as outlined in Section 15 of the Charges Resolution (4.2) 2023. The change representations indicate that it is unlikely that their funding models will accommodate this option, however, it is unclear whether a funding model has been finalised for this development.

The applicant's additional justification refers to the Adopted Infrastructure Charges Resolution (No. 2) which was adopted in 2015 where charges associated with a Dual occupancy or a Multiple dwelling were discounted. However, in February 2022, Council adopted the view that infrastructure charges related to a dwelling used for residential purposes, regardless of size, would be a single amount. This position has been maintained through subsequent Charges Resolutions, and remains in the current Charges Resolution (4.2) 2023. Given that this position of Council has been applied consistently for the past two years, it is relevant to note that the Infrastructure Charges which would be incurred as a result of this project were able to be determined during the planning stage of the project, and therefore should have been incorporated in the overall project costings to determine project viability.

Infrastructure charges related to residential development has been set at \$21,500 per dwelling unit since February 2023, increasing from \$15,000 per dwelling unit in February 2022. The proposed residential development is located within the town centre of Warwick and all urban services are able to be provided. As such the applicability of these charges is clear.

In accordance with the Charges Resolution (4.2) 2023 and to reduce the burden on the existing community to meet the obligation to fund this infrastructure, no reduction of the required infrastructure charges is considered appropriate. Therefore, it is recommended that Condition 35 be retained. A payment plan can be established with the applicant, outside of the change representations process.

If agreed, amendments to Condition 15 (related to fencing) will require Auxiliary Site Plan prepared by NSPIRE Planning & Design, Plan No. 102SP ADA01 dated 1 September 2023 to be replaced with Auxiliary Site Plan prepared by NSPIRE Planning & Design, Plan No. 102SP ADA03 dated 20 December 2023. As such amendments to Conditions 1 and 20 are required as outlined below.

Condition 1

Approved Plans

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

<i>Plan Name</i>	<i>Plan No.</i>	<i>Date</i>
Site Plan – prepared by NSPIRE Planning & Design	101SP DA02	2 August 2023
Floor plan - Units 1 to 4 – prepared by NSPIRE Planning & Design	110FP DA01	3 April 2023
Floor plan - Units 5 to 10 – prepared by NSPIRE Planning & Design	111FP DA01	3 April 2023
Floor plan - Community centre – prepared by NSPIRE Planning & Design	112FP DA01	3 April 2023
Floor Plan and Elevations – Carports prepared by NSPIRE Planning & Design	113FP DA02	2 August 2023
Elevations - Units 1 to 4 – prepared by NSPIRE Planning & Design	201EL DA01	3 April 2023
Elevations - Units 5 to 10 – prepared by NSPIRE Planning & Design	202EL DA01	3 April 2023
Elevations - Community Centre – prepared by NSPIRE Planning & Design	203EL DA01	3 April 2023
External perspectives - Units 1 to 4 – prepared by NSPIRE Planning & Design	431PD DA01	3 April 2023
Auxiliary Site Plan – prepared by NSPIRE Planning & Design	102SP ADA01 102SP ADA03	1 September 2023 20 December 2023

Condition 20

20. Landscaped areas in communal areas are to be provided on the site in accordance with Drawing No. 102SP ~~ADA01~~ ADA03 dated ~~01 September~~ 20 December 2023 prepared by NSPIRE Planning & Design.

Recommendation

THAT Council agree in part with the change representations made in relation to the application for a Material Change of Use for the purpose of Multiple dwelling (Ten (10) units) on land at 33A Guy Street, Warwick, described as Lot 1 SP109118, and Conditions 1, 15, 20 and 24 of approval be amended as follows:

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

<i>Plan Name</i>	<i>Plan No.</i>	<i>Date</i>
Site Plan – prepared by NSPIRE Planning & Design	101SP DA02	2 August 2023
Floor plan - Units 1 to 4 – prepared by NSPIRE Planning & Design	110FP DA01	3 April 2023
Floor plan - Units 5 to 10 – prepared by NSPIRE Planning & Design	111FP DA01	3 April 2023
Floor plan - Community centre – prepared by NSPIRE Planning & Design	112FP DA01	3 April 2023
Floor Plan and Elevations – Carports prepared by NSPIRE Planning & Design	113FP DA02	2 August 2023
Elevations - Units 1 to 4 – prepared by NSPIRE Planning & Design	201EL DA01	3 April 2023
Elevations - Units 5 to 10 – prepared by NSPIRE Planning & Design	202EL DA01	3 April 2023
Elevations - Community Centre – prepared by NSPIRE Planning & Design	203EL DA01	3 April 2023
External perspectives - Units 1 to 4 – prepared by NSPIRE Planning & Design	431PD DA01	3 April 2023
Auxiliary Site Plan – prepared by NSPIRE Planning & Design	102SP-ADA01 102SP ADA02	1 September 2023 18 December 2023

15. A screen fence 1.8 metres high shall be erected along the side and rear boundaries, and to define each courtyard, to provide visual screening. This screen fencing is to be provided at the developer's cost. This fencing shall reduce in height to be no more than 1.2 metres high forward of the building line.

The location of the 1.8 metre high screen fence located on the shared boundary, adjacent to the proposed driveway, between the subject land and Lot 2 RP65840 may be setback from the Guy Street entrance at a distance of approximately 30 metres. The fenced area is to be in line with the rear of the existing building immediately to the north of the proposed driveway.

There is no requirement to construct a 1.8 metre high screen fence on the shared boundary between the subject land (southern side) and Lot 2 SP109118 (northern side). Screening of the carport and approved landscaping along this boundary must be maintained.

20. Landscaped areas in communal areas are to be provided on the site in accordance with Drawing No. 102SP ~~ADA01~~ ADA03 dated ~~01 September~~ 20 December 2023 prepared by NSPIRE Planning & Design.
24. Vehicle access is to be constructed to the site in accordance with IPWEAQ Standard Drawings for residential and commercial driveways, and further detail can be provided by Council's Development Engineer. (See advisory note below.) All car parking and driveway areas shall be sealed, drained and regularly maintained. The driveways ~~associated with the entrance from Stacey Street~~ must be treated with stencil or aggregate or similar, and


connect from the road.

ATTACHMENTS

Nil

13.5 Consideration of Change Representations: Uniting Church In Australia Property Trust (Q) C/- NSPIRE Planning & Design - 12 Eucalyptus Street, Killarney

Document Information

 Southern Downs <small>REGIONAL COUNCIL</small>	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Planning Officer	ECM Function No/s:

APPLICANT:	Uniting Church In Australia Property Trust (Q) C/- NSPIRE Planning & Design
OWNER:	Uniting Church In Australia Property Trust (Q)
ADDRESS:	12 Eucalyptus Street, Killarney
RPD:	Lot 15 RP25370
LAND USE AREA:	Low density residential
PROPOSAL:	Multiple dwelling (Four (4) units)
LEVEL OF ASSESSMENT:	Impact
SUBMITTERS:	Four (4) (all not-properly made)
REFERRALS:	Nil
FILE NUMBER:	MCU\02511

RECOMMENDATION SUMMARY

THAT Council agree in part with the change representations made in relation to the application for a Material Change of Use for the purpose of Multiple dwelling (Four (4) units) on land at 12 Eucalyptus Street, Killarney, described as Lot 15 RP25370.

REPORT

On 28 November 2023, Council issued a Development Permit for Material Change of Use for the purpose of Multiple dwelling (Four (4) units) on land at 12 Eucalyptus Street, Killarney, described as lot 15 RP25370, subject to conditions. The application was approved by Council at the 22 November 2023, Ordinary Council Meeting.



Figure 1: Aerial image of subject site

The subject site has an area of 4,047 square metres and is located within the township of Killarney. The site has dual road frontage to Eucalyptus Street and Cedar Street which are bitumen sealed roads with kerb and channel along both sides. The applicant has indicated the primary street frontage for the development is Cedar Street. The topography of the site is relatively level with a five (5) metre fall from the south-west corner to the eastern boundary. The site currently contains a Church and Church hall, operated by the Uniting Church. The eastern half of the site is vacant. All urban services are available to the lot.

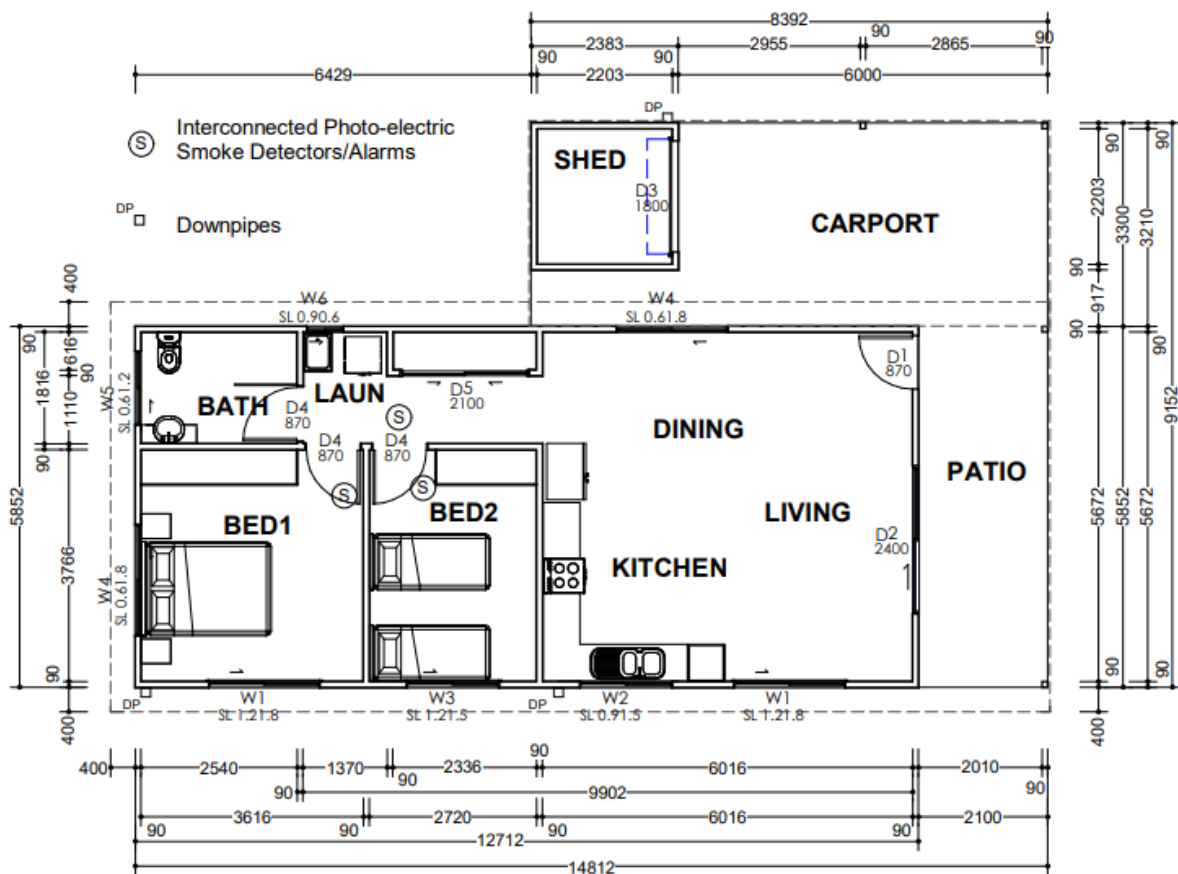
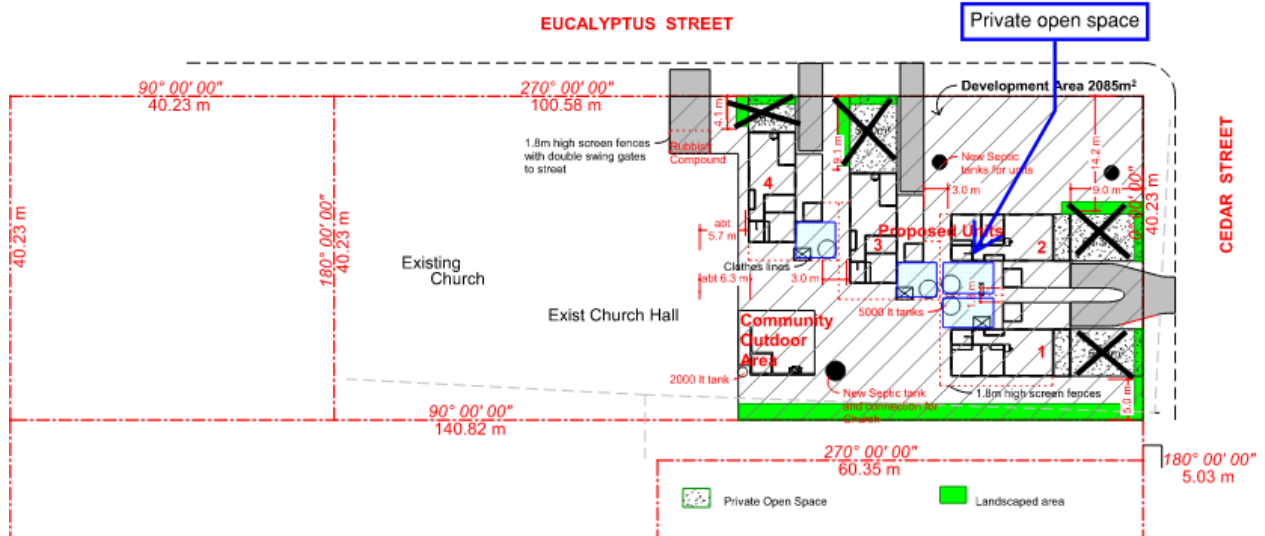
The applicant proposes to construct a Multiple dwelling development consisting of four (4) dwelling units at 12 Eucalyptus Street. The applicant proposes to construct two (2), two bedroom, one bathroom dwellings units (proposed units 1 and 2), and two (2), one bedroom, one bathroom dwelling units (proposed units 3 and 4). Proposed units 1 and 2 will have frontage to Cedar Street, and proposed units 3 and 4 will have frontage to Eucalyptus Street. Each dwelling unit will include a covered parking space.

