



SOUTHERN DOWNS REGIONAL COUNCIL ORDINARY COUNCIL MEETING

Dear Councillors

Your attendance is hereby requested at the Ordinary Council Meeting to be held in the Council Chambers, Southern Downs Regional Council, 61 Marsh Street, Stanthorpe on **Friday, 19 April 2024** at **9:00 AM**.

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

A handwritten signature in black ink, appearing to read 'Dave Burges', is written over a faint, larger version of the council's 'S' logo.

Dave Burges

CHIEF EXECUTIVE OFFICER

11 April 2024

Presentation:

10:30am Presentation of Service Awards to Council Staff

ORDER OF BUSINESS:

ACKNOWLEDGEMENT TO COUNTRY	1
1. PRAYER & CONDOLENCES	1
2. ATTENDANCE	1
3. APOLOGIES.....	1
4. READING AND CONFIRMATION OF MINUTES.....	1
4.1 Ordinary Council Meeting - 13 March 2024.....	1
4.2 Special Council Meeting - 3 April 2024	1
5. ACTIONS FROM COUNCIL MEETINGS	2
5.1 Actions from Ordinary Council Meeting 13 March 2024 and Post-Election Special Council Meeting 3 April 2024	2
6. DECLARATIONS OF CONFLICTS OF INTEREST	6
7. MAYORAL MINUTE	6
Nil	
8. READING AND CONSIDERATION OF CORRESPONDENCE	7
8.1 Correspondence	7
9. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS.....	11
Nil	
10. EXECUTIVE SERVICES REPORTS.....	12
10.1 Schedule for Council Meetings and Information Sessions	12
10.2 Organisation Information Reports April 2024	15
10.3 Quarterly Organisation Information Reports April 2024.....	68
10.4 2024 LGAQ Civic Leaders Summit	99
10.5 ALGA National General Assembly 2024	113
10.6 LGAQ Policy Executive Nominations 2024 - 2028	115
10.7 Procurement Exception - Small Business Resilience Suite	127
11. CUSTOMER AND ORGANISATIONAL SERVICES REPORTS	132
11.1 Financial Services - Financial Report as at 31 March 2024.....	132
11.2 Third Quarter Budget Review 2023-24.....	152
11.3 Operational Plan Update	165
11.4 RFT 24_070 Tender - Disposal of Freehold Vacant Land	167
11.5 Minutes of the Audit & Risk Management Committee held 15 February 2024	170
11.6 Application for Trusteeship over Lot 1 on SP312458 - Amiens History Society.....	183

FRIDAY, 19 APRIL 2024 Ordinary Council Meeting

12.	INFRASTRUCTURE SERVICES REPORTS	191
12.1	Warwick Pistol Club Request for In-kind Donation	191
12.2	Smart Water Meter Project Update	206
13.	PLANNING AND ENVIRONMENTAL SERVICES REPORTS	209
13.1	Material Change of Use – Holly & Guy Collier C/- Adapt Development Management Pty Ltd: 49 Connor Street, Stanthorpe.....	209
13.2	Material Change of Use - Homestead Road, Rosenthal Heights.....	223
13.3	Pest Management Advisory Committee Meeting	245
13.4	Shaping Southern Downs Advisory Committee Meeting Minutes - 5 March 2024	259
13.5	Reconfiguration of Lot – Kevin Kearney: New England Highway, Glen Aplin	261
14.	REPORTS OF DEPUTATION OR CONFERENCE & REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES	276
	Nil	
15.	NOTICES OF MOTION	277
15.1	Notice of Motion - Request to State Government to Pause the Sale Action of Camp Leslie Dam	277
16.	GENERAL BUSINESS	279
17.	CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS	279
	Nil	

ACKNOWLEDGEMENT TO COUNTRY

1. PRAYER & CONDOLENCES

2. ATTENDANCE

Councillors: Crs Hamilton (Chair), Bartley, Deane, Harslett, McDonald, Pidgeon, Richters, Wantling and Windle

Officers: Dave Burges (Chief Executive Officer), Leon Love (Director Customer and Organisational Services), TBC (Director Infrastructure Services), Scott Riley (Director Planning and Environmental Services) and Marion Seymour (Minute Secretary)

3. APOLOGIES

4. READING AND CONFIRMATION OF MINUTES

4.1 Ordinary Council Meeting - 13 March 2024

Recommendation

THAT the minutes of the Ordinary Council Meeting held on Wednesday 13 March 2024 be adopted.

4.2 Special Council Meeting - 3 April 2024


Recommendation

THAT the minutes of the Special Council Meeting held on Wednesday 3 April 2024 be adopted.

5. ACTIONS FROM COUNCIL MEETINGS

5.1 Actions from Ordinary Council Meeting 13 March 2024 and Post-Election Special Council Meeting 3 April 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council receive the report and note the contents.

REPORT

The purpose of this report is to provide a summary of Actions resulting from resolutions from the Ordinary Council Meeting held 13 March 2024, and the Post-Election Special Council Meeting held 3 April 2024.

A copy of each of the Actions Report are attached.

ATTACHMENTS

1. Actions from Ordinary Council Meeting 13 March 2024 [↓](#)
2. Actions from Post-Election Special Council Meeting 3 April 2024 [↓](#)



ACTIONS FROM PREVIOUS ORDINARY COUNCIL MEETING 13 MARCH 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
13/03/2024	3.1	Apology - Cr Gliori	Burges, Dave	13 Mar 2024 4:50pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 13 March 2024 at 4:50:12 PM - Noted.	13/03/2024
13/03/2024	5.1	Actions from Ordinary Council Meeting 21 February 2024	Burges, Dave	13 Mar 2024 4:50pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 13 March 2024 at 4:50:20 PM - Noted.	13/03/2024
13/03/2024	7.1	Mayoral Minute	Burges, Dave	13 Mar 2024 4:50pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 13 March 2024 at 4:50:28 PM - Noted.	13/03/2024
13/03/2024	8.1	Correspondence	Burges, Dave	13 Mar 2024 4:50pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 13 March 2024 at 4:50:35 PM - Noted.	13/03/2024
13/03/2024	10.1	Organisation Information Reports March 2024	Burges, Dave	13 Mar 2024 4:50pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 13 March 2024 at 4:50:42 PM - Noted.	13/03/2024
13/03/2024	10.2	Granite Belt Alliance Meeting Minutes 15 January 2024	Burges, Dave	13 Mar 2024 4:50pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 13 March 2024 at 4:50:48 PM - Noted.	13/03/2024
13/03/2024	11.1	Financial Services - Financial Report as at 29 February 2024	Dowie, Brooke	14 Mar 2024 1:19pm Dowie, Brooke - Completion Completed by Dowie, Brooke (action officer) on 14 March 2024 at 1:19:56 PM - February 2024 Finance Report noted	14/03/2024
13/03/2024	11.2	Local Housing Action Plan	Watt, Mark	14 Mar 2024 2:49pm Watt, Mark - Completion Completed by Watt, Mark (action officer) on 14 March 2024 at 2:49:44 PM - Plan provided to LGAQ and State Government. posted on website. Media Release being approved by State before release.	14/03/2024
13/03/2024	11.3	Disposal of land described as Lot 2 on SP287028, located at 6 Gus Mauch Road, MASSIE - Warwick Aerodrome	Glode, Patrina	13 Mar 2024 5:03pm Glode, Patrina - Completion Completed by Glode, Patrina (action officer) on 13 March 2024 at 5:03:36 PM - Will proceed with appropriate paperwork for approval of contract of sale.	13/03/2024



ACTIONS FROM PREVIOUS ORDINARY COUNCIL MEETING 13 MARCH 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
13/03/2024	11.4	Local Recovery and Resilience Plan - Bushfires 2023	Love, Leon	15 Mar 2024 9:04am van der Hulst, Aimee - Completion Completed by van der Hulst, Aimee on behalf of Love, Leon (action officer) on 15 March 2024 at 9:04:17 AM - Council resolution noted. Actioned.	15/03/2024
13/03/2024	13.1	Material Change of Use – Aushomes Pty Ltd C/- IB Town Planning: 11-13 Junabee Road, Warwick	Hay, Mitchell	18 Mar 2024 8:32am Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Hay, Mitchell (action officer) on 18 March 2024 at 8:32:19 AM - Decision Notice & Statement of Reasons emailed to applicant.	18/03/2024
13/03/2024	13.2	Proposed Ministerial Infrastructure Designation - Win Housing Solutions and Community Housing Ltd.	Beck, Sean	15 Mar 2024 1:05pm O'Mara, Angela - Completion Completed by O'Mara, Angela on behalf of Beck, Sean (action officer) on 15 March 2024 at 1:05:24 PM - Submission circulated to Councillors for feedback. Final submission emailed to State gov't and submitted via website in relation to MID.	15/03/2024



ACTIONS FROM POST-ELECTION SPECIAL COUNCIL MEETING 3 APRIL 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
3/04/2024	4.1	Appointment of Deputy Mayor	Burges, Dave	11 Apr 2024 11:58am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 11 April 2024 at 11:58:26 AM - Noted.	11/04/2024
3/04/2024	4.2	Appointment of Chairperson and Deputy Chairperson of Local Disaster Management Group (LDMG)	Burges, Dave	11 Apr 2024 11:58am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 11 April 2024 at 11:58:53 AM - Appointments noted.	11/04/2024
3/04/2024	4.3	Schedule for Council Meetings and Information Sessions	Burges, Dave	11 Apr 2024 11:59am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 11 April 2024 at 11:59:49 AM - Noted - report prepared for consideration at April Ordinary Council Meeting.	11/04/2024

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: 19 April 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. **Darling Downs-Moreton Rabbit Board** advising of the commencement of the Board's QFP17 Project, Consolidating the Rabbit Fence: Working Together to Keep Rabbits out of Queensland (copy attached).

Action: Referred to Director Planning and Environmental Services

ATTACHMENTS

1. Correspondence from Darling Downs-Moreton Rabbit Board [↓](#)



18 March 2024

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

Dear Mr Burges

Queensland Feral Pest Initiative Round 7 (QFPI7) Project

I am writing to advise that DDMRB's QFPI7 project, *Consolidating the Rabbit Fence: Working Together to Keep Rabbits out of Queensland* is set to commence.

Council kindly provided a letter of support (17 November 2022) for the project to support DDMRB's initial application to the funding round. DDMRB was invited to resubmit the application to fit available funds and the revised project was subsequently approved in December 2023. A funding deed between the Department of Agriculture and Fisheries and DDMRB was executed recently.

The project seeks to build on the protection afforded to Queensland's agricultural production and biodiversity by the Rabbit Barrier Fence and DDMRB and local governments' combined compliance effort. It will do this by undertaking a range of activities that contribute to local government and landholder capacity building adjacent to the DDMRB operational area. A project outline detailing these activities is attached for information.

Thank you for your continued support and please do not hesitate to contact me should you require further information.

Yours sincerely

Craig Magnussen
Chief Executive Officer

Att. 1

PO Box 332 Warwick 4370
Telephone: 07 4661 4076
Email: enquiries@ddmrp.org.au
Website: www.ddmrp.org.au



Consolidating the Rabbit Fence: Working Together to Keep Rabbits out of Queensland

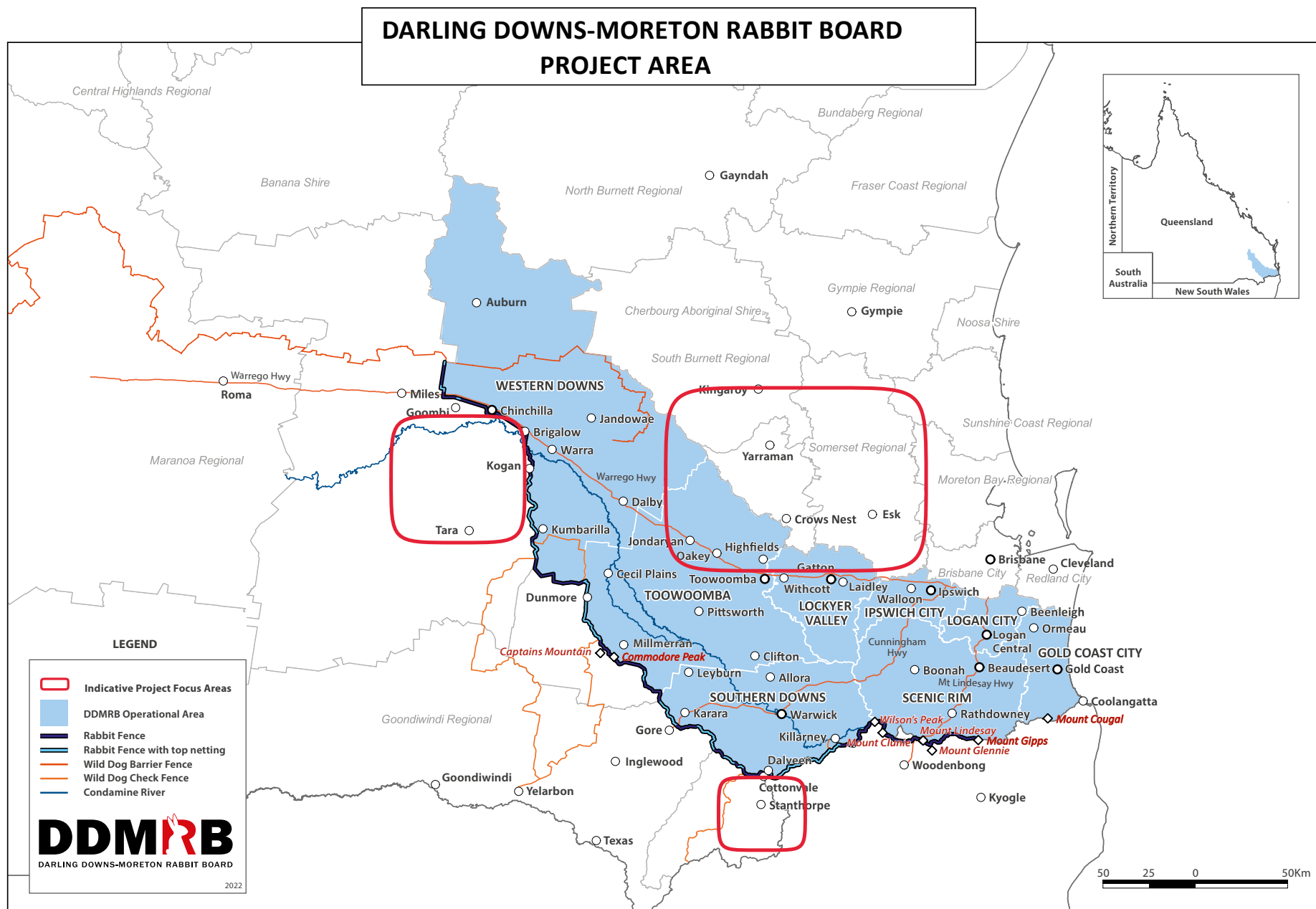
Queensland Feral Pest Initiative Round 7 (QFPI7)

Proponent:	Darling Downs-Moreton Rabbit Board (DDMRB)
Collaborating Partners:	Toowoomba Regional Council Western Downs Regional Council Southern Downs Regional Council South Burnett Regional Council Somerset Regional Council
Project Location:	DDMRB Operational Area and adjacent areas in the named local government areas (<i>see attached map</i>)
Project Funding:	\$198,100 (Total project value = \$295,568)

Activities:

1. On ground surveys to identify breeding populations of rabbits in areas adjacent to the DDMRB operational area
2. Provision of best practice control advice to managers of land with identified breeding populations
3. Risk assessments collaboratively prepared and incorporated into local government biosecurity plans
4. Schools engagement via provision of DDMRB books, school visits, art competition and mural
5. Broader community engagement via targeted social media and field days

Note: detailed schedule of activities and monitoring & evaluation plan are subject to DAF approval. These will be communicated once in place.




9. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

Nil

10. EXECUTIVE SERVICES REPORTS

10.1 Schedule for Council Meetings and Information Sessions

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council adopt the attached Schedule for Council Meetings for May to December 2024.

REPORT

Background

At the Post-Election Special Council Meeting held on 3 April 2024, Council adopted the Schedule for Council Meetings up to and including 19 April 2024 to allow Councillors further opportunity to consider the proposed Schedule.

Report

Prior to the 2024 Local Government Election, Council had adopted the following schedule for Statutory Meetings and Council Information Sessions:

Ordinary Council Meetings - One meeting per month on the third Wednesday

Council Information Sessions - Two Sessions per month on the second and fourth Wednesday

The purpose of this report is to consider and adopt the Schedule of Statutory Council Meetings from May until December 2024, retaining the proposal of one meeting per month on the third Wednesday. Council Meetings are held in Council Chambers, alternating between Warwick and Stanthorpe.

In relation to Council Information Sessions, the focus for the new Council will be on a program of induction and information sessions which have been planned through to the end of June 2024. It is proposed that Council will then return to a programmed series of Council Information Sessions that are generally open to the public in the new financial year.

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

Nil

Policy / Strategy

Council Meetings Policy PL-CS036

ATTACHMENTS

1. Schedule for Statutory Council Meetings May to December 2024 [↓](#)



SCHEDULE FOR COUNCIL STATUTORY MEETINGS


May to December 2024

MONTH	ORDINARY COUNCIL MEETING
May	15/5/2024 Warwick
June	19/6/2024 Stanthorpe
July	17/7/2024 Warwick
August	21/8/2024 Stanthorpe
September	18/9/2024 Warwick
October	16/10/2024 Stanthorpe
November	20/11/2024 Warwick
December	18/12/2024 Stanthorpe

*Council Statutory Meetings are held in Council Chambers, alternating between Warwick and Stanthorpe
Commencement Time of 9:00am*

10.2 Organisation Information Reports April 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council note the contents of the Organisation 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 March 2024
2. Stanthorpe Art Gallery Report
3. Southern Downs Youth Council Meeting – Induction Day Report
4. Infrastructure Services Monthly Status Report March 2024
5. Planning and Environmental Services Monthly Status Report March 2024

FINANCIAL IMPLICATIONS

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

RISK AND OPPORTUNITY

Risk

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

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

Opportunity

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

COMMUNITY ENGAGEMENT

Internal Consultation

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

External Consultation

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

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

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

Policy / Strategy


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

ATTACHMENTS

1. Customer and Organisational Services Monthly Status Report March 2024[↓](#)
2. Stanthorpe Art Gallery Report - March 2024[↓](#)
3. Southern Downs Youth Council Meeting - Induction Day Report[↓](#)
4. Infrastructure Services Monthly Status Report March 2024[↓](#)
5. Planning and Environmental Services Monthly Status Report March 2024[↓](#)

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

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 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 March 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 Expansion	<ol style="list-style-type: none"> 1. ICM has recommenced work on site 2. Focus is to finalise the construction work ASAP as per the construction drawings given the contract with ICM is Cost+. 3. Any minor necessary additional work will be undertaken after Practical Completion 4. Target end date for Practical completion is June 30 with all efforts to bring this forward 5. Furniture and Fit out items have been ordered where possible. 6. Basic landscaping will be completed after PC
Warwick Saleyards Redevelopment	<ol style="list-style-type: none"> 1. % complete of various items set out below 2. Holding pens in stage 1 to commence next week 3. Connection between new & old yards designed and agreed with agents

Original Scope				Stage 1	Stage 2	Notes
				April % complete	April % complete	
120 new pens				90%	n/a	All in stage 1
35 holding yards				15%	0%	
2 new processing areas				35%	0%	
1 DS loading ramp				20%	0%	Stage 1
4 SS loading ramps				20%	0%	Stage 1
ute loading facility				0%	0%	Stage 2
New CBR soft floor to all areas				100%	0%	Stage 1 complete
On grade buyer lanes				75%	0%	
New agent catwalks				65%	0%	
Soft shade to holding pens				25%	0%	Posts erected
Dust suppression and new troughs				15%	0%	
Variations				Stage 1	Stage 2	Notes
				April % complete	April % complete	
Roof Posts				100%	0%	Complete
New DLR				n/a	0%	
Scales upgrade				0%	0%	Postponed
Water to Holding yards				10%	0%	Commenced
Retaining walls				85%	0%	
Connection lanes				25%	0%	Commenced
Water tanks				50%	0%	

Table showing % of works complete



Warwick Saleyards Construction Progress 11 April 2024.