The applicant also to proposes to construct an outdoor community area. The outdoor community area will be partially enclosed with walls along the southern and western sides. The community area building will also include one fully enclosed bathroom, located in the south-west corner of the structure. The applicant has proposed the community area will be utilised by the occupants of the Multiple dwelling development, and by members of the Church upon appointment on the same lot.

The vacant section of the land is currently used as informal parking for the church. Eucalyptus Street is of adequate width to accommodate on-street carparking for the Church.

The proposal plans are shown as follows:

As Amended by Council
15 November 2023



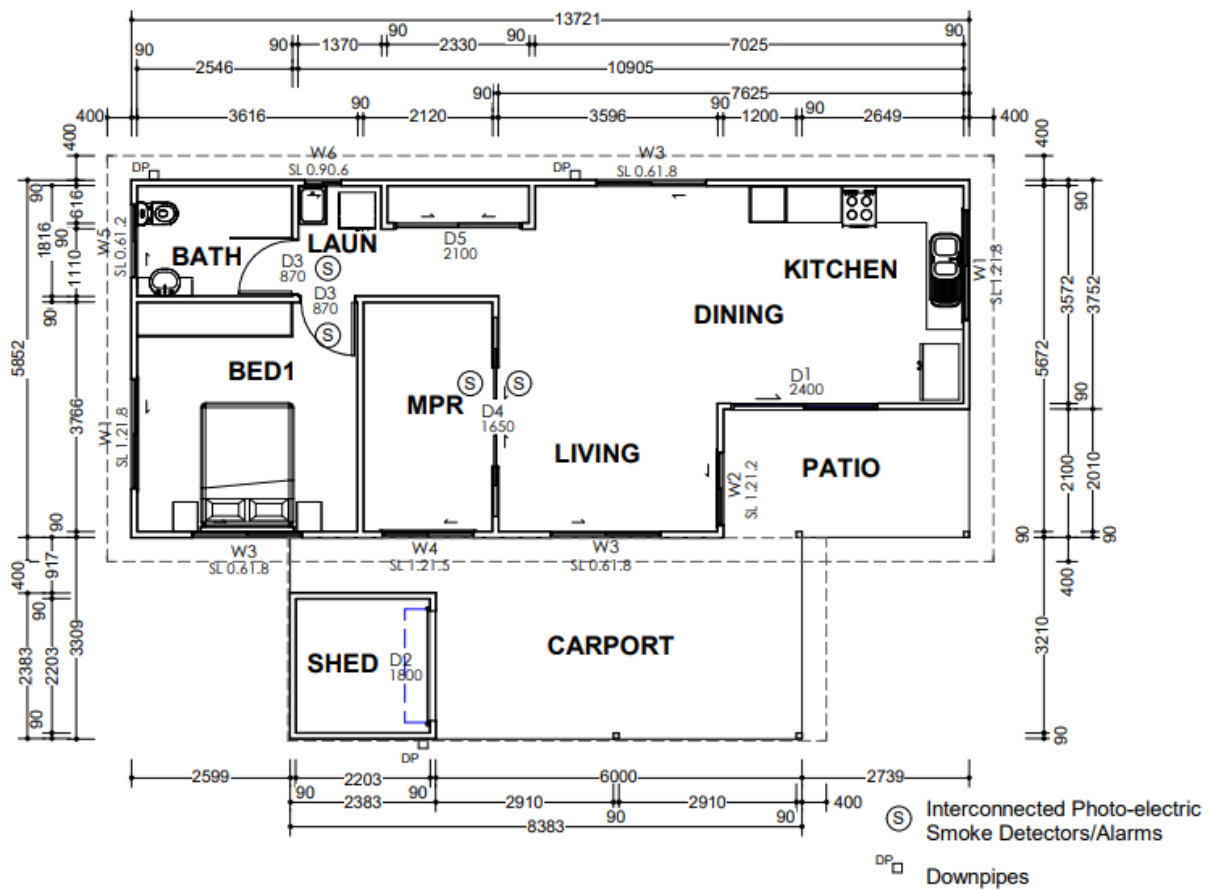


Figure 4: Proposed Floor Plan (Units 3 & 4)