Community Services

Community Development

Council officers were once again very active in the community delivering Mental Health First Aid. The program aims to teach the skills and knowledge required to recognise and respond to life-threatening emergencies and provide a first aid response across a range of different mental health situations.

Pools

The outdoor pool season has now come to an end at Council's pools, with Council officers looking to paint and recalk the pools during their winterising period, with the aim to have this work complete before commencement of the 2024/25 pool season.

Library Services

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

Reference No	Description of Item / Project	Responsible Officer (Title)	Expected Start Date	Expected Finish Date	Quarterly Status Review	% Complete	Comment
7: Offer contemporary library services across the region that reflect the needs of the community.							
7.1 Offer innovative library services during the expansion of the library, such as click and collect, outreach and home delivery, across the region that reflect the needs of the community.							
7.1.1	Provide a gateway to virtual online services and networks	Library Branch Coordinator	1 July 2023	30 June 2024		75%	Continued maintenance, evaluation and purchasing of digital resources, updates of OPAC and Library page on Council's website
7.1.2	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		75%	Programming plans Tech assist, Crafternoon, holiday activities (ongoing), and Turing Tumblers (STEM) Author visit Heather Reyburn, Kids Korner fortnightly storytime, Assumption College fortnightly visit. Book Week. Qld Health – Baby Rhymetime Storytime Kids Korner fortnightly storytime visits 2023 Kids Korner monthly storytime visits 2024 Under 8s day – Warwick East School Visits to St Joseph's School Stanthorpe – prep – Year 6. Summer Reading Club 2023/2024 completed. Tech Savvy outreach to Regency Park
7.1.3	Promote library services to reflect an increase in usage	Library Branch Coordinator	1 July 2023	30 June 2024		75%	Social media promotion ongoing: (1-31 March 2024) Southern Downs Library Facebook – 5 posts , 690 post reach, 36 interactions Instagram – 23 posts , 488 post reach, 19 interactions Social media promotion ongoing: cumulative figures (July 2023 – June 2024) Southern Downs Library Facebook – 80 posts , 43,398 post reach, 3,294 interactions Instagram –138 posts, 3,579 post reach, 503 interactions Southern Downs Library Facebook followers: 1089 Instagram followers: 267

							<p>Advertisement and editorial in Southern Living Monthly Your Southern Downs eNews Holiday activities information sent to local schools</p> <p>Library statistics February 2024 Loans: 10,460 Returns: 8,083 Reservations placed: 2,034 New members: 150 Current membership as of 31 Jan 2024: 9,190 Library visitors: 4,712</p>
7.1.4	Work towards ensuring all of the SDRC community has access to library services reflective of their needs	Library Branch Coordinator	1 July 2023	30 June 2024		75%	<p>Delivery Outreach Requests for purchase Bookseller visit Tech assist (user needs based program) First5forever outreach Regional & Requested Delivery service Homerun service ongoing</p>
7.1.5	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>
7.1.6	Meet all financial, statistical, legislative and reporting requirements of relevant bodies (e.g. Council, State Library of Queensland)	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>
7.1.7	Ensure best practice management of our facilities and services	Library Branch Coordinator	1 July 2023	30 June 2024		75%	<p>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) Library van monitored for battery performance 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) SPUN quarterly meetings QGCD digital inclusion online meeting Staff recruitment discussion Allora Killarney book exchange report to council Library/ICT discussions re Library tech Library Network meeting - Warwick Quarterly all of team meeting – virtual</p> <p>Stanthorpe Library/Art Gallery renovation is continuing. IntraSpace quote received for feedback (shelving and furniture) Shelving/furniture items ordered. Previous information received – electrical drawings approved, returns</p>

							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
7.1.8	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		75%	Leadership development program – 2 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 Allora role to be recruited again.

Corporate Services

Land Management

Leases continue to be executed as they are executed by office bearers for sporting and community groups. There are a number of land sales being processed and the Land Management Team continue to review the status of upcoming leases for renewal.

Warwick Saleyards

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

Cattle and sheep numbers through the yards were consistent through the month however dropped where wet weather impacted vendors.

Cattle for March

Date	Number
5	974
12	1187
19	1254
26	708

Sheep for March

Date	Number
6	2469
13	1400
20	2628
27	536

Prices have remained sound, particularly for smaller yardings.

Details of all sales are available on the MLA website.

Governance

Training

- Good Decisions Training facilitated by the Queensland Ombudsman has been finalised and invitations to Senior Managers, Executive Team and nominated attendees.
- Collins Biggers Paisley – Seminar Series 2024 – calendar invitations extended to Senior Manager and Executive.
- Public Interest Disclosure Training – Queensland Ombudsman is scheduled for May 2024

Complaints, Right to Information, Information Privacy Matters

Request type	Internal status	Date last status update
Administrative action complaint	1 current	Under review

Ombudsman matter for review	0 current	
Right to Information	0 current	1 ongoing

Policies and Procedures status as at 10/04/2024

Details	Current	Past Review Date	Under Review	Draft	To be rescinded
Policies- strategic and Operational	58	27	40	7	0
Procedures – strategic and Operational	25	62	3	13	0

Insurance

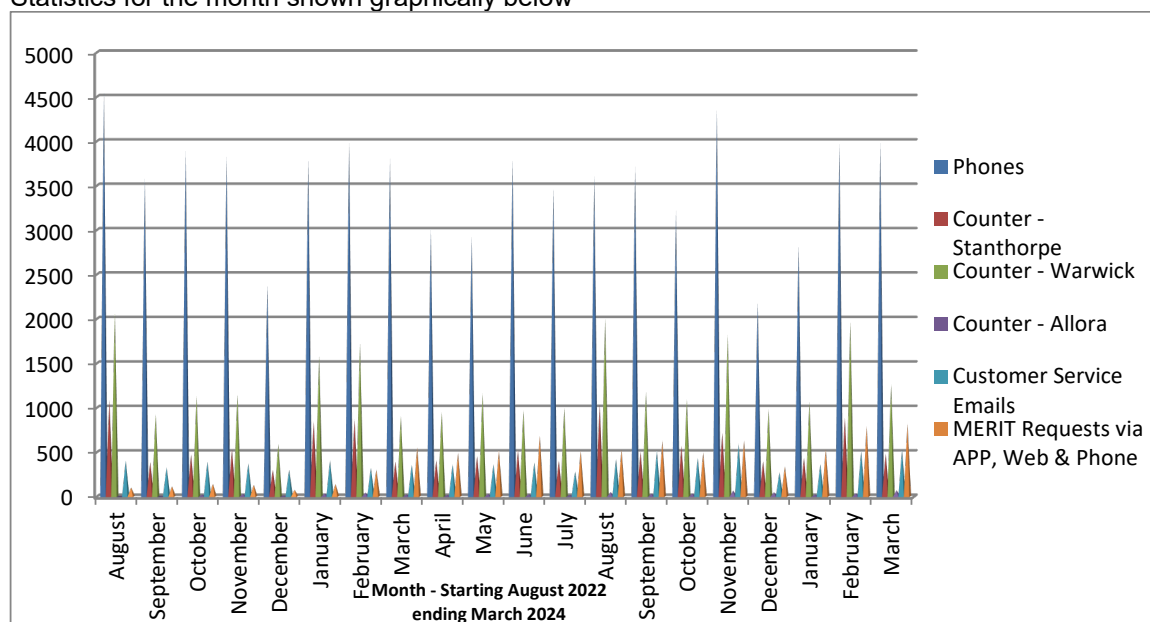
The governance team is working through finalising existing claims. A significant amount of work has been processed in this space which is seeing the majority of backlog worked through to bring insurance claims up to date

Claim Description	Number
Motor vehicle claims – In progress	11
Property Matters – In progress	4

Customer Service

Statistics for the month of:	March 2024
Phones	3988
Counter – Stanthorpe	480
Counter – Warwick	1264
Counter – Allora	69
Customer Service Emails	523
MERIT Requests vi app, web and phone	817

Statistics for the month shown graphically below



Sustainability & Strategy

Asset Management

Open Space, Sport and Recreation Master Plan (OSSPRMP) work has begun with initial working documents being supplied by the delivery partner. The engagement planning has been the focus of the first part of the work. Analysis of the assets against legislation and regulation has validated the Officers view that Council has a greater portfolio than is required.

Project Lifecycle Management (PLM)

The next task of this project is complete with Key User training delivered. The solution will not be rolled out until after this budget cycle to avoid confusion and allow the current cycle to complete without the added complexity of a new process.

Flood Studies

Flood studies continue to be on track. The Department of Transport and Main Roads (TMR) have reached out to engage Council with respect to the potential sharing of the study outcomes as they have funded a program of work titled "TMR Darling Downs District Flood Study". This work will encompass the Southern Downs Regional Council area, essentially adding our modelling to a larger model for the entire Darling Downs Region. The focus of this study is on the movement of freight, where as our study is focused on protecting people and property. Officers are in the process of negotiating data sharing arrangements.

GIS

The GIS team are supporting the many projects requiring data outputs. The extraction of data for external stakeholders is time consuming. Migration to the cloud environment would appear to have transitioned with out issue. The work to manage the volume of data continues.

The GIS have conducted asset surveys to validate the cost of a capitalisation of an asset is not overstated and that the installed assets reflect the cost information provided for capitalisation. This work provides confidence the actual installation and the data provided are aligned, true and correct. The survey was conducted on a set of underground assets, the most difficult to validate.

Project Management Office (PMO)

The Project Management Office continues to deliver outcomes. Some of the projects are coming to their final phases, the PMO are planning the tasking for project delivery betterment across the organisation. The sessions for configuration and training for the TechnologyOne PLM implementation have identified some opportunities to refine the Project Management Framework (PMF).

Financial Services

Finance

- Waste Business price path work is progressing with additional information requested recently. A session will be held with all stakeholders once the draft report is received.
- A draft report has been received for the rating review (high-level). This is currently under review and will be workshopped as part of the budget development process.
- Fuel Tax Credit review stage 2 is on hold due to competing priorities and lack of resources available to collate the required information.
- Work on Fleet rates and Internal Overheads is complete and has been consolidated into the FY24/25 budget development.
- Quarter three budget review has been completed.
- The FY24/25 budget development has been progressing with draft Fees and Charges, Operational and Capital budget ready for review by Departments.
- Valuers for comprehensive revaluation (land, water, waste water, building) and indexation have been appointed with site visits completed with draft reports due by the end of April.

- A comprehensive review of revenue and debtors' processes has been undertaken with the team currently focusing on reviewing draft recommendations.
- Water consumption notices will be issued in early April.

Information Technology

- Council's Business ICT Disaster Response Plan (ICTDRP) and Cybersecurity Incident Response Plan (CIRP) has been finalised. Work on Business Continuity Plans and Sub Plans is still in progress.
- 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 was presented to the IT Steering Committee. Once minor changes are completed this will be finalised via ELT.
- IT Service Management capability review has been completed with a draft report received. The Team will work on implementing the recommendations which will assist in improving service delivery to enhance overall efficiency and effectiveness.
- As per the Tech One CIA Roadmap work is on rolling out Enterprise Asset Management Module (EAM) is continuing. 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 later in the financial year.


March 2024 Reporting - Procurement	
Procurement Stats	
Number of Tenders Released	1
Contract number	Description
23_010A	Register of Pre-Qualified Suppliers for Wet and/or Dry Hire - Refresh of list
Number of Tenders in progress	4
Contract number	Description
24_015	WIRAC Air Handling
24_070	Disposal of Freehold Vacant Land
24_037	Sewer Manhole Rehabilitation
23_010A	Register of Pre-Qualified Suppliers for Wet and/or Dry Hire - Refresh of list
Number of RFQ's Released	5*
Contract number	Description
24_083	Concept Design - Refurbishment of Connolly Dam Outlet Main
24_081	Rehau Raubioxon Replacement Diffusers WWTP
24_077	Design of Warwick Landfill Cell and Design of Warwick Landfill Capping
24_090	Development Assessment and Planning Enquiry Assistance
24_091	Saleyards Operational Review
Number of RFQ's in progress	11
Number of Contract Numbers Issued	10
Number of Purchase Orders Raised After Invoice Date	35
Inductions done	0
*this figure does not include RFQs we have reviewed but were released by other departments	
Projects	

ATTACHMENTS

Nil

INFO REPORT | Stanthorpe Art Gallery

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Community Services Coordinator	ECM Function No/s:

Recommendation

THAT Council receive and note the Stanthorpe Regional Art Gallery Director's Report for March 2024.

REPORT

This report is provided to Council by the Stanthorpe Regional Art Gallery as required by the Memorandum of Understanding with Council.

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 helping 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.

LEGAL / POLICY

Corporate Plan

Goal 1 Our People

Outcome: 1.3 Communities are active, healthy and celebrate cultural diversity.

Objective: 1.3.3 Plan and provide facilities and programs that enable participation in sport, recreation and cultural and community activity.

1.3.2 Partner with sport and recreation stakeholders to encourage active lifestyles.

ATTACHMENTS

1. Stanthorpe Regional Art Gallery Directors Report March 2024



Gallery Directors Report: Director Findlay

Committee Meeting March 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 A Collection of Seasons This will be our opening exhibition. Already online labels written, and Rob Allen has a created a graphic design re hanging with or without the moveable walls.</p> <p>Rob Allen has also begun the work on the celebratory catalogue for the opening. MF is working with RA to have this finished before the end of April. We were successful in our grant application for the Gordon Darling Foundation to fund this publication. The opening of the refurbished gallery and the exhibition A Collection of Seasons will also host several local creative arts individuals and organisations performances in the new space:</p> <ul style="list-style-type: none"> • Stanthorpe Choir • Stanthorpe Junior Choir • Auslan Choir • Occasional Players • Little Theatre 		

	<ul style="list-style-type: none">• MM Dance Studio• Art of Breathing• Poetry• Graniteers• Stanthorpe Pipe band• Occasional Players• Stanthorpe Brass Band <p>We will also be running other public programs such as workshops. Art Talks and Music in the Gallery. All the participants have been contacted and are preparing for the opening.</p>		
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<p>Be a vibrant Community hub</p>	<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.</p> <p>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> <p>Public Programs</p> <ul style="list-style-type: none"> Holiday Workshops details yet to be decided. 	<p>3 & 10 April</p>	<p>J Wilkinson Allen, R Coates, E Hobba, M Findlay B Penrose</p> <p>Tayla & Tully</p>
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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 • 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 Governance and AI Dan McArthur is studying for his Cert 4 In Training and assessment	18 March ongoing	MF DMC
Increase the Gallery's professional standing with the Queensland Arts and Museum network and beyond	Working with AMaGAQ to create PD for AMAGA members and Arts Community	MF	2024

Boutique			
Be economically sustainable	Other Income <ul style="list-style-type: none"> Proposal to change the Trivia night to a Comedy evening Comedy for a Cause Applied to gambling funding for 2024 Art Prize Catalogue Successful grant application 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. 	NYD March 2024	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 Finalised second judge Jessica Bridgfoot Bendigo Art Gallery & Michael Brennan from Noosa Art Gallery Still deciding on a guest of honour. Music in the Gallery	Jan 2024 Dee Booth	

AOB	Extension to Building Delay in Art Gallery finish Working towards preparing for moving in		

0.0 INFO REPORT | Southern Downs Youth Council Meeting - Induction Day

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Sport and Recreation Officer	ECM Function No/s:

Recommendation

THAT Council receive and note the Minutes from the Southern Downs Youth Council Meeting/Induction held on 14 March 2024.

REPORT

Background

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

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

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

Report

On 14 March 2024, the new Southern Downs Youth Council cohort for 2024 met for the first time. The students attended the Induction Day, held at the Stanthorpe Civic Centre from 9.00am to 3.00pm.

The Southern Downs Youth Council discussed a number of topics, listened to a Health & Safety presentation and participated in a number of activities, that are contained in the attached minutes.

LEGAL / POLICY

Corporate Plan

Goal 1 Our People

Outcome: 1.1 Communities trust us to engage with them and advocate on their behalf.

Objective: 1.1.2 Implement effective and genuine community consultation processes that enable participation, engagement and collaboration.

1.1.3 Build confidence in our communities by being visible, empathetic and by actively listening.

ATTACHMENTS

1. Southern Downs Youth Council Minutes - 14 March 2024



Southern Downs *A great place to live, work, play and stay.*
PO Box 26 Warwick QLD 4370
64 Fitzroy Street Warwick QLD 4370
61 Marsh Street Stanthorpe QLD 4380

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

MINUTES OF THE SOUTHERN DOWNS YOUTH COUNCIL

INDUCTION DAY

Held at the Stanthorpe Civic Centre on
Thursday, 14 March 2024

ORDER OF BUSINESS:

1. ACKNOWLEDGEMENT TO COUNTRY, WELCOME AND HOUSEKEEPING	2
2. WELCOME	2
3. HEALTH AND SAFETY INDUCTION	2
4. TIERS OF GOVERNMENT AND PRICIPLES OF LOCAL GOVERNMENT	3
5. COUNCIL MEETINGS AND PROCEDURES	4
6. YOUTH COUNCIL TERMS OF REFERENCE, EXPECTATIONS AND MEETINGS	5
7. YOUTH COUNCIL AND SDRC COUNCIL EXPECTATIONS	5
8. WHAT MAKES A GOOD LEADER VS WHAT MAKES A GREAT TEAM MEMBER	6
9. PEER POWER – LEADING A LEGACY WORKSHOP	8
10. FEEDBACK ON THE 2024 YOUTH COUNCIL INDUCTION DAY	9
11. CLOSE	10

1. ACKNOWLEDGEMENT TO COUNTRY, WELCOME AND HOUSEKEEPING

Sue Organ, Sport & Recreation Officer welcomed everyone to the Stanthorpe Civic Centre and acknowledged the traditional custodians of the land.