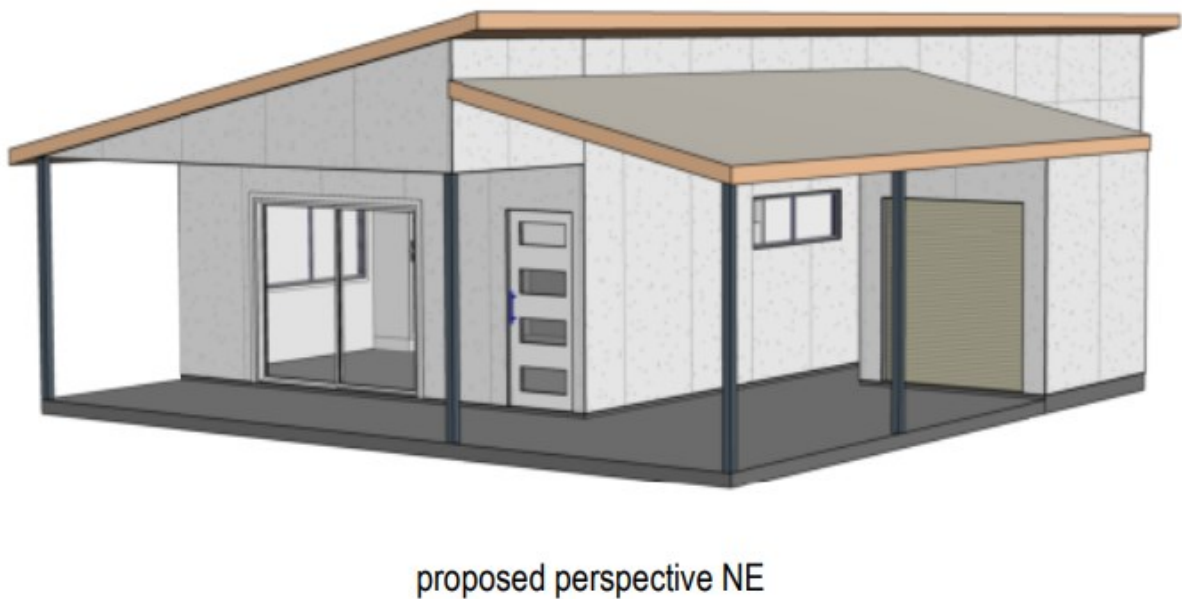


Figure 5: Proposed North-East Perspective of Units 1 & 2



proposed perspective NE

Figure 6: Proposed North-East Perspective of Units 3 & 4

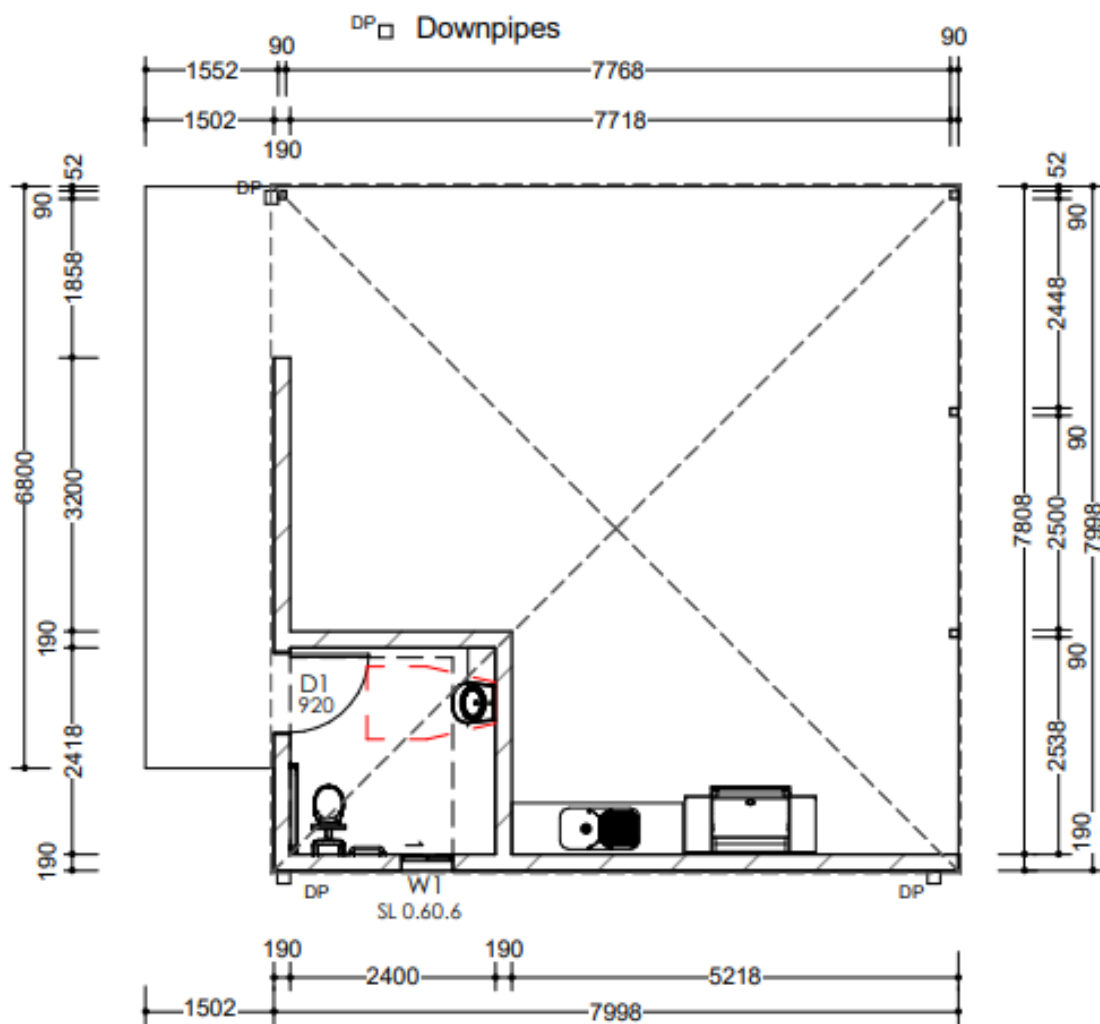
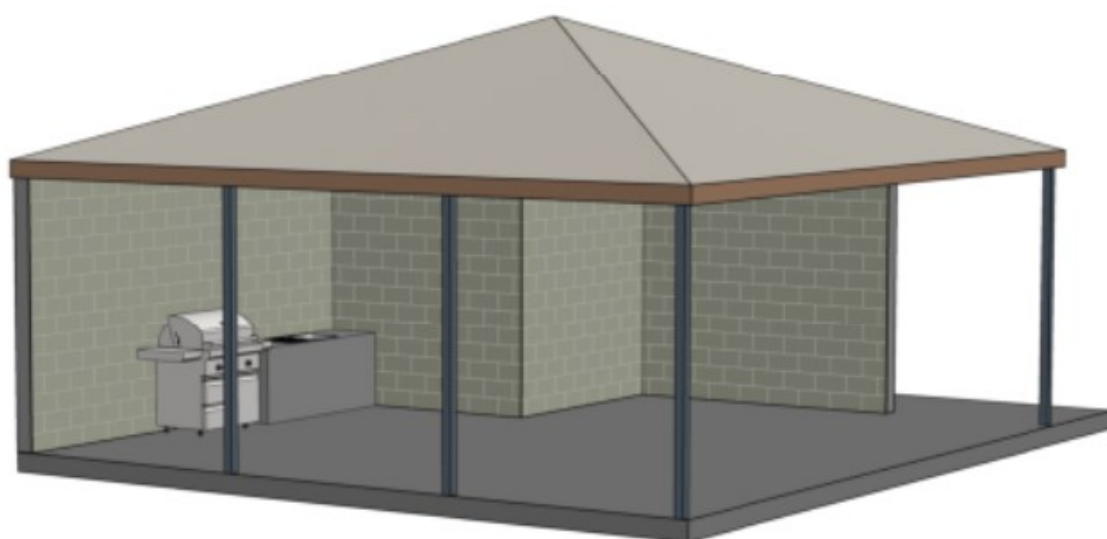
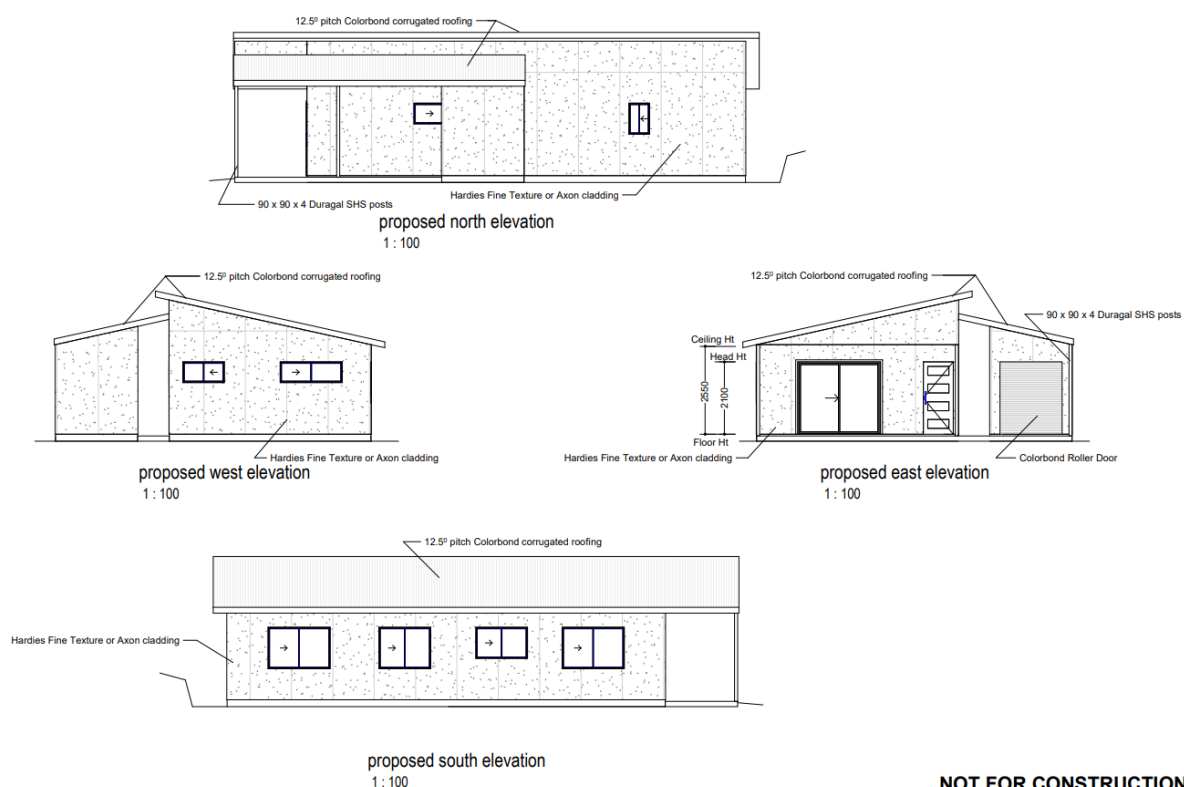


Figure 7: Proposed Outdoor Community Area Floor Plan



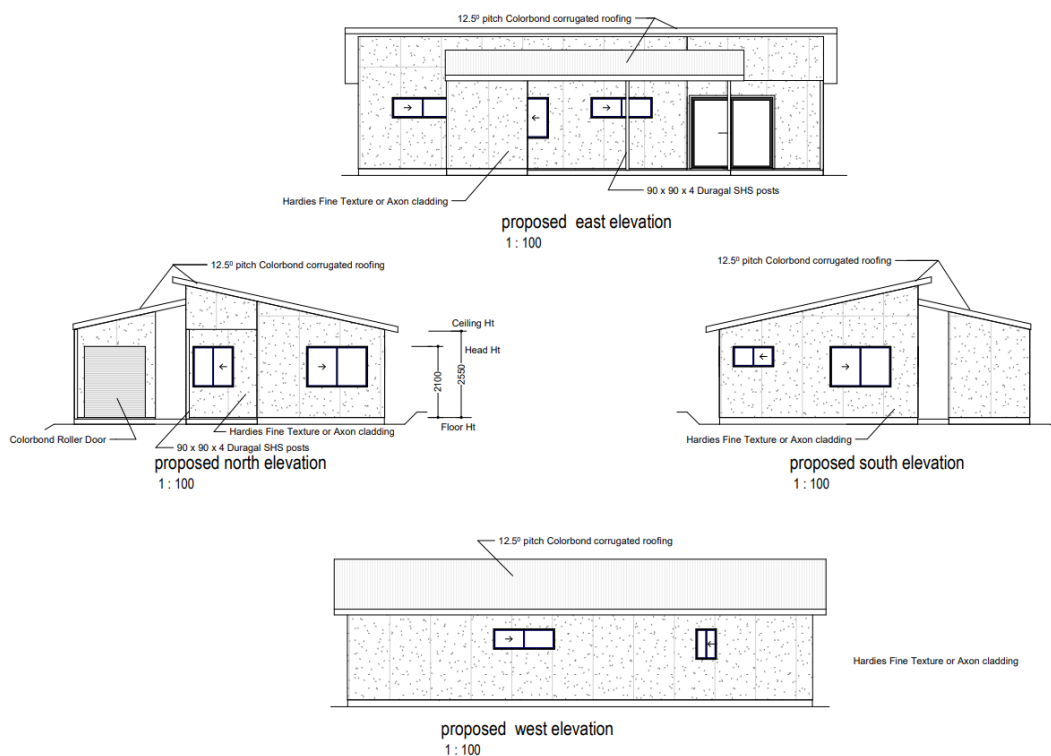
proposed perspective NE

Figure 8: Proposed North-East Perspective of Outdoor Community Area



NOT FOR CONSTRUCTION

Figure 9: Elevations of Units 1 & 2



NOT FOR CONSTRUCTION

Figure 10: Elevations of Units 3 & 4

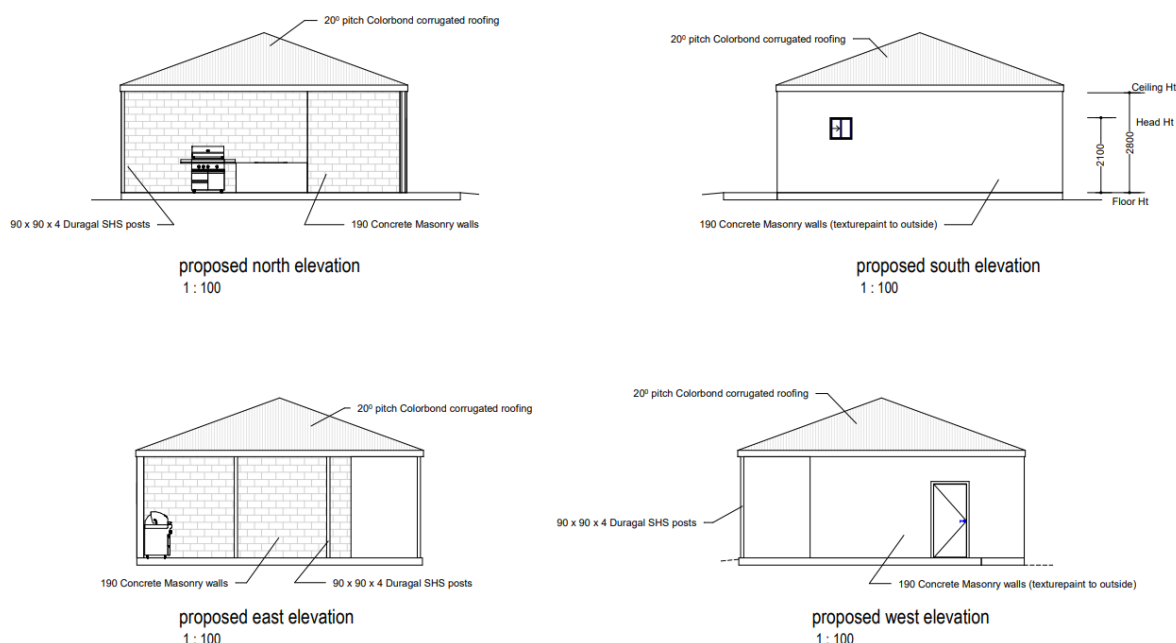


Figure 11: Elevations of Outdoor Community Area

The applicant has made change representations and has requested the alteration of Conditions 11, 13, 14, 17, 20 [21], 25 and 28, and if agreed, the amendment of the approved plans in Condition 1.

Condition 11

Condition 11 reads as follows:

11. One set of wheelie bins (one general waste and one recycling bin) must be provided for each unit. The wheelie bins are to be stored within the Central waste storage area. A concrete pad and driveway is to be provided for the central waste storage area.

A 1.8 metre high solid screen fence is to be provided around the central waste storage area, to screen the area from public places.

The applicant has provided the following justification to support the alteration of Condition 11:

Condition 11 of schedule 1 requires one general waste and one recycling bin for each unit in the central waste storage area. [Upon] reflection, we have decided to provide the individual bins for each unit stored the rear courtyards. This would allow for ease of having the bins and there is sufficient room against the kerb for collection. We request that this be reflected in a revised condition. Plans 22KUC-102SP-DA04 and 22KUC-103SP-DA03 provide for this change.