Fire evacuation procedures and health and safety processes were also presented to the group.

2. WELCOME

The Sport & Recreation Officer introduced herself and the Coordinator of Community Services, Adrian Green. The students were presented with an Emergency Kit backpack and discussed being prepared for disasters.

Ice Breaker 1

The group were brought together in a circle and played the "Sit Down" game by completing the sentence, "sit down if...". The last person standing was the winner.

Ice Breaker 2

The group was divided into five teams of four. Each team had five minutes to find three things in common with one another e.g. their favourite food, favourite season of the year, favourite movie, birthday month etc. They then presented their common interests back to the entire group.

Ice Breaker 3

The students were asked to imagine they had been banished to a deserted island for a year, and all essentials were provided (like food, water, bed) but they got to choose one song, a book and a luxury item. They had to explain to everyone what they chose and why?

Each year the ice breakers are popular with the students and more are added to each meeting.

3. HEALTH AND SAFETY INDUCTION

Introduction to Risks at Work:

- Who is most at risk?
 - 17 to 24 years
- SDRC Work Health & Safety Policy
 - Shows Council's commitment to safety
 - Sets the basis for accountability throughout the organisation
 - Sets the strategic direction of the Safety Management System
 - Allows for the measurement of the system
- SDRC Work Health & Safety Statement
- SDRC duties
 - Provide and maintain a safe work environment
 - Provide safe plant and structure
 - Provide safe systems of work
 - Provide information and training
 - Monitor health or workers and workplace conditions
- Workers duties
 - Comply with all work health and safety requirements
 - Ensure that all accidents, incidents and hazards are reported
 - Be familiar with the location of first aid and fire protection facilities and the relevant site emergency evacuation procedures
 - Establish and maintain a high standard of housekeeping and cleanliness
 - Take all reasonable care to ensure that no one is put at risk of injury because of your work practice

- Risk Management
 - Why do we manage risk?
 - What is the difference between a hazard and a risk?
 - Identify; Assess; Control
 - Hierarchy of control
- Reporting
- First Aid
 - First aid kits available in all work areas
 - Know who the first aiders are in your work area
 - Know the location of your nearest defibrillator
 - Know where you are (000 Location Card)
- Electrical Safety
 - Ensure all portable electrical equipment is tested and tagged
 - Do not use double adaptors or multiple extension leads
 - Isolate and report any faulty electrical equipment
 - If you come across a fallen powerline, call 000 immediately
- Emergency Response
 - Medical emergency, suspicious package, bomb threat, armed robbery, hazardous chemicals, fire, shelter in place

At the conclusion of the Health & Safety induction the students were shown a video, about Jason's story. Jason was just 20 years old when he got a new job on a construction work site. Jason's story is told by his devastated parents and siblings, where he was electrocuted on the job working in unsafe conditions.

The meeting adjourned at 10:30am for morning tea and resumed at 11:00am.

4. TIERS OF GOVERNMENT AND PRICIPLES OF LOCAL GOVERNMENT

The three Tiers of Government were discussed - Federal, State/Territory and Local Governments.

The Principles of Local Government were discussed and presented to the students:

Local Government Principles underpin the Act

1. To ensure the system of local government is accountable, effective, efficient and sustainable, Parliament requires:
 - a. anyone who is performing a responsibility under this Act to do so in accordance with the local government principles; and
 - b. any action that is taken under this Act to be taken in a way that –
 - i. is consistent with the local government principles; and
 - ii. provides results that are consistent with the local government principles, in as far as the results are within the control of the person who is taking action
2. The local government principles are:
 - a. transparent and effective processes, and decision-making in the public interest; and
 - b. sustainable development and management of assets and infrastructure, and delivery of effective services; and
 - c. democratic representation, social inclusion and meaningful community engagement; and
 - d. good governance of, and by, local government; and
 - e. ethical and legal behaviour of councillors and local government employees.

The students were informed that SDRC want to engage with young people, hear their views and encourage participation and discussions throughout the year.

5. COUNCIL MEETINGS AND PROCEDURES

The types of Council meetings were presented to the group:

Types of Meetings

There are five possible types of meetings each month that Councillors are required to attend:

Statutory Meetings

- a. Ordinary Council Meeting

Other Meetings (Non-Statutory)

- b. Special Council Meetings
- c. Information Sessions
- d. Councillors Workshops
- e. Professional Development / Councillors Discussions

It was suggested that information discussed at Youth Council meetings could be presented back to the schools via Student Councils, school assemblies and year level meetings.

Ordinary Council Meetings:

- Southern Downs Regional Council meetings are conducted monthly.
- The ordinary meetings are rotated between the Warwick and Stanthorpe Chambers, and live-streamed on Council's Facebook page.
- Except when invited to do so by the Chair, a member of the public shall not take or attempt to take part in the proceedings of a meeting.
- A schedule of meeting dates is published each year.
- The meeting agendas are made available to the public for inspection prior to the meeting dates (at the Council offices and online).
- The minutes of each meeting are made available for inspection by the public within 10 calendar days after the meeting (at the Council offices and online).

Address and Behaviour at Council Meetings:

- The Mayor should be addressed as: "Mr Mayor" or "Madam Mayor".
- The Chairperson (generally the Mayor) will ensure that:
 - only one (1) person speaks at once during a Council meeting;
 - all persons attending the meeting do not unduly disrupt when others are permitted by the Chairperson to address a meeting;
 - all authorised persons are given an equal opportunity to address the meeting generally in the order of request.
- In addressing Council, Councillors and other persons shall at all times:
 - speak through the Chairperson – and generally commence with "through you Mr Mayor or through you Madam Mayor";
 - show appropriate respect and observe the ruling of the Chairperson; and
 - use the appropriate mode of address to the Mayor, Deputy Mayor, fellow Councillors, employees of Council and members of the public in attendance.
- Generally, all persons:
 - shall raise their hand to speak and wait to be called upon by the Chairperson;
 - stand when speaking at a meeting unless otherwise directed or invited by the Chairperson;
 - are expected to conduct themselves in a responsible and respectful manner; and
 - shall refrain from the use of offensive or inappropriate words/language in reference to any Councillors, employees of Council and members of the public.

6. YOUTH COUNCIL TERMS OF REFERENCE, EXPECTATIONS AND MEETINGS

Terms of Reference – Purpose:

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

The Southern Downs Youth Council program aims to provide young people with opportunities to:

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

Schedule of Meetings 2024

Term	Meeting Description	Meeting Date/Time
Term 1	SDYC Meeting 1	Thursday 18 April 2024 from 9.30am to 12.30pm Warwick Town Hall
Term 2	SDYC Meeting 2	Thursday 6 June 2024 from 9.30am to 12.30pm Stanthorpe Civic Centre
Term 3	SDYC Meeting 3	Thursday, 22 August 2024 from 9.30am – 12:30pm Warwick Town Hall
Term 4	SDYC Meeting 4	Thursday, 17 October 2024 from 9:30am – 12:30pm Stanthorpe Civic Centre

7. YOUTH COUNCIL AND SDRC COUNCIL EXPECTATIONS

The students were then asked to discuss the below questions and provided their answers:

COUNCIL EXPECTATIONS What do you think Council's Expectations are of you, the Youth Council?	YOUTH COUNCIL EXPECTATIONS What do you expect from one another as a Youth Council member?
<ul style="list-style-type: none"> - Contribute - Give feedback on current issues - Respectful - Kind - Express ideas of peers - Give positive feedback / constructive criticism - Upholding good values in the community - Show up - Interacting with guest speakers - Open to other ideas even if you don't agree - Discuss issues both before, during and after meetings - Honesty 	<ul style="list-style-type: none"> - Work positively with others - Respect others values - Listen and contribute - Be inclusive - Move outside comfort zone - Compromise with each other - Confident about ideas - Teamwork - Ask questions if unsure - Honesty - Make an effort to communicate with others - Raise concerns - Be nice/courteous - Be friendly/get along

<ul style="list-style-type: none"> - Report back to school communities - Be an active member - Listen to one another - Provide suggestions - Interact - Join in - Complete tasks - Attend meetings - Communicate 	<ul style="list-style-type: none"> - Try our best - Be inclusive - Get out of your comfort zone - Positive attitude - Cooperation - Be reasonable and considerate - Debate positively - Communicate
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8. WHAT MAKES A GOOD LEADER VS WHAT MAKES A GREAT TEAM MEMBER

The students were then asked makes a good leader versus what makes a great team member. Their answers are provided below:

WHAT MAKES A GOOD LEADER?	WHAT MAKES A GREAT TEAM MEMBER?
<ul style="list-style-type: none"> - Willing to take charge - Don't think they are better than everyone else - Positive mindset - Open minded - Approachable - Communication skills - Listens - Cares - Can use their voice - Willing to do what is right - Encourages others - Organised - Ability to step back - Someone who listens - Brings the group together - Treats everyone equally - Willing to admit when they are wrong - Morals and values - Communication skills - Deal with problems even when it is hard - Steps out of their comfort zone - Inclusive - Kind - Transparency - Willing to change - Positive influence - Understanding - Share information - Open to others opinions - Respectful - Accepting - Contributes - Acknowledges - No favouritism - Diffuse situations 	<ul style="list-style-type: none"> - Willing to contribute - Help one another - Listen - Gives everyone a voice - Does their load of the work - Dedication - Provides feedback - Respectful - Positive - Ability to compromise - Accepts ability of others - Helps and encourages other to become leaders - Asks questions - Understand everyone has different values - Participates - Teamwork - Transparent - Idea sharing - Willing to admit when wrong - Contribute - Understanding - Engaged - Challenges ideas (respectfully) - Do your best - Help others find their voice

**WHAT ARE YOU MOST LOOKING FORWARD TO
BEING A YOUTH COUNCIL MEMBER IN 2024**

- Being a loud and active voice for Killarney
- Showing up and being part of the wider Southern Downs community
- Going to events to help Southern Downs Regional Council
- Making a difference for young people in the region
- Being a voice for young people
- Getting to know more people
- More involvement in the community
- Excited to work with students from other schools
- Giving my opinion
- Getting to know my fellow Youth Council members
- Bring forward issues
- Make change
- Ability to make a difference
- Ability to express my opinions
- Ability to contribute
- Helping Southern Downs Regional Council at events
- Gain leadership skills
- Making new friends
- More leadership opportunities
- Share my point of view
- Bring new ideas to the group
- Attending next meeting
- Speaking at Southern Downs Regional Council Civic Events
- Discussing issues that are relevant to young people
- Working with other Youth Council members
- Participating in community events
- Getting involved

9. PEER POWER – LEADING A LEGACY WORKSHOP

Peer Power facilitated the afternoon session for the Youth Council with a lively combination of information and interaction. The workshop allowed the students to think through the expectations they had set in the morning session and to share their knowledge moving forward as a Youth Council member.





Leading a Legacy

Building Greater S.D.R.C. Community



PPA Whiteboard/Butchers Paper



14th Mar
2024



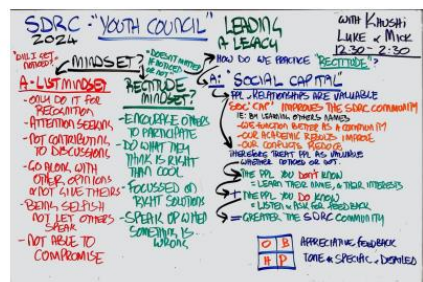
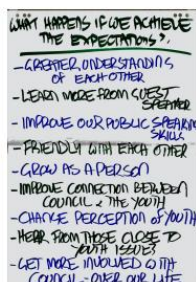
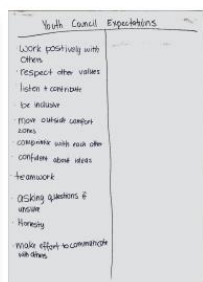
Southern Downs
Regional Council



Year
10's

We're adolescentologists @ Peer Power
(those who study to understand adolescents)

We aspire to learn with & from you, so that what we have
learnt in our lives can be available to you.



SESSION OUTLINE

The primary goals of the session were to enable students to:

1. Develop their awareness and capacity to lead a **Legacy** (What happens if SDRC achieves the expectations?)
2. Experience the difference between 'saying the right thing v doing the right thing'.
3. Understand the difference **mindset** approaches to leadership - 'A-List' (wanting to be noticed) v 'Rectitude' (doesn't matter if noticed or not).
4. Consider the benefits of leading a legacy based on Robert Putnam's **Social Capital**, (communities improve by simply learning others names, the community functions better, academic results can improve and conflicts reduce).
5. Practice the skills of adding value to those they **don't** know through learning name recall techniques and exploring the interests of others through face to face conversation
6. Explore skills that add value to those they **do** know by creating openness in their relationships via appropriate disclosure and appreciative feedback in order to build a **greater community**.

GLOSSARY OF TERMS

- **Leadership:** the deliberate choice to take responsibility and the initiative to inspire others to realise their potential and capacity individually and collectively within the community.
- **Legacy:** what others will say about you, your character, how you've impacted the Southern Downs community in your year on the council and afterwards.
- **Mindset:** the way in which one approaches their legacy as a member of the Youth Council.
- **A-List:** "will I be noticed?" or "I never get noticed"
- **Rectitude:** Doing the right thing because it is right and not because people will notice
- **Social Capital:** People and Relationships are valuable. The more you add value to people you don't know and the more you add value to the people you do know will create a greater community
- **Disclosure:** The act or an instance of exposure; revelation.
- **Johari Window:** Window for seeing your relationship with others.
- **Appreciative & Growth Feedback:** A specific and detailed response to a particular process or activity for the person's encouragement & growth.

RESOURCES

Swinburne Loneliness survey [Swinburne Loneliness Survey](#)
Robin Dunbar Professor of Evolutionary Psychology University of Oxford [Dunbar Friendship Circles](#)

"Legacy is not leaving something for people. It's leaving something in people."

Peter Strople

"Legacy. What is a legacy? It's planting seeds in a garden you never get to see."

Lin-Manuel Miranda

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10. FEEDBACK ON THE 2024 YOUTH COUNCIL INDUCTION DAY

Prior to the completion of the Induction Day the students were asked to provide their feedback and suggest any improvements.

FEEDBACK:

- Good to learn more about Youth Council
- Focus on getting to know one another was beneficial
- Ran smoothly
- Enjoyable to get to know peers
- Gained confidence talking to new people
- Ice-breakers were fun
- Enjoyed learning about roles and what values we can show
- Enjoyed all the activities, talking to people and the food
- Peer Power workshop
- Food was amazing
- Health and Safety video got the message across
- Ice-breakers were fantastic
- Very enjoyable experience and a pleasant surprise
- Going outside to eat, allowed us to get to know one another in the breaks
- Interesting and fun to be a part of
- Good to pull everyone together
- Safe environment
- Love the speakers

IMPROVEMENTS:

- More moving around activities
- More activities working together
- More ice-breakers
- More stretch breaks
- Sit on chairs in a circle (impractical sitting on the floor for the first ice-breaker)
- More get to know you ice-breakers/games
- Get rid of U-shaped tables as felt too formal
- Seating felt too much like a business setting

11. CLOSE

The students were thanked for their time and valuable contributions to the Induction Day.


The first official Southern Downs Youth Council Meeting for 2024 will be held on Thursday, 18 April 2024 at the Warwick Town Hall from 9.30am to 12.30pm, where the students will be presented with their name badges.

Parents and guardians will be invited to attend the presentation and stay for morning tea. Then the formal part of the meeting will commence.

The meeting closed at 2:55pm.

Infrastructure Services Monthly Status Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	A/Director Infrastructure Services	ECM Function No/s:

Recommendation

THAT Council receives and notes the Infrastructure Services Monthly Status Report for March 2024, dated 19 April 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

- Stanthorpe streetscape works have commenced with the March program focused on drainage and road works.
- Contractors continue work on Ablution Facility refurbishment across 4 sites with work due for completion by June 2024.
- REPA (Reconstruction of Essential Public Assets) for all events up to the May 2022 event is programmed for completion in April 2024. The final betterment projects are programmed for completion in April and May. All acquittals for the 2020 Submission have been assessed and funds received. Acquittals for the subsequent events are advanced as detailed in the Flood Recovery Program Report.
- Emergent Works and REPA damage assessment are well underway for the January 2024 activated Flood Event.
- Commencement of the Southern Downs Regional Council's (SDRC) reseal program has begun after a delayed start due to wet weather.
- Smart Meter installation in Warwick continues in Warwick. Significant water leaks and resulting water savings continue to be identified with the Customer Liaison and Education Officer successfully advancing the benefits.
- Toowoomba to Warwick Pipeline project working groups continue to meet at regular intervals to progress design and operational processes. Formalisation of agreements will commence over coming months.

Risks

- Contract Variations for additional works for Smart Meter installations relate to size variation, relocation and repair of existing meter installations as the contract proceeds. Works are undertaken in accordance with the agreed schedule of rates with variations to the project of \$558,000 to date. Based on the level of approved work delivered to date, it is anticipated that additional approved work in the order \$1M will be directed over the course of the project. The Smart Meter Project cost anticipated remains well within the funding approved.

- Ongoing stakeholder engagement remains essential to avoid negative impacts of the CBD Crossings Project.
- TMR final approval of pedestrian crossing lighting specification is yet to be received for the Stanthorpe Streetscape project
- With REPA works delivery ending close to EOFY, complementary works funding commitment for at risk scope changes will not be finalised until early 2024/25.
- Staffing shortages and recruitment impact current available internal resources and to some degree external resources.

WORKS

Maintenance and Operational – see Attachments

1. Works Department Monthly Report – 28 March 2024
2. 23-24 Works Department CAPEX Financial Report 2024-03–28
3. Flood Recovery Program – GenEng Progress Status Report 28 March 2024

PARKS AND OPERATIONS

Parks & Operations Capital Projects Monthly Report – April 2024 – see Attachment 4

WATER

Capital Projects

- 01/24 installation of Smart Meters commenced in Warwick in January 2024. This is progressing really well with no issues to date and good progress being made. The Customer Liaison and Education Officer (CLEO) started in January 2024 and is performing well, already familiar with the project and has had several successful customer encounters. 02/24 The CLEO is now able to provide the statistics regarding the project. 03/24 For March 2024 these are as follows:-
 - New smart meters installed in Warwick: 722 (total 2426)
 - Leaks ceased over March: 93
 - Potential kL water saved over a year: 56,178
 - Potential saving to the customers over a year: \$160,000
 - Customer registrations onto the portal in March: 108 (total 212)The CLEO has had several phone calls back thanking him, as the customers were unaware of the leaks and it will be a large saving to them.
- Unity Water project for monitoring SDRC's DMA Smart Meters in Stanthorpe for one year and providing reports on potential issues. 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 repaired their leak with minimal damage to the piazza area. 02/24 There have been issues with the calibration of the Takadu model, which they are trying to resolve. This is hampering getting good data from the model. 03/24 No update at this stage.
- 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 "as for construction drawings" to allow the construction to begin. 01/24 The Contractor has ordered the tanks. 02/24 The lead time on the tanks is 12 weeks and this will delay completion of the project. 03/24 EOT (Extension of Time) with Department for grant funding approved to 30 September 2024. All easements' applications finalised. Finalising design changes with Design Consultant and Contractor to improve constructability and meeting TMR requirements.

TMR negotiations underway (Project Manager awaiting outcome of negotiation between SDRC's A/DIS and TMR).

- Market Square Rising Main Replacement Contract. 01/24 Construction has commenced. The draft design has been received and is being finalised. 02/24 To date 1 km of pipeline has been installed. This has been hampered by location of unknown services and other impediments as well as hitting rock in some locations. 03/24 The crossing under the Condamine River along Fitzroy Street road reserve was not successful, looking at options to progress this. Contractor to bore on a different alignment at a shallower angle to avoid river cobble while maintaining enough cover to prevent fracking. Approximately 1.5 km main installed along Victoria Street and Wentworth Street.
- ALARP (as low as reasonably practicable) Study for Connolly Dam. 02/24 The Consultant has commenced the hydrology update. They have reviewed the access to the crest and the spillway for future testing equipment and found a driller that has tracked vehicles so that no upgrades to the track are required. The Dam Regulator requires a final Safety Review Report to be submitted by 31 December 2025. This deadline has been confirmed with the Consultant. Funds required for studies required by the Regulator will be sought in the 2024/25 budget. 03/24 Consultants progressing the studies. The additional drilling required will be complete by the end of June 2024.
- The T2W (Toowoomba to Warwick) Pipeline Project. O&M (Operations and Maintenance) monthly meetings continue. Costings on various scenarios and the maintenance implications are being developed as well as trigger points for utilising the various sources in the event of a drought. Considerations include pipeline material selection, specification for the Allora reservoir and operating the Allora bores independently of the T2W pipeline. 03/24 The outcomes of the trigger report have been shared with the wider group. The pipeline material from Greenmount to Logan Road has been determined to be DICL (Ductile Iron Concrete Lined). This could have significant operational/ maintenance cost implications for SDRC. The Allora reservoir will not have a roof.
- 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 (Warwick to Stanthorpe) pipeline will also proceed. There was strong community support for farm dam evaporation covers and expansion of recycled water schemes.
- Leslie Dam Delivery Main. SDRC will start the procurement of materials as there are some very long lead times for some items, particularly the pipes. 02/24 The design is well advanced and SDRC will order the bulk of the materials as soon as a list is received from the Consultant on quantities. Due to the size of this project it will be carried over into the next financial year. 03/24 The Consultant has provided the materials schedule and these are now being procured.
- Stanthorpe STP (Sewerage Treatment Plant) Upgrade. 01/24 Council approved the design at the Ordinary Council Meeting held on 13 December 2023 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. 02/24 The Regulator has provided no feedback on the concept design report but has provided a date of the meeting in early March 2024. 03/24 A meeting was held with the Regulator and they provided the pathway for applying for a revised Environmental Authority. They requested additional information before commenting on the design and this has been provided to them.
- Morgan Park Recycled Main Project. 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. 02/24 Construction is progressing in line with the Contractor's timeline. 03/24 The project is progressing well and 1.7 km recycled main from Kenilworth Road to Morgan Park reservoir has been laid and tested. Concrete hardstand and crossover completed. Shed slab poured ready for the shed to be built. Access road to filling station installed and sealed.

- 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. 02/24 Due to internal discussions on some departures supplied in the Tenderer's submission the award has been delayed. The design of the pipeline as well as the track and platform are complete. 03/24 The contract has been sent to the reservoir supplier for signing. Construction of the delivery main should start in early April 2024.
- Connolly Dam Inlet Project. 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. 02/24 Contract being prepared to be sent to the Contractor.
- 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. 03/24 The program for the works has been received and the Contractor will start on site in May 2024.

Update on Drought Resilience Project

	Project Objective	Status Update
Activity 1	Developing water supply from bores in the Cunningham Alluvium to Warwick	Complete.
Activity 2	Development of the Allora Borefield (Dalrymple Creek Alluvium)	Complete.
Activity 3	Water supply from Connolly Dam to the Warwick Water Treatment Plant (WTP)	Complete.
Activity 4	Blending and Pre-treatment Facility - Warwick WTP Upgrade	Concept design is complete, commencing with the detailed design.
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 has awarded the contract and the Contractor will commence purchase of the necessary equipment. 02/24 Contractor purchasing materials. 03/24 Project progressing within approved timeframe.
Activity 6	Investigation of market availability of groundwater entitlements, test bore locations and system integration	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 – 28 March 2024
2. 23-24 Works Department CAPEX Financial Report 2024-03-28
3. Flood Recovery Program – GenEng Progress Status Report 28 March 2024
4. Parks & Operations Capital Projects Monthly Report – April 2024

Works Department Monthly Report INFRASTRUCTURE SERVICES DIRECTORATE



Report Date:	28 Mar 2024	Reporting Period:	28 Feb 2024 to 28 Mar 2024
Link for Current and Future Road Works: Current and Future Road Works - Southern Downs Regional Council (sdrcl.qld.gov.au)			

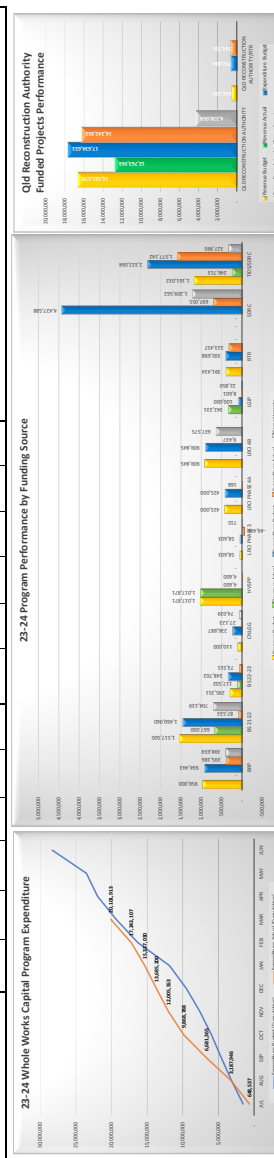
1.	Highlights and Achievements	<ul style="list-style-type: none"> Emergent works from January 2024 flood event progressing, to be completed prior to end April 2024 Works in progress photographs: <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><i>Fairbanks La floodway completed</i></p> </div> <div style="text-align: center;">  <p><i>Homestead Rd bridge progressing</i></p> </div> </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><i>Connells Bridge Rd floodway progressing</i></p> </div> <div style="text-align: center;">  <p><i>Stanthorpe Streetscape progressing</i></p> </div> </div>
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2.	Priority issues of importance	<ul style="list-style-type: none"> ○ Resealing program has been delayed due to wet weather. ○ Community engagement in progress for the delivery of the Warwick CBD crossings. ○ Dealing with ongoing customer complaints with regards to the January 24 rainfall event. ○ Cheese Factory Road along the flood plain section was in a severe damaged state, temporary repairs conducted to rip and relay to unsealed condition as per Roads Asset Management Plan. ○ Capital funds (Betterment) required for downstream scour on Womina Willowvale Road due to consistent scouring due to wet weather. ○ Condamine River Road Working Group Meeting Coordination in progress.
3.	Brief Progress of Works	<ul style="list-style-type: none"> ○ Capital Works Planning and Delivery <ul style="list-style-type: none"> ○ Resheeting program in progress, but delayed due to wet weather. ○ Unsealed roads asset condition data received and team prioritising a works program for FY24-25. ○ Delivering the Stanthorpe Streetscape project on behalf of the Parks and Operations Department. ○ Warwick CBD Crossings project community awareness campaign commenced with Works commencing late April 2024. ○ Old Stanthorpe Road drainage improvements commencing 2 April 2024. ○ Roona Road culvert replacement scheduled for April 2024. ○ Road Maintenance Performance Contract (RMPC works) <ul style="list-style-type: none"> ○ Repairs are ongoing on the network with Roadtek contributing to REPA works on our RMPC network. ○ Asphalt repair works programmed but wet weather has impacted progress. ○ Culvert scour on Yangan-Killarney Road, Danderoo: A temporary repair has been placed before a permanent fix is applied, design received from TMR, awaiting crew availability. ○ Operational Activities <ul style="list-style-type: none"> ○ North: Routine grading program interrupted due to January 2024 flooding. ○ South: Routine grading and maintenance program in progress. ○ Footpath replacement at Grafton St bridge completed. ○ Road pavement repairs around school zones will be the priority during school holidays. ○ Flood Recovery <ul style="list-style-type: none"> ○ Stabilisation contract – Freestone Road completed, Jack Smith Gully Road, Willowvale Road, Mount Marshall-Clintonvale Road commenced. ○ Wheatvale Plains Road commencing 2 April 2024. ○ Fairbanks Lane floodway completed.
4.	Safety Concerns	<ul style="list-style-type: none"> ○ Ongoing challenges to recruitment and ensuring safe worksites. ○ Random traffic control audits being conducted to improve safety systems with ongoing monitoring required.
5.	Gravel Quarry Pits	<p>No Further Updates</p> <p><i>A project to investigate the viability of sourcing gravel from private properties / private quarries has been undertaken. A summary of project progress is provided below:</i></p> <ol style="list-style-type: none"> 1. <i>Three pits Swanfels, Greymare & Glen Aplin have been nominated for further investigation.</i> 2. <i>The Development Assessment was undertaken externally.</i> 3. <i>The outcome was that Swanfels pit and Greymare pits were viable considering planning requirements. The Glen Aplin pit was not viable.</i> 4. <i>The next step is to confirm that the landowners are still willing to proceed.</i> 5. <i>Tests will then be conducted to gauge the quality and extent of the product.</i> 6. <i>Further investigation required to identify a pit near Stanthorpe.</i> 7. <i>Greymare pit will require a Development Application.</i> 8. <i>Swanfels pit will not require a Development Application.</i> <p><i>Periodic monthly updates will be provided on this subject as it progresses.</i></p>

6.	Resourcing	<ul style="list-style-type: none"> Currently 16% positions vacant with ongoing coordination to ensure teams are working safely and efficiently which is putting pressure on supervisors and staff especially in recruitment.
7.	Key Budgetary Concerns	<p>Capital Budget:</p> <ul style="list-style-type: none"> Quarter 3 Budget Review completed. Draft FY24-25 capital projects budget bid completed for ELT and Council consideration. <p>Operational Budget:</p> <ul style="list-style-type: none"> Quarter 3 Budget Review completed. Bridge/culvert repair allocation will need to be increased to complete two timber bridge repairs on Ellinthorp-Hendon Road, Talgai and Lairds Lane, Yangan. Draft FY24-25 operational project submitted for ELT and Council consideration.

ATTACHMENTS

- 23-24 Works Department CAPEX Financial Report 2024-03-28
- Flood Recovery Program – GenEng Progress Status Report March 2024



Project Status Report



PROJECT: SDRC 2020, 2021, 2022 & 2024 DRFA PROGRAMS (6)

REPORT NUMBER	41	REPORT DATE	28 March 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 22 March 2024
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. – Only one submission remains for acquittal. QRA has advised this is imminent – Actual expenditure for this event excluding CDO is \$7,295,803. – REPA Income received so far \$6,164,702 – \$752,000 TIDS allocation not included in total income from the program <p>November 2021 Submissions</p> <ul style="list-style-type: none"> – All works are complete – The current value of the November 2021 REPA and Betterment program is estimated to be \$4.1M. – All but 3 submissions have been lodged for acquittal with QRA. The final 3 submissions for betterment work will be prioritised for closeout once costs are finalised. – First 2 acquittals received this week. <p>Feb & May 2022 Submissions</p> <ul style="list-style-type: none"> – The value of all funding programs for combined Feb and May 2022 events is currently estimated at \$40.3M. A further \$1.4M has been set aside for complementary work.

SDRC – DRFA Program | Status report 28 March 2024

Report Period	Up to 22 March 2024
	<ul style="list-style-type: none"> – The grading program of the February 2022 event is largely complete with just 2 roads remaining. Condamine River Road and Adjinbilly Road – The sealed pavement rehabilitation program is complete including final seals. – 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 remain the priority now for closeouts. – 5 betterment submissions have been approved under the 2022 events. 2 of 5 of these submissions has been completed to date. The other 3 betterment projects of Connells Bridge Road and Wheatvale Plains Road are programmed for completion in April & May and Charleys Gully is the last site from the other submission. . <p>January 2024 Submissions</p> <ul style="list-style-type: none"> – Council has now been activated for Counter Disaster Operations, Emergency Works and Restoration of Essential Public Assets under the Ex-TC Kirrily event. The EW response is well underway with grading and silt removal activities taking place throughout the northern part of the region. At this time the event appears quite minor in comparison to previous events and isolated to the north. – EW and REPA damage pickup is ongoing. – Photographic capture of unsealed roads has been completed in the northern part of the region. It is not planned to undertake this process in the south as advice is the damage is inconsequential in this area. <p>Delivery</p> <ul style="list-style-type: none"> – Emergent Works grading and silt removal is underway for the Jan 24 event. – Unsealed road grading remains on 2 roads. Physical completion of these roads is expected by late April 2024. – Connells Bridge and Wheatvale Plains Road betterment project contract awarded to Bellrise and have commenced in February. Connells Bridge Road will be completed first, with Wheatvale to follow. – Stabilising works are well advanced. Lyndhurst Lane, Freestone, Freestone Creek and Jack Smith Gully are complete. Willowvale, Swanfels, and Mount Marshall – Clintonvale the final roads to finish. Planned for April completion. – Doyles Road (Clintonvale) to be delivered by day labour in April – Charleys Gully Road to be delivered by Contract in April
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.

SDRC – DRFA Program | Status report 28 March 2024

Report Period	Up to 22 March 2024					
	<ul style="list-style-type: none"> – 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. – Activation of CDO, EW and REPA for the January 2024 Ex-TC Kurrily Event 					
Forecast Activities	<ul style="list-style-type: none"> – Monthly claims to QRA. – SDRC reporting. – Submission closeouts with QRA. – Unsealed roads delivery, 2 roads remain. – Finalising minor structure works – Stabilising contract – Wheatvale betterment 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	\$6,164,702
	Nov 21	\$3,923,341	\$152,741	\$171,500	\$4,094,841	\$3,231,542
	Feb 22	\$11,105,687	\$684,802	\$1,597,679	\$12,703,366	\$10,124,556
	May 22	\$20,159,770	\$4,024,416	\$4,927,105	\$25,086,876	\$17,099,739
	TIDS	\$454,745	\$1,306,000	\$1,306,000	\$1,760,745	\$0
	LRCI	\$1,564	\$781,000	\$781,000	\$782,564	\$0
	Jan 24	\$136,599	\$391,256	TBD	TBD	\$0
	TOTAL	\$52,177,069	\$7,336,265	\$9,313,284	\$61,490,353	\$45,290,437
	<ul style="list-style-type: none"> – The above includes Emergency Works and Immediate Reconstruction Works expenditure. It also includes TIDS and LRCI funding used to facilitate complementary stabilisation work alongside REPA on select roads. – See attachment for more detailed financials and forecasts. 					
Critical Issues/ Delays/ Concerns	<ul style="list-style-type: none"> – Initial assessment of the impacts from Ex Tropical Cyclone Kurrily 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 will be many 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 – 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 					


SDRC – DRFA Program | Status report 28 March 2024

Report Period	Up to 22 March 2024
	<p>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.</p>
Attachments	<p>– SDRC DRFA QRA Submission Report March 2024.</p>

PARKS & OPERATIONS CAPITAL PROJECTS MONTHLY REPORT - APRIL 2024							
Project	Total Project Funding	Full Year Expense Budget	Year to Date Expense Actual	Commitments	Actual + Commitments	Expense Variance (Budget less Actual+Comms)	Comments
101240 - Plant Replacement Program	\$6,701,319.00	\$6,701,319.00	\$1,712,681.00	\$2,216,264.00	\$4,029,945.00	\$2,027,274.00	Procurements against the 2024 programs are well underway.
101401 - Starhorse Atrioscape	\$1,093,904.00	\$992,082.00	\$1,087,251.00	\$1,047,760.00	\$479,213.00	\$512,813.00	Project being progressed. Extensive community and tender engagement and communication progressing.
102610/102608 - Council depots refurbishment and improvements	\$246,000.00	\$207,067.00	\$1,120.00	\$12,250.00	\$15,370.00	\$191,697.00	Project being realigned for internal delivery, for design and construct tender to be released before end of financial year
102605 - Regional UDF Projects - Dalveen	\$120,000.00	\$107,251.00	\$3,484.00	\$100.00	\$3,586.00	\$103,665.00	Design and Construct contract awarded and construction to be completed before 30 June 2024.
102613 - Macgregor Park Ablution Refurbishment	\$250,000.00	\$239,357.00	\$3,411.00	\$767.00	\$4,178.00	\$235,079.00	Design and Construct contract awarded and construction to be completed before 30 June 2024.
102607 - Brock Park Redevelopment	\$425,000.00	\$407,787.00	\$3,926.00	\$48.00	\$3,974.00	\$403,813.00	Design and Construct contract awarded and construction to be completed before 30 June 2024. Demolition work commenced.
102608 - Playground Management Program	\$120,000.00	\$120,000.00	\$0.00	\$0.00	\$0.00	\$120,000.00	LCI 1 Funding approved. Priority sites identified from external playground audit
102609 - Building upgrade/Replacement	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	Funding assigned to supplement Admin Building refurbishment works
102690 - Park Amenities/Safety Improvement	\$80,000.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	LCI 1 Funding approved. Funding allocation review underway
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 before 30 June 2024. Consultation undertaken with community groups to fine tune deliverables and align with site requirements
Warwick Admin Building Chambers roof and ceiling repairs	\$100,000.00	\$100,000.00	\$1,799.00	\$1,327.50	\$1,348.30	\$34,483.00	Work completed early April 2024. Funding adjustment not yet showing.
102715 - Warwick Dog Off Leash Area (DOLA)	\$135,000.00	\$135,000.00	\$91,130.00	\$425.00	\$91,555.00	\$125,465.00	RFQ released for construction of the DOLA. Review of scope and budget underway to align with likely escalated costs
102685 - Fleet GPS/Telematics Upgrade	\$52,000.00	\$52,000.00	\$0.00	\$7,000.00	\$7,000.00	\$45,000.00	Tender documents being finalised for release to market in May 2024.
102711 - Water Truck Replacement	\$380,000.00	\$380,000.00	\$0.00	\$0.00	\$0.00	\$380,000.00	Trucks ordered and new water tank units will be procured in new financial year once the new contract is awarded to the preferred supplier.
102713 - Trimble GPS Grade Control Equipment	\$300,000.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	Tender documents and detailed specification requirements under development
TOTAL	\$10,396,956.00	\$10,208,916.00	\$1,906,214.00	\$9,380,998.00	\$5,216,310.00	\$4,922,674.00	
OPERATIONAL PROJECTS							
TOTAL							

0.0

Planning & Environment Monthly Status Report

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 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

- The development of the new Local Government Infrastructure Plan (LGIP) is continuing, with the associated planning assumptions completed.
- The Planning Services team attended a session conducted by Colin Biggers & Paisley Pty Ltd on Reasonable and Relevant conditions.