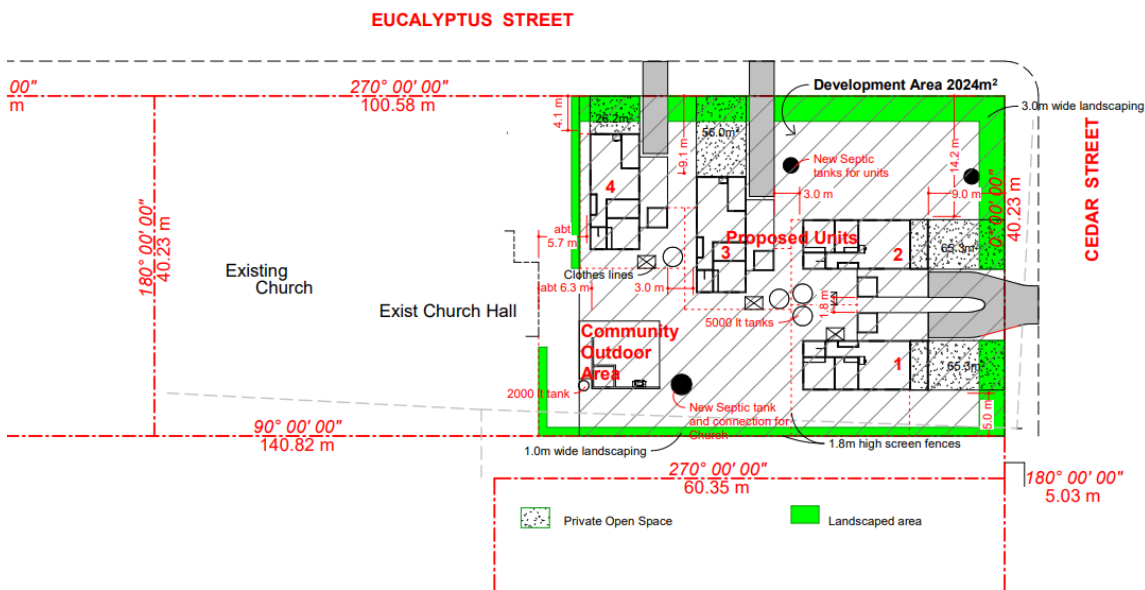


Figure 12: Amended Auxiliary Site Plan (22KUC-103SP-DA03)

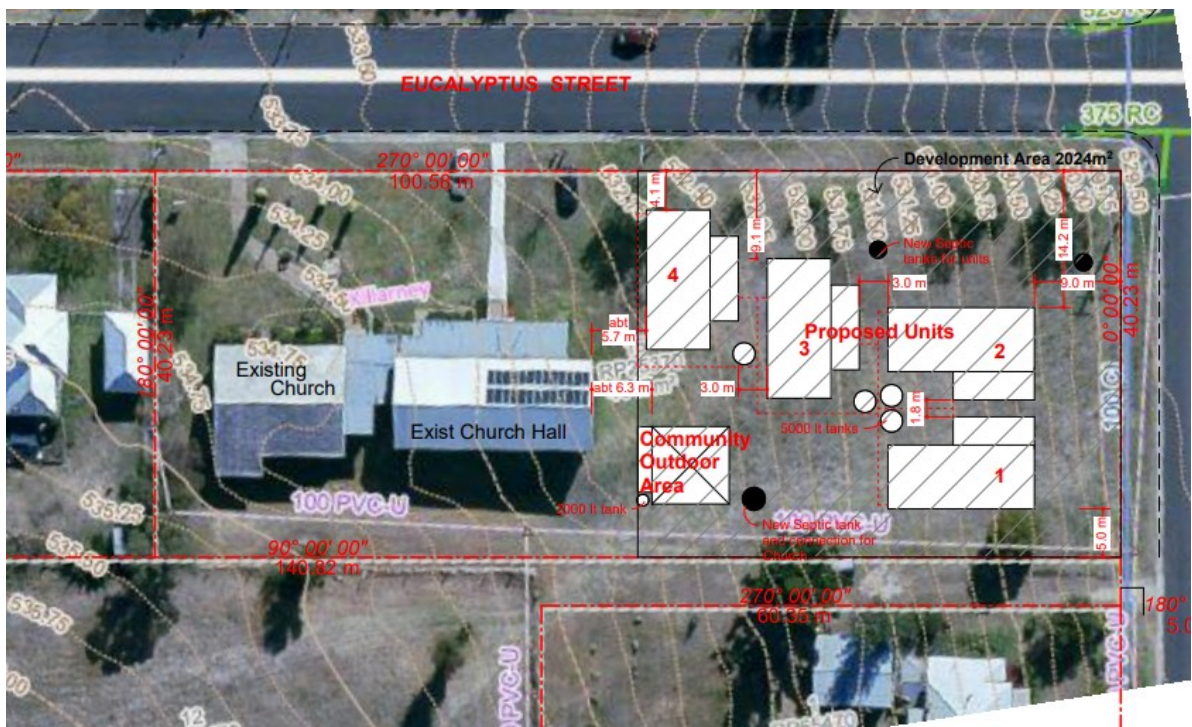


Figure 13: Amended Site Plan (22KUC-123SP-DA04)

The requirement for the bins to be stored in a centralised waste storage area is to achieve compliance with AO20.1 and PO20 of the Residential uses code. The assessment benchmarks are as follows:

Residential uses code

AO20.1 *In partial fulfilment of the PO -*

- (a) Bin storage areas are not located within the front setback area.*
- (b) Bin storage areas are located on hardstand surfaces and are screened from the street, internal carriageways and adjoining dwellings.*
- (c) The frontage of the site is sufficient to allow all bins to be located on the site or in front of the site on bin collection day.*

PO20 *Waste storage areas, clothes drying facilities, letter boxes and external storage areas are sited and designed to present an attractive appearance from the street and complement the subject building and the surrounding environment.*

Condition 11 was included as the applicant initially proposed to provide a central waste storage area for the Multiple dwelling development, rather than provide storage areas within the courtyards of each proposed dwelling unit. The applicant now proposes to have individual bin storage areas within the rear courtyards of each dwelling unit, negating the need for the centralised waste storage area along Eucalyptus Street. The bin storage areas are to be located on hardstand surfaces within each individual rear courtyard. As 1.8 metre high screen fences will define each individual rear courtyard, the bin storage areas are screened from the street and public view, and present an attractive appearance from the street. There is adequate room along Cedar Street and Eucalyptus Street for bins to be located to allow for refuse collection. It is therefore recommended that Condition 11 be altered to the following:

11. One set of wheelie bins (one general waste and one recycling bin) must be provided for each unit. The wheelie bins are to be stored within the ~~courtyard of each dwelling unit and screened from view from all roads and public places. A concrete pad is to be provided for the two bins in an appropriate location within each courtyard. Central waste storage area. A concrete pad and driveway is to be provided for the central waste storage area.~~
~~A 1.8 metre high solid screen fence is to be provided around the central waste storage area, to screen the area from public places.~~

Conditions 13 and 14

Conditions 13 and 14 read as follows:

- 13. *A screen fence 1.8 metres high shall be erected along the southern and western boundaries, and to define each courtyard, to provide visual screening. This screen fencing is to be provided at the developer's cost. This fencing shall reduce in height to be no more than 1.2 metres high within 6.0 metres of the forward of the building line.*
- 14. *Screen fencing 1.8 metres high shall be erected for the provision of private open space for each dwelling unit, and surrounding the central waste storage area, and is to be provided in accordance with Auxiliary Site Plan - 22KUC 103SP Issue DA01, dated 7 September 2023, prepared by NSPIRE Planning & Design – As amended by Council, 15 November 2023.*

The applicant has requested Conditions 13 and 14 be altered, and has provided the following justification in support of their request:

Conditions 13 and 14 of schedule 1 requires a screen fence along the southern boundary and the western boundary of the whole lot. As the development is only on the eastern portion of the lot, it appears unreasonable to require the boundary fence to be provided along the section occupied by the existing use. I suggest a better solution is to provide the fence along southern boundary up until the eastern end of the church hall and return it to the hall allowing for a gate against the hall. I have also altered the fencing beside unit 4 with the landscaping to further isolate the units from the west. The revised plan 22KUC-103SP-DA03 reflects this request.

Condition 13 was included to ensure compliance was achieved with AO15.3 of the Residential uses code, shown as follows:

AO15.3 *A minimum 1.8 m high solid screen fence is erected along the side and rear boundaries of the site, except within the front building setback.*

The applicant has proposed not to erect a fence along the entirety of the side and rear boundaries of the lot. As the proposed development will not include 1.8 metre high screen fences along the entirety of the southern and western boundaries, the proposed development will not comply with the Acceptable outcome, and thus, compliance must be achieved with the Performance outcome.

PO15 *The use is designed, oriented and constructed to provide residents within the residential building and within adjacent residential buildings with levels of privacy that would be expected within residential buildings in the locality.*

The applicant has proposed to provide screen fencing along the southern side boundary in line with the defined development area, rather than along the entire southern boundary, as shown in Figure 12. The applicant has also proposed that rather than screen fencing be erected along the western boundary, screen fencing is to be erected along the western side of the defined development area, from the southern boundary to the existing church hall.

The screen fencing is proposed to be erected along the confines of the proposed development area. The defined development area is in-excess of 50 metres from the adjoining lot to the west, and the existing Local heritage place screens the proposed development, and there is existing mature vegetation along the western boundary. There are residential buildings towards the south of the proposed development area, though there are no residential buildings south of the existing church building on-site.

In the immediate locality along Eucalyptus Street and Cedar Street, there is minimal screen fencing that exists for residential buildings, with landscaping the dominant form of visual screening from the street. As the residential buildings in the immediate vicinity of the proposed development do not include screen fencing, it is considered the level of privacy for adjacent residential building to the south and west is maintained with the inclusion of screen fencing along the southern and western boundaries of the defined development area. Condition 13 will be amended to reflect the change.

Condition 14 requires fencing surrounding the central waste storage area. As the applicant does not intend to provide a central waste storage facility, and bins and waste storage will be stored within the courtyards of individual units, Condition 14 will be amended to remove the requirement to fence the central waste storage area. Therefore, it is recommended Conditions 13 and 14 be amended to the following:

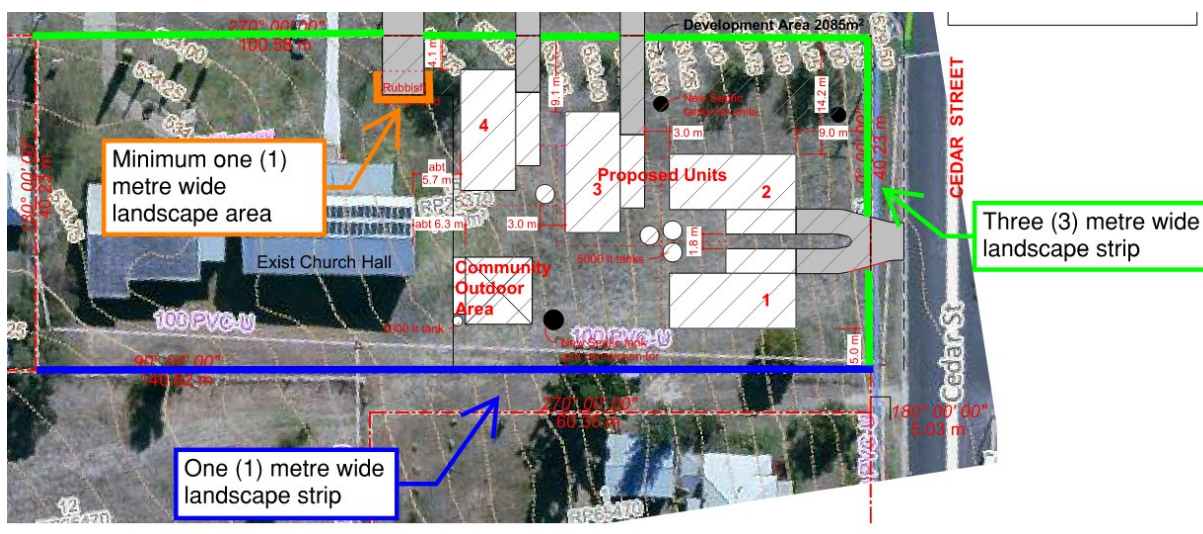
13. A screen fence 1.8 metres high shall be erected along the southern and western boundaries ~~within the defined development area as per the Auxiliary Site Plan - 22KUC 103SP Issue DA03, dated 20 December 2023, prepared by NSPIRE Planning & Design~~, and to define each courtyard, to provide visual screening. This screen fencing is to be provided at the developer's cost. This fencing shall reduce in height to be no more than 1.2 metres high within 6.0 metres of the forward of the building line
14. Screen fencing 1.8 metres high shall be erected for the provision of private open space for each dwelling unit, ~~and surrounding the central waste storage area~~, and is to be provided in accordance with Auxiliary Site Plan - 22KUC 103SP Issue DA034, dated ~~7 September 20 December 2023~~, prepared by NSPIRE Planning & Design ~~—As amended by Council, 15 November 2023.~~

Condition 17

The applicant has requested the alteration of Condition 17, which reads as follows:

17. *Landscaping areas are to include the following, as illustrated in the diagram below:*
 - (a) *A three (3) metre wide landscaped area is to be planted along both the northern and eastern property frontages, to provide a visual buffer.*

- (b) A one (1) metre wide landscaped area is to be planted along the southern boundary to provide a visual buffer.
- (c) A minimum one (1) metre wide landscaped area is to be planted along the eastern, southern, and western sides of the central waste storage area to provide a visual buffer and screen the waste storage area from the street and adjoining properties.