Built Environment

- On 14 March 2024 representatives from the Queensland Building and Construction Commission (QBCC) attended the region and met with Council Officers to provide updates, particularly in relation to pool inspectors. Council has respectfully requested that the QBCC certification team also visit Council to discuss some keys matters in relation to certification services.
- Council's building certifiers are attending a webinar series conducted by Timber Queensland relating to Understanding structures; Bracing; Tie downs; and Member sizes.
- The backflow prevention register program is continuing with 378 devices now tagged and 272 devices which have been previously identified.
- Joshua Wingett has joined the Planning & Development team on 9 April 2024 as a Plumbing Inspector.

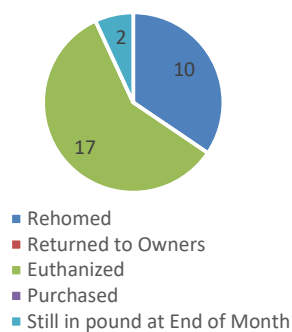
Environmental Services

Local Laws

<u>Animal Pound Data</u>	Total	Returned to owner	Rehomed	Euthanized	Purchased	Still in pound at End of Month
Cats						
Warwick	18	0	4	13	0	1
Stanthorpe	11	0	6	4	0	1
Total	29	0	10	17	0	2
YTD	299	13	119	146	1	20
Dogs						
Warwick	30	4	17	2	3	4
Stanthorpe	10	5	4	0	1	0
Total	40	9	21	2	4	4
YTD	329	122	128	23	8	48
Other animals						
Total	4					
YTD	15					

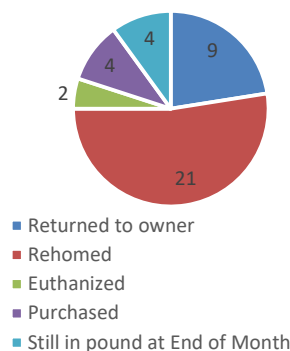
Cat Statistics from Warwick and Stanthorpe Pounds March 2024

Total Cats Impounded= 29



Dog Statistics from Warwick and Stanthorpe Pounds March 2024

Total Dogs Impounded= 40



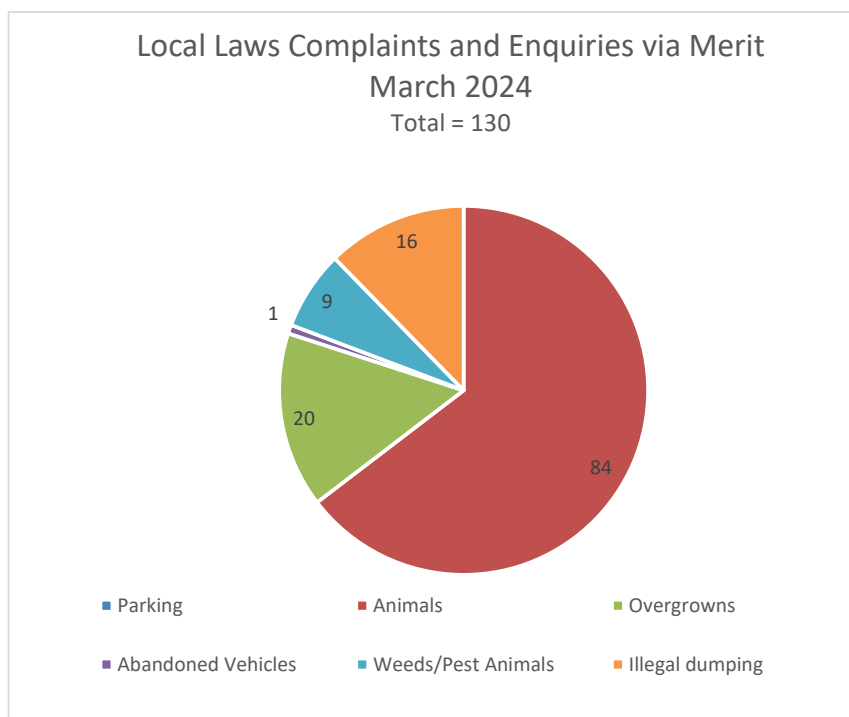
<u>Notices Issued</u>	Total	Animals	Overgrowns/ Unsightly	Parking	Approved Inspection Program
Infringement notices	13	12	1	0	0
Compliance notices	15	15	24	0	53
YTD	845	285	99	9	450

<u>Roadside Spraying Activity</u>	Total
Kms roadside sprayed	75
YTD	1489

<u>Wild Dog Bounties</u>	Total	Male	Female	Budget spent	% annual budget
Bounties Paid	52	29	23	\$5400	18%
YTD	240	115	125	\$23,900.00	79.7%

<u>Baiting Activities</u>	Total	YTD
Total baits injected	76	5560
Number of properties covered by baits injected	2	102

Complaint and Enquiry Summary



Other Tasks Completed

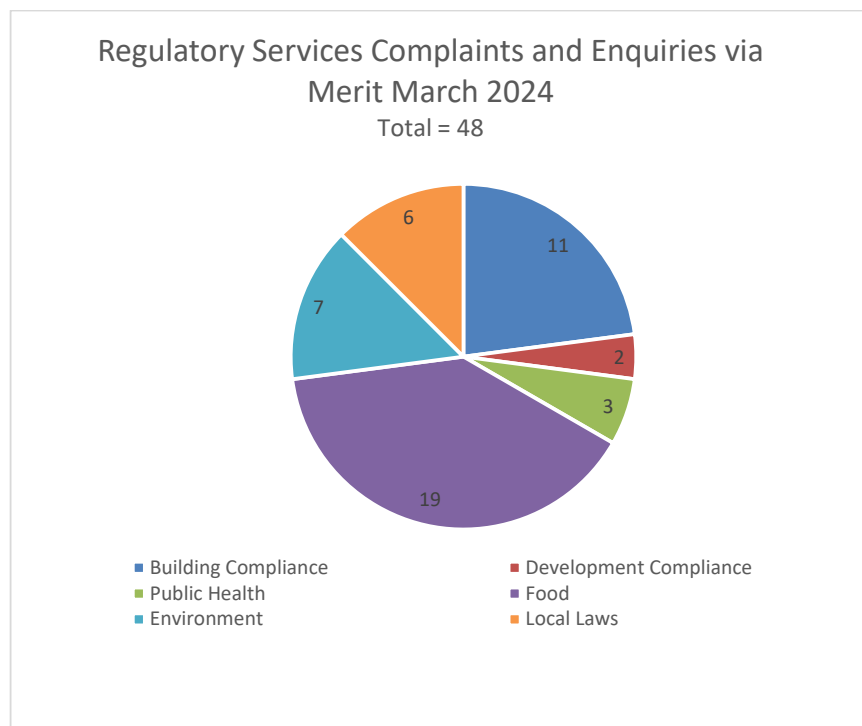
- Approved inspection program- 1306 new dog registrations since the commencement of the program on 1 November 2023. April will be the final month of the approved inspection program for 2023/24.
- Preparations have been finalised for the aerial baiting program, to occur on the 17 and 18 April 2024.

Regulatory Services

Inspection summary

Licenced Premises Type	Pre-Opening Inspections	Routine Inspections	Re-inspections	Total Inspections	% Premises Inspected
Food	2	17	6	43	5%
YTD	34	117	36	162	42%
Rental Accommodation	2	3	0	5	3%
YTD	12	30	2	40	22%

Complaint and Enquiry Summary



Environmental Sustainability Summary

- 2 sprinklers and 3 showerheads exchanged as part of the water saving exchange program.
- Signs designed and printed for Connolly and Storm King Dams with measures to minimise impacts on wildlife in the areas from recreational uses.
- Work on weed control completed by SDIEA at the West Rd, Stanthorpe, Flying Fox Project.

Other Tasks Completed

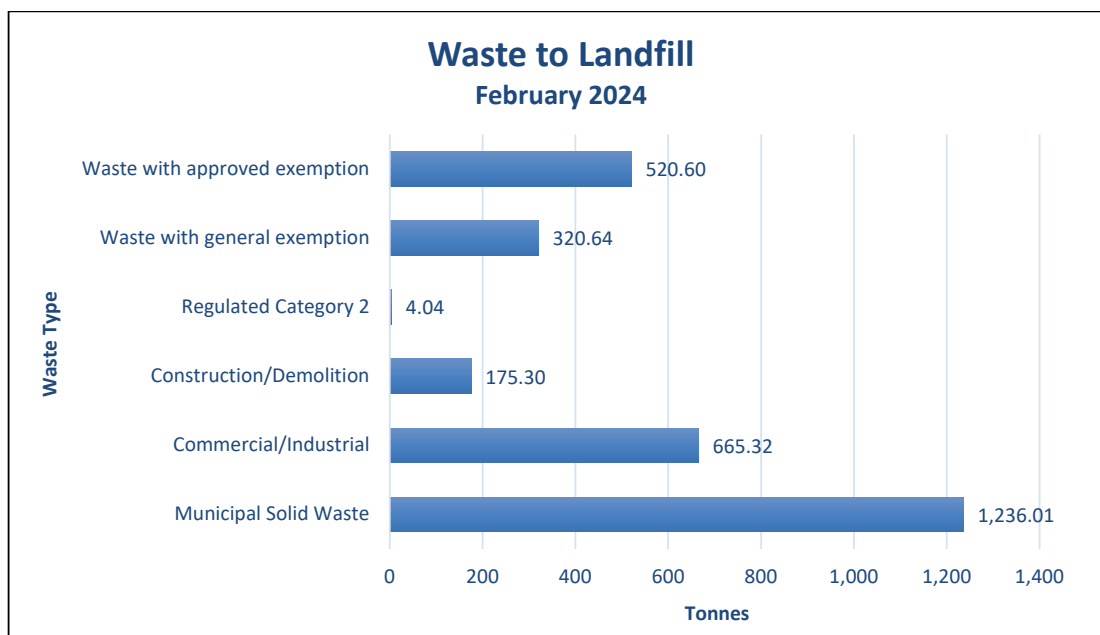
- Environmental Health Officers (EHOs) attended the Darling Downs/South West group meeting of Environmental Health Australia, and one of Council's EHOs, Anita Cray,

presented on a recent personal appearance service licencing case study. This was well received by environmental health colleagues.

- Council's Regulatory Services Coordinator conducted inspections over the Easter long weekend at the Rabbits Eat Lettuce festival to monitor compliance against the Temporary Event approval. A full debrief is occurring, and an update will be provided to Councillors.
- 3 infringement notices issued for illegal dumping.

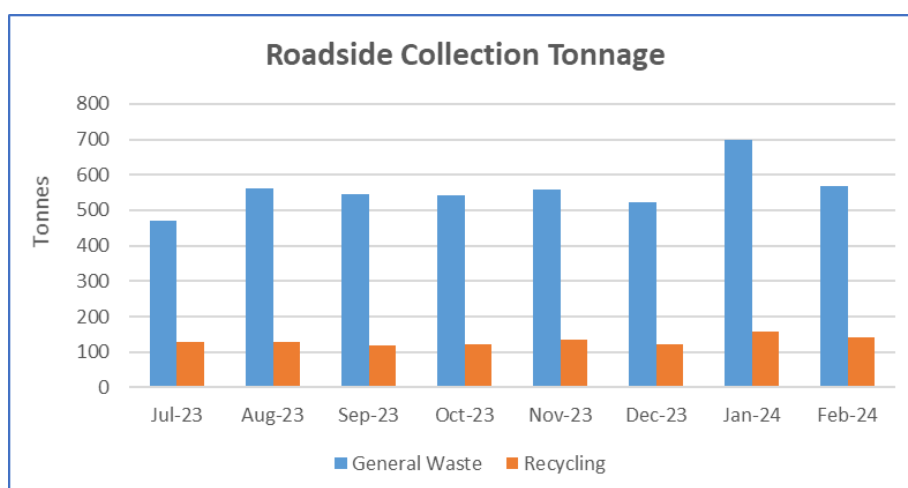
Waste

Tonnage of Waste to Landfill



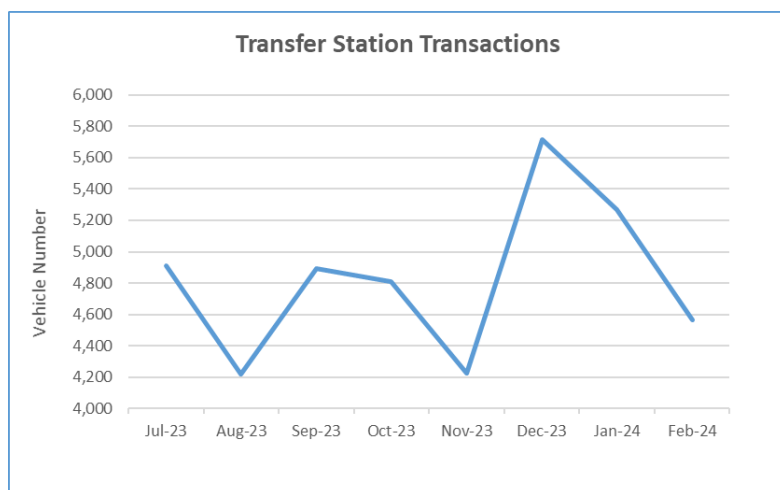
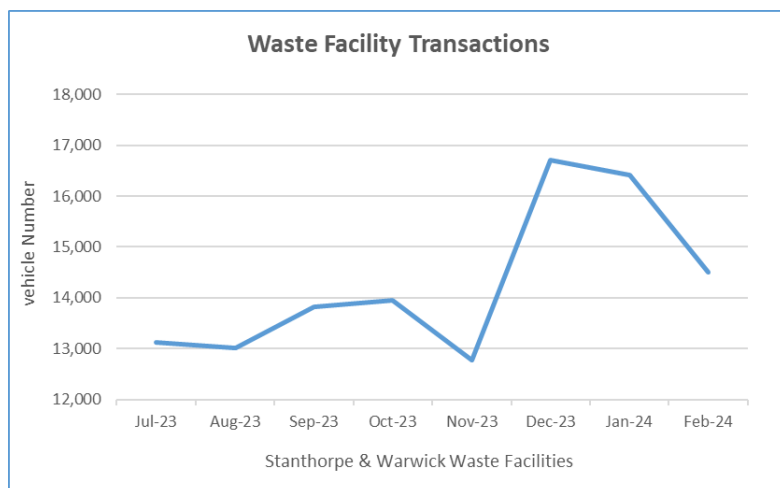
Note- due to State Government reporting timeframes, this data is for February 2024. The data is for waste disposed of at Warwick and Stanthorpe landfills.

Roadside Collection Information



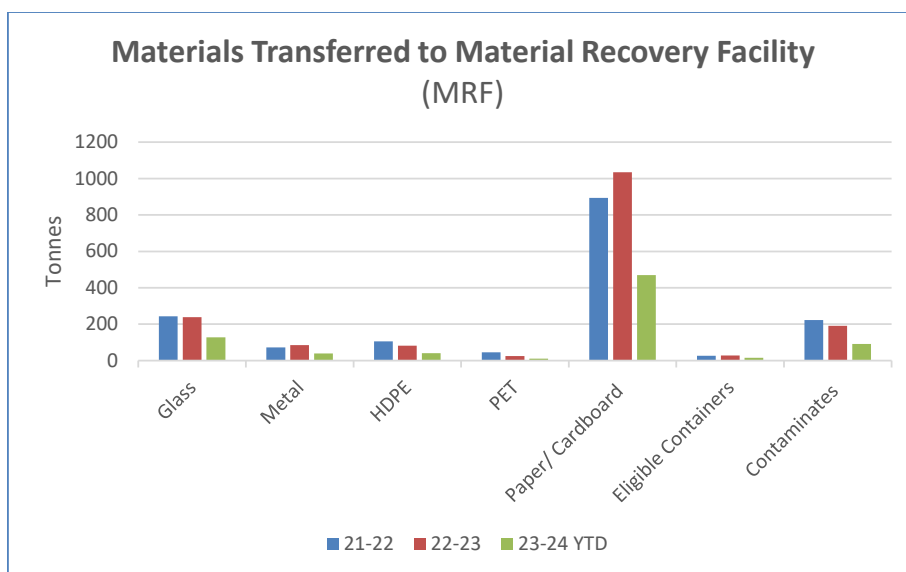
Note- due to a delay in receipt of data from contractors, this data is for February 2024.