Landscaping Areas (prepared by Council)

The applicant's justification for the alteration of Condition 17 is as follows:

Condition 17 also requires unreasonable request along with the fencing required by council in conditions 13 and 14. On the revised plan 22KUC-103SP-DA02 [DA03], I have outlined a more reasonable option to satisfy the protection of other occupied residential lots adjacent to the new development.

In addition, this condition requires the planting of the 3-metre-wide landscaping strip across the frontage of the existing Church and Hall. This will limit the existing nose in parking on the church grounds and access as it currently occurs. I have removed that on the revised plan as it has no bearing on the current proposed and would greatly inconvenience the arrangements for the existing use. We require the revised condition to reflect this condition.

The requirement for landscaping is to achieve compliance with AO16 of the Residential used code. The assessment benchmarks are outlined below:

Residential uses code

AO16 At least 30% of the site is used for landscaping and open space. Car parking and driveways are not included in this area. The landscaped area includes:

- An area at least 6 m wide adjacent to the property boundary adjoining the primary street frontage for the full length of the frontage excluding driveways; and
- An area at least 3 m wide adjacent to the property boundary adjoining the secondary street frontage for the full length of the frontage excluding driveways; and
- An area at least 1 m wide adjacent to all side and rear boundaries

PO16 Adequate open space and landscaped area is provided on site

- To cater for the requirements of occupants for relaxation, dining entertainment, recreation and children's play;
- For service functions such as clothes drying and domestic storage; and
- To enhance the appearance and amenity of the development.

The applicant has proposed to provide landscaping strips along only along the boundaries of the defined development areas. The applicant proposes the provision of a three (3.0) metre wide

landscaped area along the northern boundary of the defined development area, and along the eastern boundary; and a one (1.0) metre wide landscaped area along the southern and western sides of the defined development area. The provision of landscaping along the boundaries of the defined development area will enhance the appearance and amenity of the Multiple dwelling development from the street. Landscaping along the western side of the defined development area, in addition to the screen fencing, will further screen and improve the appearance of the development. Additional landscaping outside the defined development area is not required as the proposed landscaping will adequately screen the development from all sides. The amended areas of landscaping are shown on Auxiliary Site Plan - 22KUC 103SP Issue DA03, dated 20 December 2023, prepared by NSPIRE Planning & Design.

Part (c) of the condition relates to landscaped areas surrounding the central waste storage area located along Eucalyptus Street. As the applicant is not proposing to provide a central waste storage area, rather provide bin storage areas are located on hardstand surfaces within each individual rear courtyard, the requirement for landscaping in that area is not needed, thus the condition will be altered to reflect the change. It is recommended Condition 17 be altered to the following, and the diagram delated:

17. Landscaping areas are to include the following, ~~as illustrated in the diagram below:~~

- (a) A three (3) metre wide landscaped area is to be planted along ~~both~~ the northern ~~boundary of the defined development area~~ and eastern property frontages, to provide a visual buffer.
- (b) A one (1) metre wide landscaped area is to be planted along the southern ~~and western~~ ~~boundaries of the defined development area~~ to provide a visual buffer.
- ~~(c) A minimum one (1) metre wide landscaped area is to be planted along the eastern, southern, and western sides of the central waste storage area to provide a visual buffer and screen the waste storage area from the street and adjoining properties.~~

Condition 20 [21]

The applicant has requested Condition 20 be altered, and has provided the following response:

Condition 20 requires the whole of the driveways to be treated with stencil or aggregate or similar for the whole driveway. This is a large financial impost on an affordable housing project. Could a mixture of this and plain brushed concrete be approved prior or the building approval being issued.

Condition 20 does not refer to the requirement for driveways to be treated with stencil or aggregate or similar for the whole driveway. Condition 20 reads as follows:

Car Parking and Vehicle Access

- 20. *Vehicle access is to be constructed to the site in accordance with Council's standard. (Council's Development Engineer can provide details regarding Council's standard.)*

The applicant's justification refers to Condition 21, which reads as follows:

- 21. *A minimum of two (2) car parking spaces per dwelling unit is to be provided, being a total of at least eight (8) spaces. At least one (1) space per dwelling unit must be covered and the other space is to be provided in tandem. All car parking, driveway and loading areas shall be sealed, line marked, drained, laid out and regularly maintained.*

The driveways must be treated with stencil or aggregate or similar, and connect from the road.

The part of Condition 21 the applicant is appealing was included to ensure compliance with the assessment benchmarks. The applicable assessment benchmarks are as follows:

Residential uses code

AO14.10 *Concrete driveways are treated with stencil or aggregate or similar.*

PO14 *The use is sited and designed to be complementary and compatible with the surroundings and to address the street in a positive way.*

The applicant has indicated that a treated concrete driveway is a large financial impost. The requirement is in response to AO14.10 of the Residential uses code, which is an assessment benchmark. Section 43 of the *Planning Act 2016* outlines that an assessment benchmark (Codes in a Planning Scheme) sets out the matters that an Assessment Manager (Council) must assess assessable development against. This section of the *Planning Act 2016* goes on to explain that an assessment benchmark does not include a matter of a person's opinion or a person's circumstances, financial or otherwise. As such, Council cannot consider the financial implications of the site works as outlined by the applicant.

As the development is within the Low density residential zone, the requirement for a concrete driveway to be treated with stencil or similar is a design outcome that will improve the site amenity, resulting in a development that will address street frontages in a positive way. Therefore, with consideration given to the points raised and the lands location within the Low density residential zone, it is recommended Condition 21 be retained.

Condition 25

The applicant has requested the deletion of the last two sentences of Condition 25, which reads as follows:

25. The proposed dwelling units are to be connected to Council's reticulated water supply system and sewerage system in accordance with the Queensland Plumbing and Wastewater Code. A separate water connection (including water meter) is to be provided for each dwelling unit within the development. A separate sewerage connection is to be provided for each dwelling unit.

The following justification has been provided by the applicant to support their request:

Condition 25 requires separate water and sewer connection for each dwelling unit. This is not in accordance with the Queensland Plumbing and Wastewater Code and not as proposed to keep costs down for affordable houses. We request that this condition be altered to be the same as Condition 30 of the Warwick Development by dropping the second and third sentence.

The *Queensland Plumbing and Wastewater Code* states a 'water supply to a meterable premises must be fitted with a device (water meter) to measure the amount of water supplied to the premises'. The *Queensland Plumbing and Wastewater Code* does not state each dwelling on the same lot has to have a separate water connection, just that each dwelling must have a water meter. The condition will be altered so that each Dwelling unit does not have to have a new connection to the reticulated water network, though each dwelling must have a water meter.

The applicant also indicated the proposed development should only have one connection to the reticulated sewerage infrastructure available. The requirement for sewerage connection is to achieve compliance with AO2.1 of the Physical infrastructure code, which reads as follows:

Physical infrastructure code

AO2.1 *Except in Allora, in the District centre, Low density residential, Industry, Medium density residential, Mixed use, Principal centre, and Specialised centre zones, development is connected to a sewerage system in accordance with the Sewerage Code of Australia.*

Connection to a sewerage system also occurs in all other zones on land where a sewerage system exists.

The Acceptable outcome states that in the Low density residential zone, a development provides a connection to an available reticulated sewerage system. The applicant has proposed the development provide a single sewerage connection for the Multiple dwelling development, rather than separate connections for each dwelling unit. As the development will be located wholly on a single lot, and the applicant does not intend to subdivide the land, the provision of one sewer connection complies with the Acceptable outcome. However, as the reticulated sewerage system available in the township of Killarney is a CED system, separate septic tanks will be required for each dwelling unit. A separate septic tank for the Outdoor community building is not required, as the building will not be as frequently utilised as each dwelling unit will be. The condition will be

amended to include a requirement for each dwelling unit to provide a septic tank. Therefore, it is recommended that Condition 25 will be altered to the following:

25. The proposed dwelling units are to be connected to Council's reticulated water supply system and sewerage system in accordance with the Queensland Plumbing and Wastewater Code. A separate ~~water connection (including water meter)~~ is to be provided for each dwelling unit within the development. A ~~separate~~ sewerage connection is to be provided for ~~the development each dwelling unit~~. Each dwelling unit is to include a separate treatment device (septic tank).

Infrastructure Charges

The applicant has also requested a 23% reduction of Infrastructure Charges from Council. The total Infrastructure Charges payable for the development is \$86,000. Condition 28, relating to Infrastructure Charges, states:

Infrastructure Charges Notice

28. *Payment is to be made to Council in accordance with the Infrastructure Charges Notice attached to the decision notice. If payment is made more than two years after the date of the Infrastructure Charges Notice, the charge will increase in line with the Road and Bridge Construction Index for Queensland.*

The applicant has provided the following response in relation to Condition 28:

Condition 28 requires full payment of the Infrastructure Charges. Further to the general discussion held today between the Minister's Association and Scott Riley and the Ors on housing provision, the Uniting church would like to suggest the following as the payment over time method does not fit any of the current funding model we are likely to investigate. We recognise that the sewerage and water supply infrastructure require significant upgrade and this project will impact on those services. However, this project will have little impact on parks and transport services and given that, we are required to keep effects of stormwater runoff to pre-development levels, we will not impact on these areas of the infrastructure to any great extent. Therefore, I suggest that these portions of the infrastructure charges be forgiven in this instance. This would result in a \$19780 or 23% saving to this important affordable housing project. This will also offset some of the additional costs associated worth some of council's other conditions.

The applicant has also provided further response to support their request:

In early versions of Infrastructure charges, consideration was given to units at 75% to the general housing charges. (\$7500v\$10000). This was undoubtedly reviewed and revised as the units crept up to 3 bedroom in size. However as the bulk of this units are one bedroom with some small two bedroom units, the number of people impacting on the infrastructure is reduced. We are requesting a 23% reduction as a minimum and this above argument should also be considered.

The Infrastructure Charge calculation for the proposed development of 4 units is \$86,000.00. The applicant has requested Infrastructure Charges relating to transport, stormwater and parks, totalling \$19,780.00, be waived.

The purpose of the Charges Resolution (4.2) 2023 is to assist with the implementation of the Southern Downs Planning Scheme by stating that:

- (a) an adopted charge for the purpose of determining a levied charge for funding part of the establishment cost of the following trunk infrastructure networks:
 - (i) public parks and land for community facilities;
 - (ii) transport;
 - (iii) water supply;
 - (iv) sewerage;
 - (v) stormwater; and
- (b) other matters relevant to adopted charges.

Section 12 of the Charges Resolution refers to Discounts which can only be applied if a particular network is not available in the area of the proposed development. Given that all infrastructure networks are available, no discounts apply in this instance.

Whilst there are some concessions of Infrastructure Charges for not-for-profit organisations outlined in the Charges Resolution (No. 4.2) 2023, they relate only to Community service facilities for eligible community organisations. The concessions do not pertain to Residential facilities, which is the purpose of this proposed development, and therefore a discount cannot be applied as a result of these concessions.

After receiving approval for this development, the Warwick Minister's Association requested a meeting to discuss local housing initiatives and the associated fees attached to such developments. On 18 December 2023, Council's Director Planning and Environmental Services met with members of the Minister's Association. Also in attendance was Council's Manager Planning and Development and Council's Acting Senior Planning Officer. During the meeting, members of the Minister's Association referred to the infrastructure charges associated with approved development and asked for Council's position regarding the waiving of these fees. Council's Director Planning and Environmental Services explained the reasoning behind the charges and presented the option of a payment plan, via an Infrastructure Agreement, which could be negotiated on a case by case basis, as outlined in Section 15 of the Charges Resolution (4.2) 2023. The change representations indicate that it is unlikely that their funding models will accommodate this option, however, it is unclear whether a funding model has been finalised for this development.

The applicant's additional justification refers to the Adopted Infrastructure Charges Resolution (No. 2) which was adopted in 2015 where charges associated with a Dual occupancy or a Multiple dwelling were discounted. However, in February 2022, Council adopted the view that infrastructure charges related to a dwelling used for residential purposes, regardless of size, would be a single amount. This position has been maintained through subsequent Charges Resolutions, and remains in the current Charges Resolution (4.2) 2023. Given that this position of Council has been applied consistently for the past two years, it is relevant to note that the Infrastructure Charges which would be incurred as a result of this project were able to be determined during the planning stage of the project, and therefore should have been incorporated in the overall project costings to determine project viability.

Infrastructure charges related to residential development has been set at \$21,500 per dwelling unit since February 2023, increasing from \$15,000 per dwelling unit in February 2022. The proposed residential development is located within the township of Killarney and all urban services are able to be provided. As such the applicability of these charges is clear.

In accordance with the Charges Resolution (4.2) 2023 and to reduce the burden on the existing community to meet the obligation to fund this infrastructure, no reduction of the required infrastructure charges is considered appropriate. Therefore, it is recommended that Condition 28 be retained. A payment plan can be established with the applicant, outside of the change representations process.

Condition 1

The applicant has provided revised plans to support their proposed changes to the conditions. The applicant has provided a revised *Site Plan, 22KUC 102SP Issue DA04 Sheet 2 of 8* – prepared by *NSPIRE Planning & Design, dated 20 December 2023*, in response to the request to remove the central waste storage area along Eucalyptus Street. As the removal of the central waste storage area, and the provision of bin storage within the courtyard of each individual unit is a reasonable request, the approved plan *Site Plan, 22KUC 102SP Issue DA03 Sheet 2 of 8* – prepared by *NSPIRE Planning & Design, dated 7 September 2023* will be replaced with the revised *Site Plan, 22KUC 102SP Issue DA04 Sheet 2 of 8* – prepared by *NSPIRE Planning & Design, dated 20 December 2023*.

The applicant has also provided a revised *Auxiliary Site Plan - 22KUC 103SP Issue DA03, dated 20 December 2023*, prepared by *NSPIRE Planning & Design*. The plan provides the revised locations for screen fencing and landscaping of the development area. As the fencing and

landscaping locations shown in *Auxiliary Site Plan - 22KUC 103SP Issue DA03, dated 20 December 2023* are appropriate for the proposed development, it is considered appropriate Condition 1 is revised to include the plan.

It is recommended Condition 1 be amended as follows:

Approved Plans

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

<i>Plan Name</i>	<i>Plan No.</i>	<i>Date</i>
<i>Site Plan – prepared by NSPIRE Planning & Design</i>	<i>22KUC 102SP Issue DA043 Sheet 2 of 8</i>	<i>7-September 20 December 2023</i>
<i>Floor Plan – Units 1 and 2 – prepared by NSPIRE Planning & Design</i>	<i>22KUC 110FP Issue DA01 Sheet 3 of 8</i>	<i>3 April 2023</i>
<i>Elevations – Units 1 and 2 – prepared by NSPIRE Planning & Design</i>	<i>22KUC 201EL Issue DA01 Sheet 4 of 8</i>	<i>3 April 2023</i>
<i>Floor Plan Units 3 & 4 – prepared by NSPIRE Planning & Design</i>	<i>22KUC 111FP Issue DA01 Sheet 5 of 8</i>	<i>3 April 2023</i>
<i>Elevations – Units 3 and 4 – prepared by NSPIRE Planning & Design</i>	<i>22KUC 202EL Issue DA01 Sheet 6 of 8</i>	<i>3 April 2023</i>
<i>Floor Plan – Community Area – prepared by NSPRE Planning & Design</i>	<i>22KUC 112FP Issue DA01 Sheet 7 of 8</i>	<i>3 April 2023</i>
<i>Elevations – Community Area – prepared by NSPIRE Planning & Design</i>	<i>22KUC 203EL Issue DA01 Sheet 8 of 8</i>	<i>3 April 2023</i>
<i>Auxiliary Site Plan – prepared by NSPIRE Planning & Design (As amended by Council 15-November 2023)</i>	<i>22KUC 103SP Issue DA034</i>	<i>7-September 20 December 2023 (As amended by Council 15 November 2023)</i>

Recommendation

THAT Council agree in part with the change representations made in relation to the application for a Material Change of Use for the purpose of Multiple dwelling (Four (4) units) on land at 12 Eucalyptus Street, Killarney, described as Lot 15 RP25370, and Conditions 1, 11, 13, 14, 17, and 25 be amended as follows:

Schedule 1 - Southern Downs Regional Council Conditions

Approved Plans

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

Plan Name	Plan No.	Date
Site Plan – prepared by NSPIRE Planning & Design	22KUC 102SP Issue DA0 43 Sheet 2 of 8	7 September 20 December 2023
Floor Plan – Units 1 and 2 – prepared by NSPIRE Planning & Design	22KUC 110FP Issue DA01 Sheet 3 of 8	3 April 2023
Elevations – Units 1 and 2 – prepared by NSPIRE Planning & Design	22KUC 201EL Issue DA01 Sheet 4 of 8	3 April 2023
Floor Plan Units 3 & 4 – prepared by NSPIRE Planning & Design	22KUC 111FP Issue DA01 Sheet 5 of 8	3 April 2023
Elevations – Units 3 and 4 – prepared by NSPIRE Planning & Design	22KUC 202EL Issue DA01 Sheet 6 of 8	3 April 2023
Floor Plan – Community Area – prepared by NSPRE Planning & Design	22KUC 112FP Issue DA01 Sheet 7 of 8	3 April 2023
Elevations – Community Area – prepared by NSPIRE Planning & Design	22KUC 203EL Issue DA01 Sheet 8 of 8	3 April 2023
Auxiliary Site Plan – prepared by NSPIRE Planning & Design (As amended by Council 15 November 2023)	22KUC 103SP Issue DA0 34	7 September 20 December 2023 (As amended by Council 15 November 2023)

Amenity and Environmental Controls

- One set of wheelie bins (one general waste and one recycling bin) must be provided for each unit. The wheelie bins are to be stored within the ~~courtyard of each dwelling unit and screened from view from all roads and public places. A concrete pad is to be provided for the two bins in an appropriate location within each courtyard. Central waste storage area. A concrete pad and driveway is to be provided for the central waste storage area.~~
~~A 1.8 metre high solid screen fence is to be provided around the central waste storage area, to screen the area from public places.~~

Fencing, Landscaping and Buffers

- A screen fence 1.8 metres high shall be erected along the southern and western boundaries ~~within the defined development area as per the Auxiliary Site Plan - 22KUC 103SP Issue DA03, dated 20 December 2023, prepared by NSPIRE Planning & Design, and to define~~

each courtyard, to provide visual screening. This screen fencing is to be provided at the developer's cost. This fencing shall reduce in height to be no more than 1.2 metres high within 6.0 metres of the forward of the building line.

14. Screen fencing 1.8 metres high shall be erected for the provision of private open space for each dwelling unit, ~~and surrounding the central waste storage area,~~ and is to be provided in accordance with *Auxiliary Site Plan - 22KUC 103SP Issue DA031, dated 7 September 20 December 2023*, prepared by *NSPIRE Planning & Design* ~~—As amended by Council, 15 November 2023.~~
17. Landscaping areas are to include the following, ~~as illustrated in the diagram below:~~
 - (a) A three (3) metre wide landscaped area is to be planted along ~~both~~ the northern ~~boundary of the defined development area~~ and eastern property frontages, to provide a visual buffer.
 - (b) A one (1) metre wide landscaped area is to be planted along the southern ~~and western~~ boundaries ~~iesy of the defined development area~~ to provide a visual buffer.
 - ~~(c) A minimum one (1) metre wide landscaped area is to be planted along the eastern, southern, and western sides of the central waste storage area to provide a visual buffer and screen the waste storage area from the street and adjoining properties.~~

Water Supply and Waste water


25. The proposed dwelling units are to be connected to Council's reticulated water supply system and sewerage system in accordance with the Queensland Plumbing and Wastewater Code. A separate ~~water connection (including water meter)~~ is to be provided for each dwelling unit within the development. A ~~separate~~ sewerage connection is to be provided for ~~the development each dwelling unit~~. Each dwelling unit is to include a separate treatment device (septic tank).

ATTACHMENTS

Nil

13.6 Darling Downs-Moreton Rabbit Board Proposed Budget and Operational Plan 2024/2025

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Manager Environmental Services	ECM Function No/s:

Recommendation

THAT Council resolve to endorse the Darling Downs-Moreton Rabbit Board proposed budget and operational plan for 2024/25.

REPORT

Background

Southern Downs Regional Council (SDRC) is one of eight local governments in Queensland required under the *Biosecurity Act 2014* to contribute to the operation of the Darling Downs-Moreton Rabbit Board (DDMRB) through annual precept payments to the Department of Agriculture and Fisheries (DAF).

In developing its 2024/2025 budget for consideration by the Minister for Agriculture and Fisheries, the DDMRB is seeking feedback from contributing local governments on the proposed budget and accompanying operational plan.

Report

The DDMRB have advised that expenses in the draft budget are heavily influenced by the increase in costs across the board for materials and services, and therefore a 6% increase on local government precept amounts is proposed. The budget covers barrier fence patrols, maintenance and improvements, rabbit eradication and compliance, administration, and plant and asset expenses. The proposed contribution from Southern Downs Regional Council for 2024/2025 is \$363,417.

The proposed operational plan includes actions and KPI's to ensure the services of the DDMRB are effectively delivered. The proposed operational plan aligns with Council's Invasive Pests Strategic Plan 2021-2024 and complements Council's wild dog exclusion fencing projects.

Conclusion/Summary

The DDMRB draft operational plan and budget for 2024/2025 aligns with Council's Invasive Pests Strategic Plan 2021-2024 and the annual precept payment is a legislative requirement for Council.

FINANCIAL IMPLICATIONS

Council's annual precept payment to the Department of Agriculture and Fisheries is a budgeted item.

RISK AND OPPORTUNITY

Risk

Council's contribution to the operation of the DDMRB is a legislative requirement under the *Biosecurity Act 2014*.

Opportunity

The continuation of the working relationship between SDRC and the DDMRB.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Biosecurity Act 2014

Corporate Plan

SDRC Corporate Plan 2021-2026

Objective 2.3.3 Develop policies and implement measures to enhance our agricultural sector and protect priority agricultural land from invasive pest animals and pest plants and non-rural development incursion.