Waste Facility Transactions

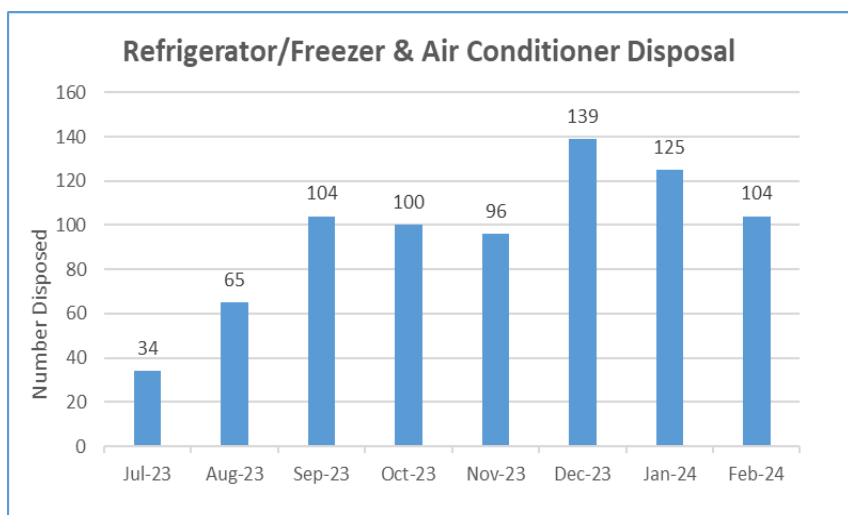
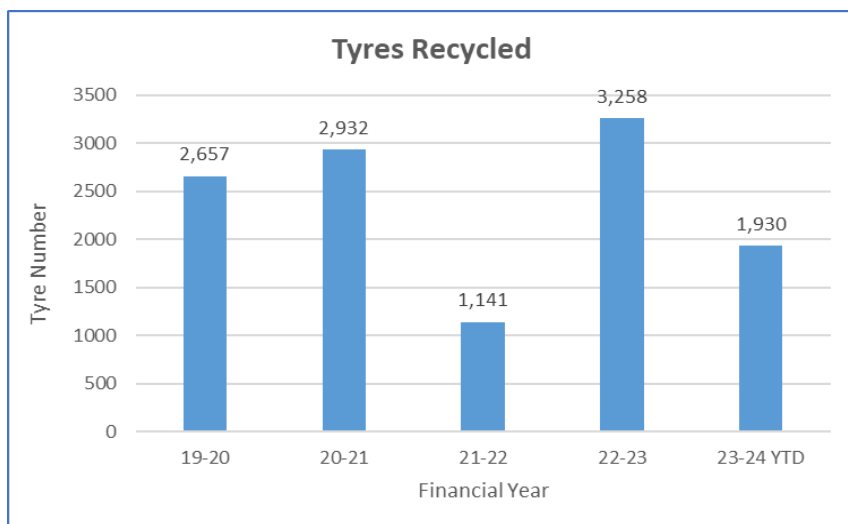
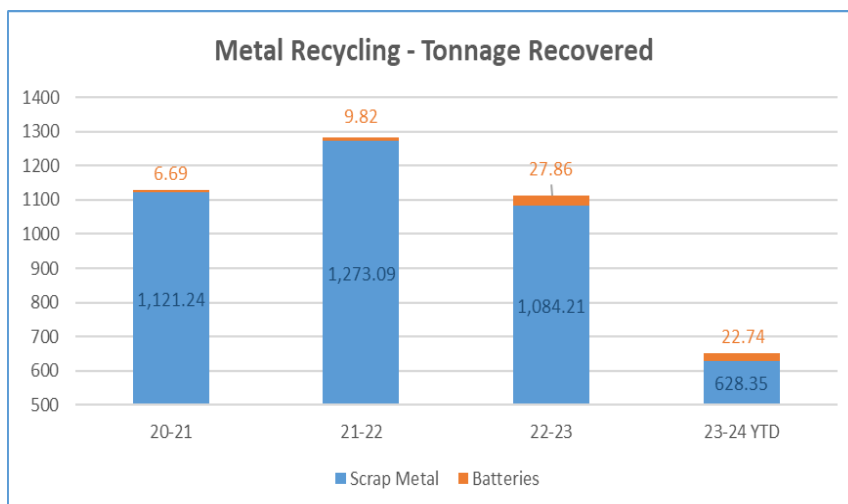


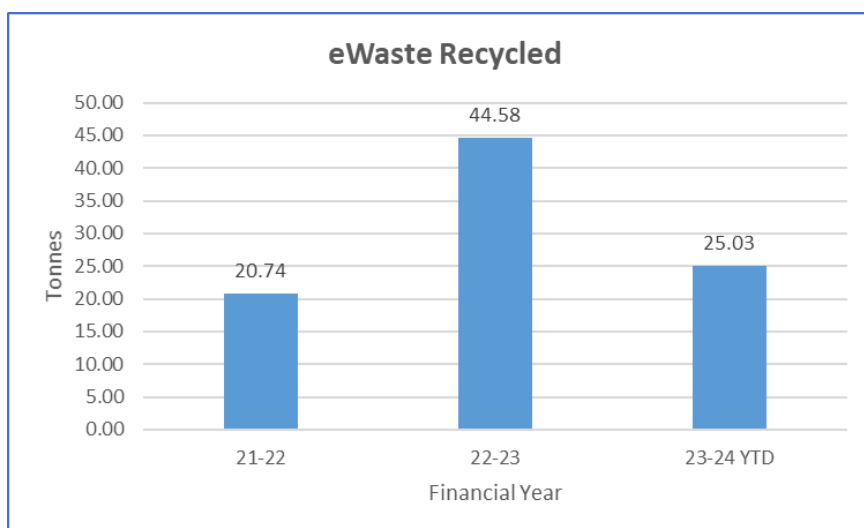
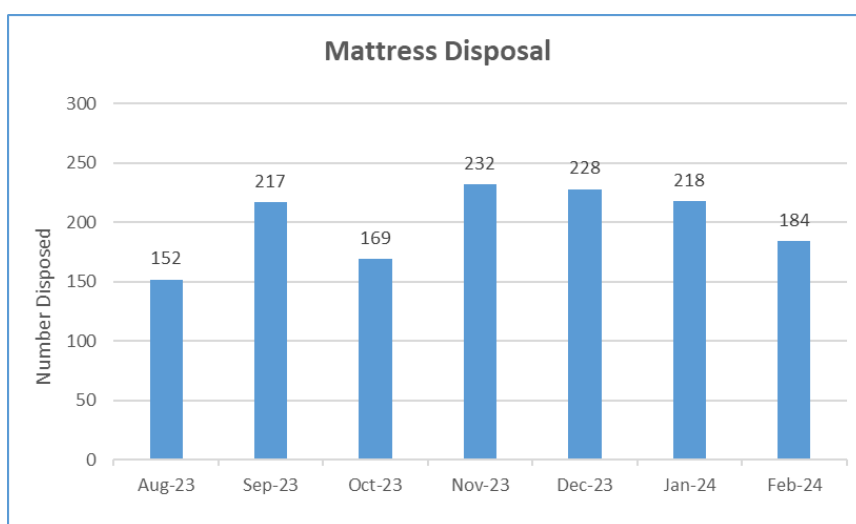
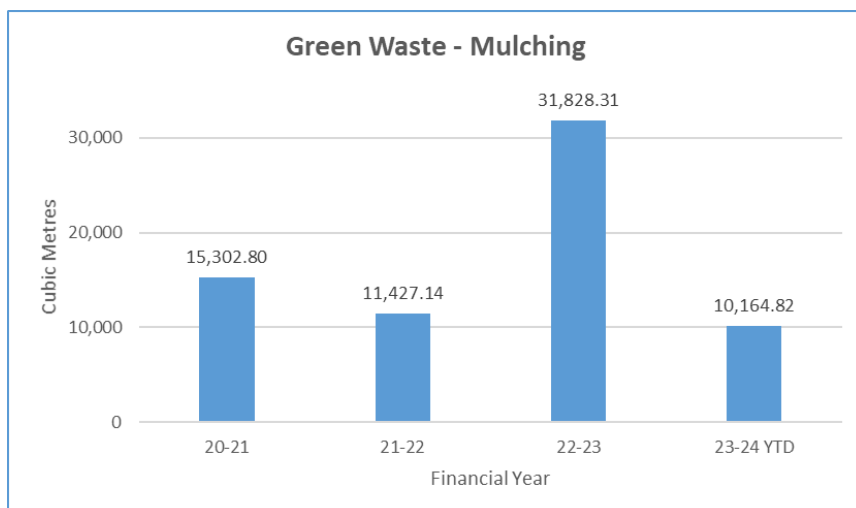
Note- due to a delay in receipt of data from contractors, this data is for February 2024.

Recycling Data



Recycling Data- Materials Recovered from Waste Facilities





Complaint and Enquiry Summary

- 31 complaints and enquiries received, primarily about kerbside waste collections.
- 1 penalty infringement notice was issued for not following direction at a waste facility.

Other Tasks Completed


- Routine environmental monitoring (surface water and groundwater) was completed at waste facilities, as required by Council's Environmental Authority.
- The contract for the management of comingled recyclables with Cleanaway has been extended for one year.
- Tyres and waste oil were collected from various waste facilities for recycling.
- 2 tonnes of illegally dumped waste was collected from unsupervised bin compounds. The cost to clean these facilities and dispose of the illegally dumped material continues to be significant for Council.
- A tender was released for the design of the next landfill cell at the Warwick Waste Facility, and for the design of the capping of the Yangan landfill (once the transfer station is constructed on-site).

ATTACHMENTS

Nil

10.3 Quarterly Organisation Information Reports April 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council note the contents of the Quarterly Organisation Information Reports.

REPORT

Background

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

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

Report

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

1. People and Culture Quarterly Report – January to March 2024
2. Safety and Wellbeing Quarterly Report – January to March 2024
3. Communications and Marketing Quarterly Report – January to March 2024
4. Quarterly Development Approvals Report – January to March 2024

FINANCIAL IMPLICATIONS

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

RISK AND OPPORTUNITY

Risk

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

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

Opportunity

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

COMMUNITY ENGAGEMENT

Internal Consultation

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

External Consultation

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

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

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

Policy / Strategy


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

ATTACHMENTS

1. People and Culture Quarterly Report - January to March 2024 [↓](#)
2. Safety and Wellbeing Quarterly Report - January to March 2024 [↓](#)
3. Communications and Marketing Quarterly Report - January to March 2024 [↓](#)
4. Quarterly Report on Development Approvals - January to March 2024 [↓](#)

Quarterly People and Culture Department Report – January to March 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Manager People and Safety	ECM Function No/s:

Recommendation

THAT Council receive the report and note the contents.

REPORT

Report

The purpose of this report is to provide Council with analytics and metrics used for insight into shaping, resourcing and sustaining the workforce to ensure successful execution of strategic and business priorities. This report is for the January to March 2024 quarter.

Workforce Demographics

Council's approved organisational structure as at 31 March consisted of 411.05 Full Time Equivalent (FTE) positions, which includes permanent, temporary and casual roles. A comparison of the FTE as at 31 March 2024 to the last quarter shows an increase in the number of approved positions of 2.19 FTE. This increase is attributed to the approval of a number of short-term casual positions.

Figure 1 outlines the number of approved full time equivalent (FTE) positions within Council at the conclusion of each financial year. As at 31 March 2024, Council has an approved FTE of 411.05 with a current occupancy of 351.31 FTE.

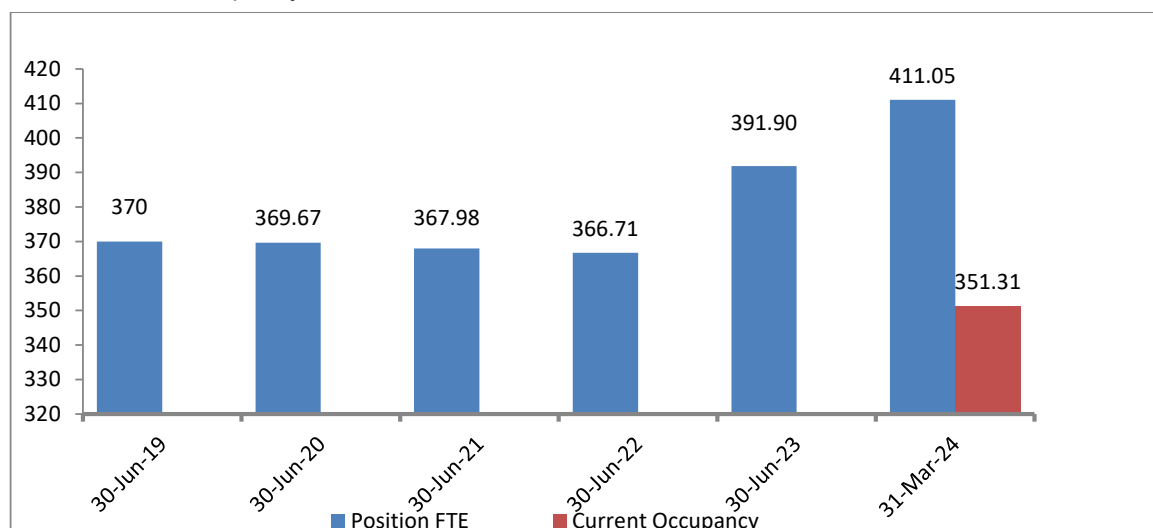


Figure 1: Total number of approved Full Time Equivalent (FTE) positions and current occupancy.

Council therefore has 59.74 FTE positions that remain unfilled which equates to 15% of Council's total FTE positions.

The current turnover rate and challenges in attracting and retaining candidates have continued to impact the filling of positions across Council. The People and Safety department is working with line managers to further streamline recruitment and selection processes to ensure Council proceeds quickly to offer.

The department is actively working to implement an automated recruitment and selection system (ELMO) to facilitate efficiencies in the recruitment and selection process and to reduce manual handling processes. The build of the ELMO Recruitment Management Software continued to progress well this quarter. All three (3) modules purchased by Council – Recruitment, HR Core & Onboarding - are now in the final stages of development, testing and piloting and moving towards implementation in the next quarter.

ELMO user training, customised according to the needs and usage of the various levels of system users, is also currently under development by the People & Culture team and will be rolled out to all SDRC staff prior to ELMO going live. Comprehensive User Guides for all aspects of administration and usage of the system are also being prepared by the team, and will be readily available to employees as needed. People & Culture have utilised the opportunity, whilst configuring the ELMO software to suit Council's needs, to do a thorough review and redesign of the majority of our recruitment processes, templates and practices. This has resulted in many improvements to be implemented in line with roll-out of ELMO, which will produce further streamlining and improvements in client/candidate experience during recruitment.

Figure 2 further demonstrates the percentage breakdown of the 411.05 FTE positions across the Directorates in Council with Infrastructure Services Directorate (comprising of the Works Department, Water Department and Parks and Operations Department) holding 59.8% of the FTE positions and Executive Services (People and Safety Department, Marketing and Communications Department, Economic Development Department, Executive Services support and Executive Leadership Team) holding 5.5% of the FTE positions.

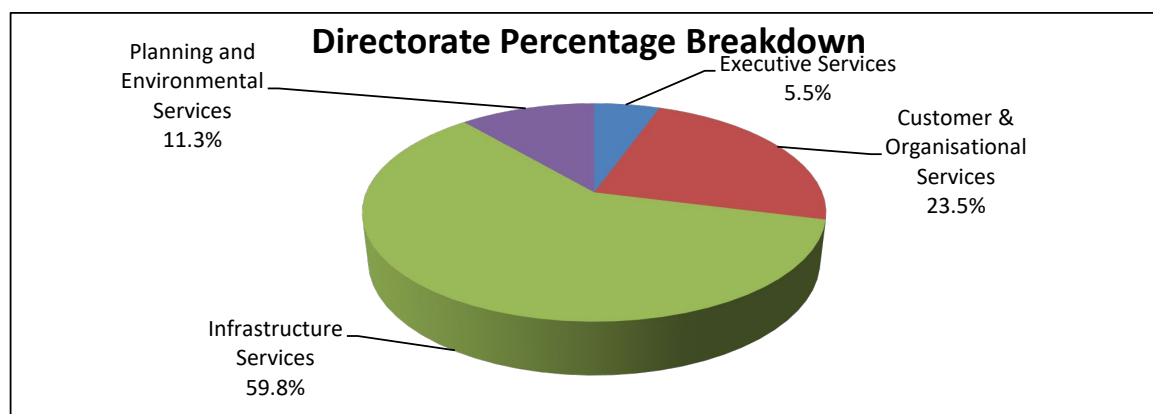


Figure 2: % Approved organisational structure (FTE) distribution per Directorate as at 31 March 2024.

The majority of staff are employed permanently, with 10.6% employed in a short term or casual capacity where Department's operational requirements call for this type of employment as outlined in Figure 3.

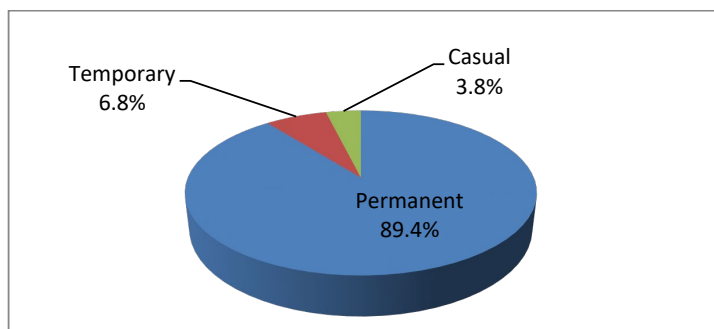


Figure 3: Employment Type Percentage Breakdown

Separations

Separation Rate (annualised)	
Staff exiting the organisation	20.8%

Figure 4: Annual Separation Rate to 31 March 2024
(Inclusive of staff resigning who were employed permanently or left before the end of a temporary engagement)

Separation Rate (Jan – Mar 24 Quarter)	
Staff exiting the organisation	5.1%

Figure 5: Current Quarter Separation Rate (1 January 2024 to 31 March 2024)
(Inclusive of staff resigning who were employed permanently or left before the end of a temporary engagement)

During this quarter, 20 employees separated from Council, equating to 4.8% of the total FTE for Council for this quarter. Figure 6 provides a summary of the separations this quarter.

Reasons for separation	Percentage of employees who separated based on 23 employees separating	Number of Employees who separated	Percentage of separations based on the total Council FTE for the quarter
Retired	5%	1	0.2%
Resignation	95%	19	4.6%
Total	100%	20	4.8%

Figure 6: Separations for January to March 2024

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

Strategy and Policy

The draft Workforce Strategy has been developed and presented to the Executive Leadership Team for feedback. Comments to be incorporated into the document prior to being presented to the Senior Leadership Team.

People and Culture continues to review employee related policies and procedures to minimise or mitigate risk to the organisation and its employees. The following policies were reviewed and updated during this quarter: Criminal Offence/History/Record Policy and the Anti-Discrimination and EEO Policy.

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

Joint Consultative Committee (JCC)

The Joint Consultative Committee was convened on 14 March 2024. Organisers and/or delegates from the Australian Workers Union (AWU), The Services Union (TSU), Transport Services Union (TSU) and the Construction, Forestry and Maritime Employees Union (CFMEU) were in attendance with management from Council. It was agreed that the next meeting be scheduled for June 2024 and that this meeting will commence the discussion and negotiations for the Stream B and C Enterprise Agreement. The committee was presented with the Smoke Free Workplaces Policy and Procedure, the Human Resource Decision Matrix and the draft Covid Management Policy. No comments were received for consideration or inclusion.

Corporate Induction

A corporate induction was facilitated on 1 February 2024 with 16 new employees attending and 28 March 2024 with 6 new employees attending.

Employee Assistance Program

Acacia EAP was engaged by Council on 1 July 2023 to offer wellbeing and counselling services to Council's employees and their families. Feedback from employees have been positive with employees readily promoting the services on offer.

Workplace Values

A continuation of team-based workshops to embed the Values has occurred during this quarter. A Values animation video is being developed for potential candidates and for use on the SDRC website.

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

Employee Engagement Survey

Employee Engagement Survey Request for Quote (RFQ) has now closed and the panel is reviewing submissions for an employee engagement survey to measure levels of employee experience, engagement and culture elements to support the organisation in achieving its strategic and operational objectives. It is anticipated that this survey will be implemented in May/June 2024.

An Employee Exit Survey has been developed and is being forwarded to all departing employees. The data from this survey, along with informal data, is being collected for ongoing analysis and reporting.

A survey is also being developed for supervisors to complete when a team member resigns. The data collected through this survey is to further support the supervisor in leading their team, through further development, if required. It is anticipated this survey will be implemented during the next quarter.

An Onboarding Discussion Template and a Stay Discussion Template have also been developed to provide supervisors with an outline of questions designed to broaden their knowledge and understanding of onboarding team members eg their learning, working and communication styles, how they like to be supported and developed. The Stay Discussion Template is designed to assist with ongoing engagement with employees in highly critical roles to ensure business continuity.

Achievement and Development Plans

The ongoing implementation of the Achievement and Development Plans has been occurring, with Directors and Managers completing their plans by mid quarter, with Coordinator and Supervisor level to be completed next. It is anticipated that all Achievement and Development Plans will be implemented by 1 July 2024.

Employer Brand and Candidate Experience

Several initiatives aimed at improving Council's employer brand and candidate/client experience in recruitment will be delivered in conjunction with the ELMO system. These include:

- new marketing material for use in recruitment, such as videos, images and a professionally created employee value proposition
- updated and rebranded position descriptions
- enhanced job advertisements and attraction strategies
- a legal review of all employment contracts and letters of offer, resulting in updated employment contracts.

State Wage Case

Queensland Government advised that a 5.75% is effective from September 2023. This will increase the wages and allowances of trainees and apprentices. Council currently has a total of 38 Apprentices and Trainees.

Training and Development

Leadership Development Program

Two groups have commenced the in-house Leadership Development Program. In total 42 employees from across the organization, who are existing and emerging leaders, are due to complete the program by the end of July 2024. One-on-one coaching with the participants, as well as past participants, continue to develop and expand employee leadership skills.

Formal Training and Development

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

2023-2024 Year To Date Comparisons			
	Sep-23	Dec-23	Mar-24
Learning & Development Courses	352	291	84

Table 1: Staff Learning and Development Attendances

Across the quarter, Council also supported employees under Council's Study Assistance Scheme which supports a percentage of the employees study fees.

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

Table 2: Staff Undertaking Council Supported Studies of at Least Certificate Level

As shown in Table 3, Council currently supports 38 trainees and apprentices as compared to 35 for the same quarter the previous year.

Traineeship and Apprenticeships Summary					
2023 Quarters to present	Continuing (number at start of period)	Commencements	Completions	Cancellations	Ongoing (number at end of period)
1/01/2023 - 31/03/2023	36	7	7	1	35
1/4/2023 - 30/06/2023	35	3	0	3	35
1/7/2023 - 30/09/2023	35	12	1	1	45
1/10/2023 - 31/12/2023	45	2	9	0	38
01/01/2024 - 31/03/2024	38	5	4	1	38

Table 3: Traineeships and Apprenticeships

The studies currently undertaken by Council's apprentices and trainees are diverse and span across 11 types of certifications as outlined in Table 4 below.

Staff Supported Studies for Traineeships and Apprenticeships Traineeships & Apprenticeships – Current	
Course	Staff Number
Cert III Mobile Plant Technology - AUR31216	2
Cert II Automotive Air conditioning - AUR20220	2
Cert III Business BSB30120	2
Cert III Parks and Gardens - AHC31016	1
Cert III Civil Construction (Road Construction & Maintenance) - RII30920	10
Cert II Civil Construction - RII20720	1
Cert III in Water Industry Operations (TP) - NWP30222	5
Cert III in Water Industry Operations (Networks) - NWP30222	8
Certificate III Plumbing - CPC32420	4
Cert IV Library and Information Services - BSB40720	1
Certificate IV in Information Technology ICT40120	2
Total	38

Table 4: Studies undertaken by traineeships and apprenticeships

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Considerable opportunity remains to improve the efficiency and understanding of people processes and implementation.

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

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

- Queensland Local Government Industry Award - State 2017
- Public Service Act 2009
- Australian Human Rights Commission Act 1986 (Cwth)
- Industrial Relations Act 2015 (Qld)
- Anti-Discrimination Act 1991 (Qld)
- Southern Downs Regional Council Certified Agreement 2018 - Operational Employees
- Southern Downs Regional Council Determination 2019 - Stream A Employees
- Work Health and Safety Act 2011

Corporate Plan

Goal 4	Our Performance
Outcome:	4.2 Our people return home safely
Objective:	4.2.1 Improve our safety management system and visible leadership to ensure our people go home safely
	4.2.2.Improve our wellbeing management including physical and mental health support
	4.2.3 Improve our people's capability and provide support and upskilling opportunities
Outcome:	4.3 Our people are proud to work for Council
Objective:	4.3.1 Enable collaborative workplaces and contemporary work practices
	4.2.2.Build leadership capability and define competencies and development pathways

Policy / Strategy


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

ATTACHMENTS

Nil

Safety and Wellbeing Quarterly Report - Quarter 3 FY23/24 - 1 January to 31 March 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 9 April 2024
	Safety and Wellbeing Coordinator	ECM Function No/s:

Recommendation

THAT Council receive the Workplace Health and Safety Quarterly Report for the reporting period 1 January to 31 March 2024 (Q3 FY23/24).

REPORT

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

Background

Figures 1 - 4 represent an overview of health and safety statistics for the period 1 January 2024 until 31 March 2024 (Q3 FY23/24) with comparison to previous year reporting periods. Figure 1 provides statistical information on the overall number of incidents, injuries and near hits, and total number of hazards reported, per Directorate for Quarter 3 (1 January to 31 March) FY23/24. The total number of incident reports received (44) during this quarter has decreased when compared to the same quarter the previous year (47).

Hazard reports represent an opportunity to prevent an injury or incident and also demonstrate a positive reporting and safety culture. The total number of hazard reports for this quarter (6) is significantly lower when compared to the same quarter the previous year (17). There is an opportunity for Council employees to receive refresher training in hazard recognition, avoidance and addressing potential hazards before it causes an injury or property damage.

Directorate	Incident Report Total Q3 FY23/24	Incident Report Total Q3 FY22/23	Hazard Report Total Q3 FY23/24		Hazard Report Total Q3 FY22/23
Infrastructure Services	21	36	4		8
Planning and Environmental Services	16	4	1		2
Customer and Organizational Services	7	5	1		5
Executive Services	0	2	0		2
Total	44	47	6		17

Figure 1: Incident and Hazard reports submitted in Sky trust – Quarter 3, FY23/24 vs FY22/23

Figure 2 provides a breakdown of all reported incidents by type, for the reporting period and for the same quarter in the previous financial year. This quarter saw a decrease in the number of injuries (21) compared with (25) for the same period in the previous year. Property damage for this quarter (15) has also decreased when compared to the same quarter from the previous year at (17).

Incident by Type	Incident by Type Total Q3 FY23/24	Incident by Type Total Q3 FY22/23
<i>Injury</i>	21	25
<i>Near Miss</i>	3	12
<i>Environment</i>	2	0
<i>Property</i>	15	17
<i>Community</i>	2	0
<i>Hazard</i>	2	1
<i>Other Incident</i>	5	0
<i>Security</i>	1	1
<i>Notifiable</i>	0	1

Figure 2: All incidents by type, for Quarter 3 FY23/24 vs FY22/23

There were no notifiable incidents for the current reporting period.

Workers Compensation

Figure 3 (below), shows Southern Downs Regional Council's Lost Time Injury (LTI) Frequency Rate by Injury Year, demonstrating a steady decrease and a marked improvement in the LTI Frequency Rate since 2014. The LTI Frequency Rate refers to the number of LTI incidents per million hours of work. There has been zero LTI's for the current quarter.

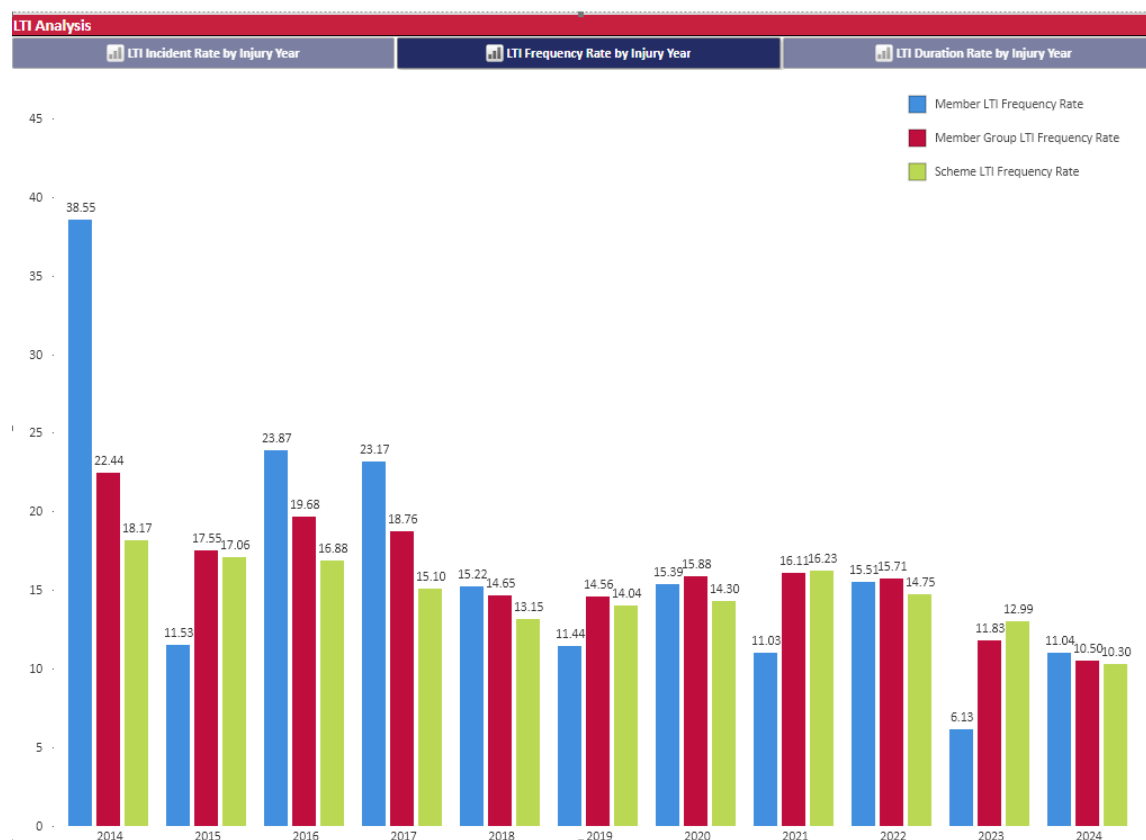


Figure 3: Lost Time Injury (LTI) Frequency Rate by Injury Year

Local Government Work care (LGW) Mutual Risk Obligations (MRO) Safety Audit

A work health and safety audit was conducted in August 2023, resulting in actions being identified and a Safety Management System Reset plan being developed and implemented.

Council has begun the process of reviewing the current Safety Management System with the aim of continuing to utilise processes that are working effectively and introducing new processes that will further eliminate or significantly reduce risks, increase efficiencies and remove frustration points.

The Safety Management System Reset will progress over a two-year period, to ensure all Council employees and stakeholders have the opportunity to be consulted on proposed changes and have ample time to provide valuable feedback to any proposed changes.

The Safety Management System Reset will incorporate elements of psychological safety and wellbeing into the integrated system. This will include the identification of psychosocial hazards, risk assessment and the implementation of effective controls.

Council's objective is to empower employees to engage with this project, so that we can further enhance our safety culture, improve consultation, further develop risk management processes and enhance the work experience for all employees.

The Safety Management Reset plan is supported and driven by the Chief Executive Officer, the Executive Leadership Team (ELT) and the Safety and Wellbeing team. A WHS Consultation Working Group has been formed to enable a diverse group of Council employees to review and develop draft WHS tools for utilisation.

The Architecture of the Safety Management System includes nine modules, incorporating the following:

1. Health and Safety Policy
2. System Planning
3. Leadership and Commitment
4. Training and Competency
5. Participation, Communication and Consultation
6. Documentation, Data, Reporting and Records
7. Hazards and Risk Management
8. Emergency and Incident Preparedness and Response
9. Monitoring, Measurement and Review

SMS Reset Implementation

To assist the implementation of the safety management system reset the following documents have been developed:

- SMS Reset Implementation Plan – inclusive of objectives, phases, timeframes and reporting.
- SMS Reset Map – details objectives and strategies and defines responsibilities and associated key performance indicators.

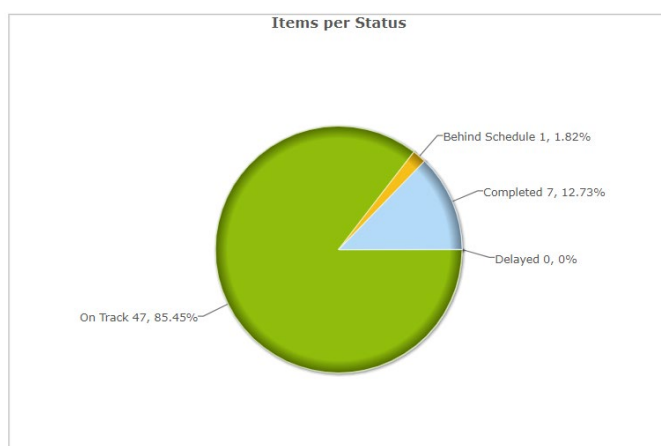


Figure 4 Status of SMS Reset Implementation Plan

Workplace Health and Safety Queensland (WHSQ)

WHSQ has issued two (2) improvement notices regarding Council's Asbestos Management plan. Both improvement notices have now been closed. The Safety and Wellbeing team has now developed Asbestos awareness training, and is due to commence training during the next quarter.

Contractor Induction Completions

During Quarter 3 FY23/24, a total of 188 contractor inductions were sent out, with a 'Success Rate' of 92.55%.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Remote and Isolated Work

Employers must provide an effective means of communication between remote/isolated workers and a supervisor or a way for them to access the emergency services. [The Managing the Work](#)

[Environment and Facilities Code of Practice 2021](#) suggests that to improve the health and safety of those who work alone, employees should be given a duress (panic) alarm that enables them to get immediate assistance.

Opportunity

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

DTMR (Department of Main roads and Transport)

Council recently undertook an audit of their TM (Traffic Management) signage on their road networks along with a staff training program following DTMR's (Department of Main Roads and Transport) identification of issues.

NHVR (National Heavy Vehicle Regulator)

The National Heavy Vehicle Regulator (NHVR) is delivering a presentation targeted at Executives and Senior Management in local government, to help understand obligations under Chain of Responsibility (CoR), including:

- Primary Duty
- Executive Duty
- Executive Due-diligence

COMMUNITY ENGAGEMENT

Internal Consultation

Council staff.

External Consultation

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

LEGAL / POLICY

Legislation / Local Law

Work Health and Safety Act 2011

On 28 March 2024, the *Work Health and Safety and Other Legislation Amendment Act 2023* received royal assent. This Act made amendments to the *Work Health and Safety Act 2011*, incorporating the recommendations made by the Boland Review in 2022 and the State Review into the Queensland WHS Act.

Work Health and Safety Regulation 2011

Workers Compensation and Rehabilitation Act 2003

Work Health and Safety (Psychosocial Risks) Amendment Regulation 2022

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

New Code of Practice

Managing the Risk of Psychosocial Hazards at Work – 2022. The Code commenced on the 1st of April 2023 and provides guidance on what has been determined to be reasonably practicable for organisations to do.

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

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

Corporate Plan

Goal 4 Our Performance

Outcome: 4.2 Our people return home safely

Objective: 4.2.1 Improve our safety management system and visible leadership to ensure our people go home safely

4.2.2. Improve our wellbeing management including physical and mental health support

Policy / Strategy


PL-008 Smoke-free workplaces policy
Smoke – free workplace Procedure

ATTACHMENTS

Nil

Communications and Marketing Quarterly Report – January to March 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Communications & Marketing Coordinator	ECM Function No/s:

Recommendation

THAT Council receive the Communications and Marketing Quarterly Report.

REPORT

Background

Communications, advertising and marketing activities play an important role in efficiently and effectively achieving the strategic objectives of the Southern Downs Regional Council (Council).

Reasons the Council communicates with the public include, but is not limited to:

1. Encouraging behavioural and attitudinal change to improve public health and safety or quality of life for Southern Downs residents
2. Encouraging economic investment and growth in the Southern Downs
3. Create awareness of the region in target markets and to drive increased visitation to the region
4. Educating the public about compliance with local laws and regulations
5. Promoting the availability of, or changes to, Council's services
6. Encouraging involvement and consultation in Council's decision-making processes
7. Raising awareness of a planned or impending initiative
8. Assisting in disseminating information in an emergency or crisis
9. Recruiting employees.

Through creative and proactive approaches and with the aim of building recognition and trust in Council's brand, the Communications and Marketing Department (CMD) ensures that advertising and marketing communication activities are objective, factual and an efficient use of Council finite funds.

The Southern Downs community is made up of over 37, 040 people who live, work, play, stay and invest in a land area of 7,122km. A one-size-fits-all engagement approach will not work and we must ensure our methods are tailored for each project or initiative to best suit our community.

Report

This report tables the activities of the CMD from 01 January 2024 to 31 March 2024 in support of the strategic objectives of Council as described on page 1 of this report.

Reason to communicate 1. *Encourage behavioural and attitudinal change to improve public health and safety or quality of life for Southern Downs residents*

Actions undertaken

- Delivered comms plan for the annual Clean Up Australia Day event (3 March 2024)
- Delivered comms plan for the annual Neighbour Day campaign (31 March 2024)
- Delivered various comms messages on behalf of the Waste Services team for waste education over Easter; mattress shredding program; PaintBack initiative; Waste Transfer Centre opening hours during public holidays
- Working closely with department Parks and Operation, Comms services provided for light up requests of Council administration building in Stanthorpe, the Warwick Town Hall clock face and the London plane trees in Weeroona Park
- Delivering comms plan in support of the Stanthorpe Streetscape Project
- Delivering comms plan in partnership with Taggle Smart Water Meter Projects for the roll out of smart water meters in Warwick as well as promoting the *MySDRC Water* customer service portal to Stanthorpe and Warwick residents. This free service is associated with the installation of smart water meters on the reticulated network across the region. View the portal at: <https://mysdrcwater.sdrclld.gov.au/>

Reason to communicate 2. *Encourage economic investment in the region*

Actions undertaken

- Promote tender opportunities through Council's social media channels in addition to these opportunities being listed through the appropriate procurement channels
- Deliver comms plan in support of the Warwick Saleyards Redevelopment project including media management for the official sod turn (29 January 2024) and creation of collateral, videography and photography to support ongoing community engagement activity
- Working closely with the department Corporate and Commercial Services and the LGAQ to deliver the Local Housing Action Plan document and provide related media promotion

Reason to communicate 3. *Create awareness of the region*

Actions undertaken

3.1 Media Relations

Council's Communications Officers managed media relations during caretaker period and issued 31 media releases (viewed at <https://www.sdrclld.gov.au/council/news-notice/latest-news>); responded in writing to 24 media enquiries (as reported on by local and regional news outlets); and co-ordinated a number of radio interviews during this quarter.

<i>Snapshot</i>	Media Releases	Media Responses	Interviews
Q1 / 23: JUL-SEP	26	16	4WK (monthly Mayoral interview)
Q2 / 23: OCT-DEC	22	22	Triple M (monthly Mayoral interview)
Q3 / 24: JAN-MAR	31	24	ABC, Channel 7, Channel 9 and Channel 10 (ad-hoc requests)

3.2 Destination Marketing

The Southern Downs is a diverse, four seasons region. From World Heritage listed National Parks, waterfalls, 4W adventures, wine region with its own Geographic Indicator (GI) and an events calendar packed with horsepower, music and art – we have it all.