Policy / Strategy

SDRC Invasive Pests Strategic Plan 2021-2024

ATTACHMENTS

1. 2024-25 Draft Budget Summary (Confidential - Provided to Councillors only)
2. Draft 24-25 Budget & Op Plan [↓](#)
3. DDMRB Operational Plan 2024-25 [↓](#)



22 January 2024

Mr Dave Burges
Chief Executive Officer
Southern Downs Regional Council
Email: mail@sdrc.qld.gov.au

Dear Mr Burges

For Comment: Draft 2024-25 DDMRB Budget & Operational Plan

As a valued partner of the Darling Downs-Moreton Rabbit Board (DDMRB), Council's feedback is sought on the draft 2024-25 Budget and accompanying Operational Plan (attached), both of which were endorsed for consultation by our Board on 18 January 2024.

Expenses are heavily influenced by the increase in costs across the board for materials and services, reflected by consecutive CPI rises and coupled with significant State wage increases. You will note that the draft budget incorporates a proposed 6% increase on local government precept amounts (and top-netting accounts) from the current year. The proposed increase is considered necessary in delivering a balanced budget that has been arrived at with the aim of minimising the budgetary impost on Councils through sustainable use of our cash reserves for capital acquisitions.

You may be aware that the LGAQ has conducted a review into the DDMRB precept methodology on behalf of DAF. The review recommendations were provided to the Hon Minister Furner MP, Minister for Agricultural Industry Development and Fisheries and Minister for Rural Communities (the Minister) on 29 June 2023, however no decision on their acceptance or otherwise has been made. As a consequence, forecast 2025-26 precepts have not been included in the draft 2024-25 budget.

The *Biosecurity Act 2014* requires that DDMRB provide its budget to the Minister not less than two months prior to the commencement of the financial year to which it relates. Council's feedback is therefore sought by **14 March 2024**. I would be pleased to present to Council or the relevant Committee, along with pest management staff, to discuss the draft budget and DDMRB's value offering.

Thank you in advance for your consideration of these matters and your ongoing cooperation. Please do not hesitate to contact me should you require any further information.

Yours sincerely

Craig Magnussen
Chief Executive Officer

Att. 2

PO Box 332 Warwick 4370
Telephone: 07 4661 4076
Email: enquiries@ddmr.org.au
Website: www.ddmr.org.au

Operational Plan


2024-2025



Action	Responsibility	KPI	Strategic Plan Link
1. Improve Local Government (& other stakeholder) engagement	CEO	1.1 Quarterly Communiques provided to partner LGs 1.2 Draft budget provided for partner LG comment 1.3 Implement outcomes of LGAQ review 1.4 Implement Communications Strategy	Governance
2. Identify external funding opportunities	CEO	2.1 Funding sources investigated to achieve operational and strategic objectives	
3. Maintain fence in rabbit proof condition	Inspector	3.1 Audit shows fence is maintained at >98% rabbit proof condition	Asset Management
4. Fence renewal and maintenance	Inspector	4.1 Fence condition data maintained in Fulcrum database 4.2 100% of fence = or > FAIR condition 4.3 'Gates & Grids' project implemented as per milestones	
5. Asset management	CEO & Inspector	5.1 Infrastructure and plant replacement program implemented 5.2 Biannual grid audit completed	
6. Implement housing strategy	CEO	6.1 Investigate commercial options for surplus reserve lands held in trust 6.2 Install solar power systems and rainwater storage in line with Environmental Sustainability Policy	
7. Improve control of rabbits	CEO, Inspector & Compliance Coordinators Compliance Coordinators	7.1 Compliance strategy, incl. fee for service implemented, in collaboration with partner LGs 7.2 Provide control advice for 10 properties per month 7.3 5 breeding sites cleared of rabbits per month 7.4 Pet rabbit reports dealt with within 5 working days 7.5 QFPI7 project implemented as per milestones	Compliance
8. Maintain rabbit distribution and abundance data	Compliance Coordinator	8.1 100 property inspections per month 8.2 Compliance data maintained in Fulcrum database	

13.7 Pest Management Advisory Committee Meeting

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	Manager Environmental Services	ECM Function No/s:

Recommendation

THAT Council receive the Minutes of the Pest Management Advisory Committee meeting held in Stanthorpe on Thursday, 14 December 2023.

REPORT

Background

The quarterly meeting of the Pest Management Advisory Committee met in Stanthorpe on Thursday, 14 December, 2023.

Report

The minutes of Council's Pest Management Advisory Committee (PMAC) are submitted for Council's information and consideration of any recommendation/s following each meeting. The minutes of the meeting held on 14 December 2023 are attached (Attachment 1). Officer's reports referred to in the minutes are also attached (Attachments 2 and 3).

The Committee is next due to meet in Warwick on Thursday 29 February 2024.

Conclusion/Summary

That Council receive the Minutes from the Pest Management Advisory Committee meeting.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

The Pest Management Advisory Committee is a community consultative committee.

LEGAL / POLICY

Legislation / Local Law

Biosecurity Act 2014

Corporate Plan

Objective 2.3.3: Develop policies and implement measures to enhance our agricultural sector and protect priority agricultural land from invasive pest animals and pest plants and non-rural development incursion.

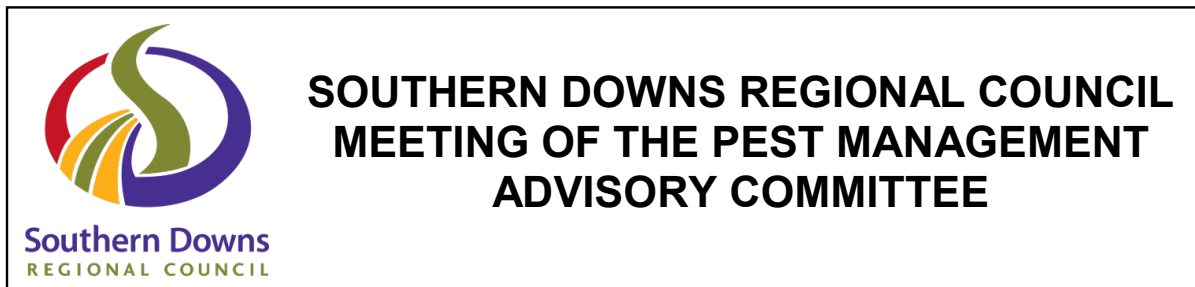
Policy / Strategy

Southern Downs Environmental Sustainability Strategy 2021-2031

Southern Downs Invasive Pests Strategic Plan 2021-2024

ATTACHMENTS

1. Minutes - Pest Management Advisory Committee - 14 December 2023[↓](#)
2. SDRRC Pest Management Report - December 2023[↓](#)
3. Darling Downs-Moreton Rabbit Board Report - December 2023[↓](#)



MINUTES OF PEST MANAGEMENT ADVISORY COMMITTEE

Held in the Council Chambers, Stanthorpe

Thursday 14th December 2023 at 10:00am

FRIDAY 14 DECEMBER 2023

ORDER OF BUSINESS:

1. **PRESENT**.....3

2. **APOLOGIES**3

3. **BUSINESS ARISING FROM PREVIOUS MINUTES**3

4. **SOUTHERN DOWNS WILD DOG MANAGEMENT ADVISORY COMMITTEE**.....3

5. **SDRC PEST MANAGEMENT OFFICERS ACTIVITY REPORT**4

6. **UPDATE BY MEMBERS GROUPS**.....4

7. **GENERAL BUSINESS**5

9. **NEXT MEETING**.....6

10. **CLOSURE**6

1. PRESENT

Cr Cameron Gow (Chair), Mat Warren (DDMRB), Nicole Collett (SDRC Manager, Environmental Services), Ema Havea (Acting SDRC Local Laws Coordinator), Bryan Potter (SDRC Environmental Compliance Officer), Michael Maher (SDRC Local Laws Officer), Clive Smith (Southern Downs Wild Dog Management Advisory Committee), Ted Vinson (Department Agriculture & Fisheries), Olivia Lack (SDRC Business Trainee) and Jenny Watt (Minute secretary).

Via Teams: Cr Jo McNally, Scott Riley (Director Planning & Environmental Services), Andrew O'Dea (Landcare), Natasha Mylonas (Southern Queensland Landscapes) and Ken McCray (TMR).

2. APOLOGIES

Ray Lambert, Dave Burges, Angus Ferrier, Mayor Vic Pennisi, Cr Marco Gliori, Cr Sheryl Windle, Cr Cynthia McDonald, Cr Andrew Gale.

Nicole introduced Ema Havea and Michael Maher to the group. Ema and Michael are sharing the acting role of Local Laws Coordinator during his leave.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

a) Minutes of Last Meeting

Item 13.4 of the Ordinary Council Meeting held on 25 October 2023.

Resolution

Moved: Cr C Gow

Seconded: Cr C McDonald

Carried

THAT Council receive the Minutes of the Pest Management Advisory Committee meeting held in Warwick on Thursday 21 September 2023.

The minutes of the Pest Management Advisory Committee meeting held on Thursday 21 September 2023 were endorsed.

Moved: Mat Warren **Seconded:** Clive Smith

b) Review of Actions:

- MOU Tenterfield has been raised and forwarded to interim GM/CEO. Waiting for a response.
- Terms of Reference Policy – preliminary enquiries have been made – should have an update for the next meeting.

4. SOUTHERN DOWNS WILD DOG MANAGEMENT ADVISORY COMMITTEE

Clive advised that he was re-elected at the Annual General Meeting.

He contacted Michael Walsh, Bush Fire Safety Officer, in relation to fixing the track out the back of Mt Janet (adjacent to the wild dog fence). A joint project between the Fire Brigade and Council has funding to improve Texas Rd to Goldfields road then possibly to Moss Lane. This should give the fire brigade better access and improve access to the dog fence.

Cr Gow advised that Council has approved a resolution for Warwick Fencing to perform maintenance of the fence for the next three years.

5. SDRC PEST MANAGEMENT OFFICERS ACTIVITY REPORT

Bryan provided the meeting with a report, circulated to Committee Members with the Agenda, on current activities since the last Pest Management Advisory Committee meeting. This included:

- the current road side weed program focusing on stem injection of tree pear and spraying of blackberry and Lantana.
- Chilean Needle grass control has commenced in known locations mainly in the northern section.
- Number of wild dog bounties for financial year and information on the coordinated baiting program.
- Update on the Wild Dog Spur and Cluster Fences.

In relation to a question on cat baiting, it was advised that it will be looked at in the New year.

6. UPDATE BY MEMBERS GROUPS

Clive Smith (Southern Downs Wild Dog Management Advisory Committee)

Clive had heard that the fences were trapping dogs in and that there were still residue dogs. He would like to know where dogs are moving so that they can concentrate on them. This led to discussion on tagging dogs to trap their movements. It was advised that this is an expensive process to hire people and that if the dogs are trapped by farmers they are reluctant to release them.

Action: Council to look into funding that may be available to start a project on tagging/tracking wild dogs.

Mat Warren (DDMRB)

Mat Warren provided the meeting with a report on current activities from the Darling Downs-Moreton Rabbit Board.

This covered Compliance Activities, Rabbit Barrier Fence including a photo of some of the damage from recent bush fires, and Board Activities and Governance.

Copy to be circulated with minutes.

Ted Vinson (Department Agriculture & Fisheries)

- Staff have completed additional locust surveys in the in the South West after recent rains with no significant findings.
- Staff worked with NSW DPI on Hudson Pear biological control in the SW region.
- Staff worked with the TRC Biosecurity Group on the latest Feral Deer Strategy and available control and management options.
- Staff assisted in the SE with Golden Clam surveillance and response within the Logan River system

Discussion on control options and education in relation to feral deer.

Action: Nicole to discuss with relevant Council staff the possibility of including a stall at local shows with information on the control and education in relation to feral deer.

Natasha Mylonas (Southern Queensland Landscapes)

- SQL has funding to work with majority of the Councils in South Queensland, including SDRC, to understand the barrier to public participation in pest management activities. Funding giving platform to collect data on reason and how to increase participation. Findings to be presented over the next two years. Funded from QSPI.
- No on ground projects in the council area at the moment. Better understanding of options for potential projects end of first quarter of 2024.
- SQL understaffed and are sourcing funding. Dealing with challenging funding changes.

Cr Jo McNally

Cr McNally wished everyone a Merry Christmas and to have a great time.

Andrew O'Dea (Landcare)

Andrew also advised that Landcare are short on funding.

A dry spell and now the break in weather has spurred on Lantana and Mother of Millions.

Ken McCray (TMR)

- Running through programs with SDRC – recently updated programs.
- Focusing on Lantana, Blackberry, Mother of Millions, Tree Pear, Box Thorn and Chilean Needle Grass.
- Involved with program for fire ant control. They have issued a call for land owners to control fire ants on their land. There is a nominated zone where they want all land owners to control, this can include baits. A very small portion of the zone is located in the Southern Downs. Fire ant baits are provided by the FAS team for free and they help with knowledge.

7. GENERAL BUSINESS

- Vertebrate Pest Management Strategies post bush fire events – Scott Riley
 - Focus on economic enquiry
 - Needs to be a separate program for when bush fires occur, especially if coincides with events like lambing etc.
 - Local disaster management group – We need to do recovery more streamlined – We don't have a training exercise for bush fires.

- Keen for committee feedback – When we capture data for our primary producers – Questions – What do they require in relation to support for pest management.
- At recovery hub pest management should be at the table – Agencies need to collate information that should be given to impacted people.

Cr Gow advised Scott Riley is the Chair of Councils Economic Recovery Hub. Nicole advised she is the Chair of the Environmental Recovery Hub.

Action: Scott Riley to provide feedback at the next Pest Management Advisory Committee meeting. Cr Gow also requested Scott to check at the recovery debrief phase, where does PMAC fit in relation to the response post disaster.

Cr McNally added that as the Rabbit fence goes through multiple councils and has been affected by both flood and fires, missing from the Local Disaster Management Group (LDMG) are staff that work on the fence. She suggested that the Rabbit Board be part of the LDMG and the Disaster Recovery group.

Action: Scott Riley to add the suggestion that the Rabbit Board be part of the LDMG and the Disaster Recovery group.

- Review of Hire Spray units – Nicole Collett
 - Issues raised regarding safety – Weight of units to be loaded on vehicles.
 - Bigger units with safety risk will be sold and replaced with smaller units.
 - Will be available for hire within 6 months.
 - Local Laws officers will now be loading the units rather than Depot staff. They can give advice on the use of the sprays.

Andrew advised he supports rental of units and asked when Boxthorn pullers were meant to be available for hire?

Cr Gow suggested that Council advertise when the sprays are available.

Action: Nicole to find out the when boxthorn pullers will be available for hire.

Cr Gow thanked everyone at the meeting and wished a Merry Christmas and Happy New Year.

NEXT MEETING

The next meeting is planned for 29 February 2024 at Warwick Council Chambers.

Meeting Closed at 10:55am

Southern Downs Regional Council
Pest Management Advisory Committee Meeting 14 December 2023
Pest Management Report



Invasive Weeds

- Current road side weed program focusing on stem injection of Tree pear and spraying Blackberry and Lantana. Council has contacted adjoining landowners advising of roadside weed control works, offering advice and assistance for invasive weed control on their land.
- Chilean Needle grass control has commenced in known locations mainly in the northern section of the region. Adjoining landholders have been contacted to remind them of their obligations relating to Invasive Pest Species. Some new infestations have been found on freehold lots in the Sandy Creek and Old Talgai areas.

Invasive Animal Control Programs and Activities:

- Wild dog bounties November - 27 dogs (\$2700) Financial Year to Date (\$11900)
- Wild dog / Pig baits injected during the Sept Coordinated baiting program was 4785 baits across 80 properties.
- Injection of fresh Wild dog baits and sale of processed Wild dog baits continues at both pound facilities.

Wild Dog Spur and Cluster Fences.

- Works on replacement sections for both the Killarney and Stanthorpe Wild Dog Spur Fences underway with materials purchased.
- Tender for SWDSF maintenance contract has closed with tenders currently being reviewed and finalised.
- Wild dog cluster fence inspections have been carried out on several properties in the Stanthorpe area to verify cluster closure and audit fence specifications.
- All clusters are on schedule to be completed within existing project time frames, with the exception of one cluster, a variation request for that cluster is currently being assessed by the State and is understood an extension will be granted.

 **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





DDMRB Report for SDRC PMAC

Reporting Period: 19th September to 8th December 2023

Compliance Activities

- A total of 89 properties were visited in the Southern Downs Regional Council (SDRC) local government area (LGA) between 19th September and 8th December 2023. **Map 1** shows the location of the property inspections.
- The inspected sites comprised 36 new properties and 53 follow-ups.
- The visited properties supported 194 breeding places including:
 - 44 new breeding places
 - 69 breeding places had been removed and/or destroyed
- Compliance staff completed excavator training and have been refining their operating skills at DDMRB's Dalveen Hut site.
- To further enhance the teams operational skills, compliance staff have also used the excavator to remove a number of breeding sites on a strategically important private property near the rabbit barrier fence at Dalveen.
- The CEO has sent out a letter to SDRC's procurement team looking to join SDRC's preferred suppliers list for rabbit control services.
- Compliance staff visited two properties outside of its operational area in the Southern Downs (Stanthorpe and Wyberba) to support SDRC Pest Management staff working on rabbit complaints

Rabbit Barrier Fence

- The Rabbit Barrier fence sustained only minor damage from the recent bushfires in the Southern Downs. Good vegetation management along the fence resulted in no significant repairs or replacements being required. Damage to the fence was mostly caused by burnt trees falling across the fence (**Plate 1**) and the odd burnt out strainer post. Most of the damage has been repaired and the fence is fully functional.



DDMRB Report for SDRC PMAC



Plate 1: Typical damage to the rabbit fence from the recent bushfires.

- The Cement Mills Cluster Association have raised concerns about the efficacy of the new grid installed through the barrier fence on Carbeen Road by Acciona. The groups main concern is around the narrow width of the grid and the potential for wild dogs to jump across. The Inspector is working with the group and Acciona to resolve the issue. The grid is likely to be temporary and is to facilitate access to the Macintyre wind farm during construction. It may end up being removed and the gap in the fence closed once construction has been completed.

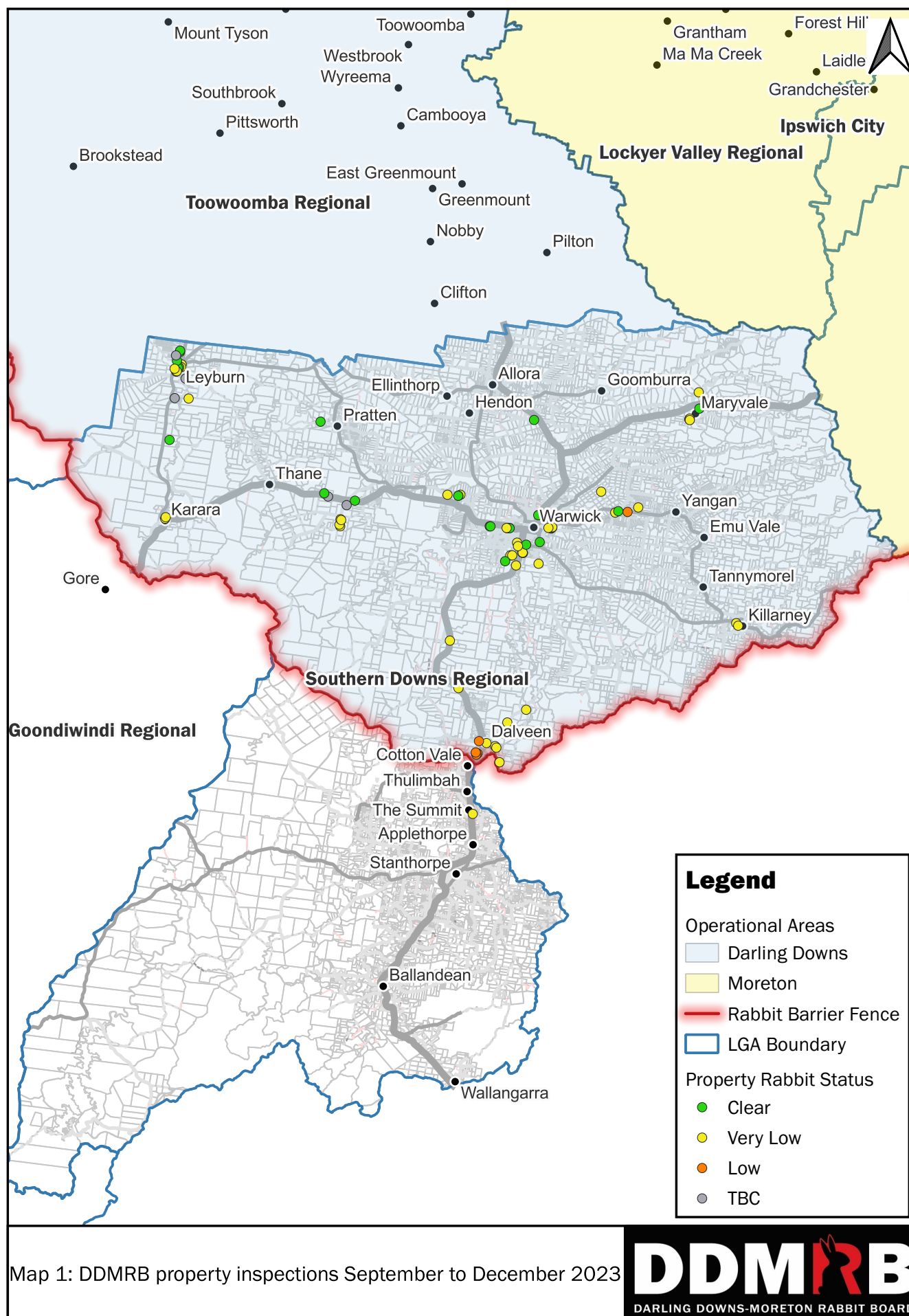


DDMRB Report for SDRC PMAC

- Transport and Main Roads have refreshed the line markings and wing fencing at the grid complex on the New England Highway near Cottonvale.

Board Activities and Governance


- DDMRB's final Board meeting for 2023 will occur on Friday 8th December
- DDMRB will be shutting down over the Christmas New Year period. The last day of operation for 2023 will be Friday 22nd December with operations resuming Tuesday 2nd January 2023.



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

14.1 Regional Water Assessment Stakeholder Advisory Group

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 21 February 2024
	PA to Mayor & CEO	ECM Function No/s:

Recommendation

THAT the information in the report be received.

REPORT

Mayor Pennisi and Cr Tancred attended the final meeting of the Stakeholder Advisory Group of the Regional Water Assessment in Toowoomba on 25 January 2024.

As only draft minutes have been issued by the Department of Regional Development, Manufacturing and Water only a short report can be made public at this stage. However elected members and appropriate staff have received internal confidential feedback.

The Advisory Group Chair commented that there are not a lot of substantial changes from the Draft Regional Water Assessment. It was also noted that the community consultation conducted over four weeks in November – December 2023 in the region was strong and well informed, and the residents should be congratulated on this.

Likewise, the staff who participated in the eight Stakeholder Advisory Group meetings, thirteen Working Group meetings, several public meetings and several technical prioritisation meetings since the RWA process commenced in mid 2021 should be commended for their representing the organisation in a broader forum.

ATTACHMENTS

Nil

15. NOTICES OF MOTION

Nil

16. GENERAL BUSINESS

16.1 Cr McDonald Response to Order – OIA Matter Number C/23/00552

17. CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS

Nil