Destination marketing campaigns drive awareness of Southern Downs in our feeder markets which include Brisbane, Gold Coast, Toowoomba, Ipswich and Sunshine Coast through the use of targeted social media campaigns, influencer marketing, PR & Media, email newsletter and printed collateral.

In line with the regional marketing and branding strategies outlined in the 2022-2026 SDRC Economic Development Strategy, and the Southern Downs and Granite Belt Events Strategy 2021-2025, destination marketing activities in Southern Downs occur on **three levels**:

3.2.1 Activities led by the Regional Tourism Organisation

As a paid member of *Southern Queensland Country Tourism* (www.sqct.com.au), a Regional Tourism Organisation (RTO) funded by Tourism & Events Queensland and nine other member Councils, Council benefits from visitation to the region driven by SQCT marketing under the brand *Queensland Country*.

Marketing activities undertaken this quarter through the RTO include:

- Maintaining an updated website and social media channels
- PR and Media support
- Distributing regular eNews to the RTO subscriber database
- Buy in to the *Unearth Country* social media campaign Nov 2023
- Buy in to the *We Are Explorers* social media campaign (ongoing)
- CMD officers participated in consultation workshops led by the SQCT to consult on the new name for the RTO, its brand and the whole-of-region Destination Marketing Plan (DMP) in relation to its expanded geographical footprint
- CMD Coordinator represented Council at the 2024 National 4x4 Outdoor Expo in Brisbane (15-17 March) in conjunction with SQCT and other SQCT member councils
- SQC further supported
 - the opening of *Dear Vincent Wines* in Ballandean with a media release to 100+ media, TEQ & TA contacts
 - the Apple and *Grape Harvest Festival* with a buy-in media package and a presence on parade day with a *Savour SQC* stall with approximately 150 people

3.2.2. Activities led by the Local Tourism Organisation

Through grant funding, Council further supports the activities of Granite Belt Wine Tourism (GBWT) (www.granitebeltwinecountry.com.au), a Local Tourism Organisation (LTO) active in promoting the Granite Belt wine region.

Marketing activities undertaken this quarter by GBWT include:

- Maintaining an updated website and social media channels
- PR and Media support
- Distributing regular eNews to the GBWT subscriber database
- Hosting 18 members of the Australian Society of Travel Writers to a Harvest Lunch in Brisbane
- Supporting media enquiry for the Apple and Grape Harvest Festival
- Undertaking print advertising in the Summer 2024 edition of the Granite Belt & High Country Escape Magazine
- Granite Belt Harvest Season Competition

3.2.3 Activities led by Council

Under Council's tourism brand *Southern Downs and Granite Belt (SD&GB)* (www.southerndownsandgranitebelt.com.au) Council's CMD delivers whole-of-region destination marketing and provides visitor services through two accredited Visitor Information Centres.

Destination marketing activities undertaken by Council are holistically grouped under four themes:

- Summer. Theme: *Queensland's Wild Country*
- Autumn. Theme: *Queensland's Wine Country*
- Winter. Theme: *Queensland's Cold Country*
- Spring: *Queensland's Horsepower Country*

3.2.3.1 Summer 2024 QLD's Wild Country campaign

In October 2023 a bushfire emergency unfolded in the Granite Belt region where a fast-moving blaze caused damage to an extensive area from Dalveen to Wallangarra. From the period 01 December to 31 March Council used the *QLD's Wild Country* summer campaign as a vehicle to reach our target audience with the message that the region was still open for business.

The summer is not traditionally high season on the Southern Downs and at a time when visitor numbers were low, the *QLD's Wild Country* campaign fought hard to remain in the evoke set of the established target market.

Success of this campaign will be measured through reach on digital platforms and physical visitor numbers. The campaign motivated users to take two types of actions to achieve this benchmark:

Action 1	Benefit
Fill out an online personality quiz to receive a personalised recommendation for a weekend escape	Database building
Action 2	Benefit
Post a photo on social media of them being in the Southern Downs with the tag #SeeSouthernDowns. This action would enter the user into a competition to win a \$3,000 prize compiled from local suppliers	Drive visitation into the region

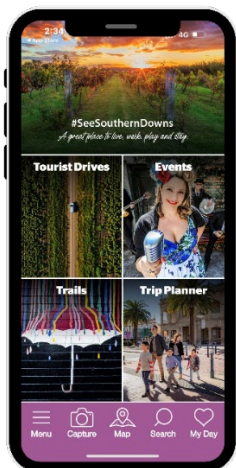
The campaign has been extended to 30 April 2024 and will be reported on in full in the next quarterly report.

3.2.3.2 Website Performance (www.southerndownsandgranitebelt.com.au)

Statistics for Council's official tourism website remain stable with usage in this quarter showing an uptick due to the activities of the *QLD's Wild Country* campaign

Three-month averages	Users	Sessions	Page views
Q1 / 23 : JUL-SEP	9,775	12,182	24,677
Q2 / 23 : OCT-DEC	7,646	9,466	17,295
Q3 / 24 : JAN - MAR	9,863	12,400	25,429

3.2.3.3 Official Visitor App



Council's official [Southern Downs & Granite Belt App](#) is a high value visitor resource that provides up to date information about events, accommodation and attractions in the Southern Downs via an integration with the Australian Tourism Data Warehouse (ATDW).

This data is mirrored on Council's tourism website at www.southerndownsandgranitebelt.com.au. Local businesses listed on ATDW benefit from added exposure on regional and national tourism websites.

Ongoing maintenance and development support for the App is delivered by Council's Digital Communications Officer. Through the development of digital trails, visitors are encouraged to step into the Warwick and Stanthorpe Visitor Information Centres, walk or drive through our towns to view specific attractions, and thereby support local cafés and businesses on their travels. The App currently has **709 active users** and has been installed on **753 devices**.

3.2.3.4 Official Visitor focussed digital platforms

Statistics for Council's official tourist facing social media platforms showed a significant increase during the last quarter when visitors were seeking information about the October bushfires and, again during this quarter as a result of the *QLD's Wild Country* campaign

3.3.3.5 Advertising

- Confirmed 2024/5 seasonal advertising campaign with Granite Belt Informer Magazine
- Confirmed advertising support for the Winter (Stanthorpe) and Spring (Warwick) features of Regional Lifestyle Magazine

3.2.4 Visitor Services

During this quarter, the CMD delivered visitor services and volunteer management through the Southern Downs Visitor Information Centres (VICs) in Warwick and Stanthorpe.

Activities this quarter have included:

- Both VICs have successfully passed accreditation for this financial year
- Maintained Facebook pages for the Stanthorpe VIC and the Warwick VIC
- First volunteer meetings for 2024 have been conducted with a presentation from Bent Road Winery being included in the Stanthorpe meeting
- The Stanthorpe VIC welcomed two work experience students out of an eventual cohort of 13 for 2024 from Stanthorpe State Highschool. Over 2 days in March the first two students assisted with the creation of photo content, packing event bags and conducting a stocktake
- The Stanthorpe VIC supported the Apple & Grape Harvest Festival through the purchase of A&G Harvest Festival merchandise for resale and a dedicated promotion space for the festival internal to the centre
- New regionally branded merchandise has been rolled out including postcards, magnets and stickers with more to follow in due course.
- Volunteers assisting in packing visitor information packs for visiting clubs to the region, including:
 - Warwick Veteran Car Club (collected 14 February 2024, 50 bags)
 - Vintage Chevrolet Association of QLD (collected 20 March 2024, 60 bags)
 - Van Nationals, Stanthorpe (collected 29 March 2024, 200 bags)

Reason to communicate	1. Educate the public about compliance with local laws and regulations
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Actions undertaken

- Worked closely with the department Regulatory Services to educate the community on illegal dumping, dog registration, cat ownership and taking care of animals in extreme weather
- Distributed local government communications for the *So you want to be a Councillor* campaign, including associated guidance of local laws for election signage

Reason to communicate	2. Promote the availability of, or changes to, Council's services
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Actions undertaken

- Promoted recent upgrades to the MySDRC App and encourage usage amongst residents as a tool to accurately and easily raise a service request with Council and stay up to date with Councillor contact details, news and careers at Council
- Updated Customer Service digital screens and on-hold messaging with Australia Day, show holiday and Easter holiday closures; water notices reminders; MySDRC Water sign up; Stanthorpe Streetscape and Warwick Saleyards Redevelopment project updates
- As part of ongoing renewal of corporate branding, new wayfinding and facility signage has been rolled out with the first location being the signage directing pedestrian traffic between the Warwick Town Hall and the Warwick Art Gallery (WAG). This project included collaboration with the Community Development department to update the WAG signage overall
- Circulated 6 editions of the *Your Southern Downs* resident eNews
- Maintained an updated corporate website and Facebook page. These platforms are two central points of truth for residents about Council activities as shown in the consistent, steady engagement.

SDRC Website Performance www.sdrc.qld.gov.au

	Q1 / 23: JUL-SEP	Q2 / 23: OCT-DEC	Q3 / 24: JAN-MAR
Average users	14,344 p/m	17,238.50 p/m	17,892 p/m

SDRC Facebook Performance www.facebook.com/MySDRC

	Q1 / 23: JUL-SEP	Q2 / 23: OCT-DEC	Q3 / 24: JAN-MAR
Average reach	37,400	80,558	66,106

Reason to communicate	3. <i>Encourage involvement and consultation in Council's decision-making processes</i>
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Actions undertaken

- Created surveys and undertook promotion of community consultation opportunities for:
 - HAVE YOUR SAY // Flood & Risk Studies Update
 - HAVE YOUR SAY // Allora Fire Station
 - HAVE YOUR SAY // Proposed Southern Downs Water Supply Areas

Reason to communicate	4. <i>Raise awareness of a planned or impending initiative</i>
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Actions undertaken

- Circulate alerts and news about road closures, water main shut downs, planned works and other projects through Councils social media, media releases and media responses as reported on by project officers in reports to Council.

Reason to communicate	5. <i>Assist in disseminating information in an emergency or crisis</i>
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Actions undertaken

- Promoted opportunities for residents to undergo Evacuation Centre Training and become Evac Centre Reservists
- Issued social media alerts residents of road closures and flood risks, directing residents to www.disaster.sdr.qld.gov.au for road closures and information during weather events

Reason to communicate	6. <i>Support recruitment and promotion of Council as an employer of choice</i>
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Actions undertaken

- Worked closely with the department People & Culture to improve the promotion of employment opportunities at Council through Council's social media platforms
- Ongoing project underway to deliver an updated corporate videography and photography library to support the ELMO recruitment software project
- Produced 2 editions of *The Scoop* staff newsletter
- Promoted Casual for a Cause in support of various charities as nominated by the staff. During this quarter, Council raised funds for GIVIT

Training or Conferences Attended

- Marketing Officer is undertaking the 6-month SDRC Leadership Training Program delivered by Council's Organisational Development Specialist.
- Communications & Marketing Support Officer is undertaking the Young Tourism Professionals mentoring program funded by the Queensland Tourism Industry Council (QTIC) and delivered through mentor, Mark Greaves (former CEO of The Tourism Group).

FINANCIAL IMPLICATIONS

All activities progressed by the Communications and Marketing department in this quarter have been within the 2023/24 budget allocation.

RISK AND OPPORTUNITY

Risk

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

Opportunity

Retaining the services of the contracted Digital Communications Officer (contract ends August 2024) will provide much needed continuity and assurance that the CMD can continue to deliver excellent customer service to internal and external stakeholders.

COMMUNITY ENGAGEMENT

Internal Consultation

As detailed in this report, the CMD engages extensively with internal stakeholders to facilitate communications outcomes for interdepartmental programs to benefit of the community.

External Consultation

The CMD represents Council as required on stakeholder engagement and working groups which have included

- Taggle Smart Water Meter Roll Communications working group
- Toowoomba to Warwick (T2W) Pipeline Communications and Engagement Working Group
- Southern Queensland Country Tourism forums
- Queensland Tourism Industry Council (QTIC)
- Queensland Information Centre Association (QICA)

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

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

Goal 1	:	Our People
Outcome 1.1	:	Communities trust us to engage with them and advocate on their behalf (1.1.2)
Goal 3	:	Our Prosperity
Outcome 3.3	:	The Southern Downs is a destination of choice for business and visitors (3.3.3)
Goal 4	:	Our Performance
Outcome 4.1	:	Our customers want to do business with us (4.1.1)
Outcome 4.3	:	Our people are proud to work for Council (4.3.3)
Outcome 4.5	:	We have genuine and effective partnership (4.5.1)(4.5.2)
Outcome 4.6	:	Our leaders are authentic

Related Policies

Advertising Expenditure Policy PL-GV012
Social Media Policy PL-EX082
Media Relations Policy PL-EX004
Community Engagement Policy PL-CS059


Related Strategies

Communications and Community Engagement Strategy
2022-2026 SDRC Economic Development Strategy
2021-2025 Southern Downs and Granite Belt Events Strategy
SDRC Integrated Planning and Reporting Framework

ATTACHMENTS

0.0 Quarterly Report on Development Approvals for the January 2024 to March 2024 quarter

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Acting Planning Services Coordinator	ECM Function No/s: 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

First quarter of 2024 (January to March 2024):

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

Applications	First quarter 2024	First quarter 2023	First quarter 2022	First quarter 2021
Material Change of Use	13	18	42	33
- Negotiated decisions	5	0	4	3
- Change to an existing approval	2	4	3	3
Reconfiguring a lot	10	11	23	9
- Negotiated decisions	4	0	1	3
- Change to an existing approval	0	1	3	1
Survey Plans	10	11	4	8
Operational works	4	5	8	6
Building	28	77	80	58

Applications	First quarter 2024	First quarter 2023	First quarter 2022	First quarter 2021
Plumbing & drainage	60	101	122	106
TOTALS	136	228	290	230

The high application numbers for Material Change of Use and Reconfiguring a lot 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	First Quarter 2024		First Quarter 2023	
	Lodged	Issued	Lodged	Issued
Material Change of Use	37	20	35	22
Reconfiguring a lot	13	14	16	12
Operational works	3	4	2	5
Building	46	28	68	77
Plumbing and Drainage	64	60	94	101

* An application is applicant driven, and Council cannot proceed with assessment unless the required actions, such as referral to the Department of Housing, Local Government, Infrastructure, Planning and Public Works, 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:

- RC\01894 – Reconfiguring a Lot (Subdivision of one into three (3) lots) – 32 Johnson Street, Stanthorpe – approved 5 August 2022.
OPW\000263 – Operational Works (Works in/on/over/under premises – Earthworks Stormwater Drainage, Sewerage and Water Infrastructure and Access associated with RC\01894) – 32 Johnson Street, Stanthorpe – approved 25 January 2024.
- MCU\02280 – Material Change of Use (Multiple dwelling – four (4) units) – 47 Marsh Street, Stanthorpe – approved 1 December 2021.
OPW\000265 – Operational Works (Works in/on/over/under premises – Roadworks, Earthworks, Stormwater Drainage associated with MCU\02280) – 47 Marsh Street, Stanthorpe – approved 20 February 2024.
- RC\01718 – Reconfiguring a Lot (Subdivision of one into nine (9) lots) – Daniel Drive, Warwick – approved 11 December 2018.
OPW\000262 – Operational Works (Works in/on/over/under premises – Roadworks, Stormwater Drainage, Sewerage and Water Infrastructure associated with RC\01718) – Daniel Drive, Warwick – approved 15 March 2024.

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	Charges Resolution (No. 4.2) 2023 First Quarter 2024
Material Change of Use:	\$100,894.71
Reconfiguring a lot:	\$1,315,070.00
Total:	\$1,415,964.71

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 Planning Services team has continued to work in close conjunction with the consultant and State Government to finalise the draft copy of the Planning Scheme for its First State Interest Review.

Recruitment of vacant roles has largely remained successful, with majority of vacant roles now being filled. Accordingly, training and development has been a focus for the quarter.

The department continues to receive a steady volume of applications and high customer enquiries across all teams. Planning enquiries were the highest ranking number of enquiries across Council for all three months of the first quarter.

	January 2024	February 2024	March 2024	Total
Merit Request Numbers	88	96	77	261

5.2 Next quarter:

With largely filled teams, emphasis for the quarter will be placed on Achievement and Development Plans. These plans will be developed at Coordinator level and later with each staff member within the team, to ensure focus for the next financial year on professional growth and achievement of Council's Corporate Plan.

Budget Implications

Nil

Policy Consideration

Nil

Community Engagement

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.

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Merit Request Numbers	88	96	77	261

5.2 Next quarter:

With largely filled teams, emphasis for the quarter will be placed on Achievement and Development Plans. These plans will be developed at Coordinator level and later with each staff member within the team, to ensure focus for the next financial year on professional growth and achievement of Council's Corporate Plan.

Legislation/Local Law

Building Act 1975

Plumbing and Drainage Act 2018

Planning Act 2016


Southern Downs Planning Scheme

Attachments

Nil

10.4 2024 LGAQ Civic Leaders Summit

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council consider the attendance of the Mayor and Deputy Mayor at the 2024 LGAQ Civic Leaders Summit being held at HOTA, Gold Coast from 21 – 22 May 2024.

REPORT

Background

The Local Government Association of Queensland holds a Civic Leaders Summit every two years. The 2022 event was held from 29 to 30 June at the Novotel Twin Waters on the Sunshine Coast Resort.

Unlike previous Civic Leaders Summits where Mayors, Deputy Mayors and Chief Executive Officers were eligible to attend, the 2022 event was open to all elected members. However, it appears that the 2024 Summit has reverted back to attendance by Mayors, Deputy Mayors and Chief Executive Officers. Should that attendance criteria change, we will advise Councillors.

Report

The 2024 Civic Leaders Summit is being held from 21 - 22 May 2024 at the Gold Coast. The theme for the 2024 Summit is **Enhancing local leadership** with the focus on the providing the tools aimed at enhancing local leadership, and to set a strong foundation for how to achieve priorities for the next four years, how to sharpen aims, map out what needs to be achieved, and how to bring the Council and community together for the journey.

A copy of the Program is attached.

FINANCIAL IMPLICATIONS

Council makes provision for attendance at various conferences in their annual budget.

The cost of the Summit will be:

- Registration \$1500 per attendee
- Dinner \$150 per attendee
- Accommodation circa \$250 per attendee per night

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Opportunity to forge relationships with other elected members, CEOs and other stakeholders.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

Goal 4 Our Performance

Outcome: 4.5 We have genuine and effective partnerships

Objective: 4.5.1 We act in an honest, open and respectful way to build strong relationships, partnerships and trust with our stakeholders at all levels of the organization

Outcome: 4.6 Our leaders are authentic

Objective: 4.6.3 Leadership development at all levels including elected members is considered “core business

Policy / Strategy

Nil

ATTACHMENTS

1. LGAQ 2024 Civic Leaders Summit Program[📄](#)



CIVIC LEADERS SUMMIT

Enhancing local leadership

Summit program

21 – 22 MAY 2024
HOTA, GOLD COAST

LGAQ | Every Queensland community deserves to be a liveable one



CIVIC LEADERS SUMMIT
ENHANCING YOUR LOCAL LEADERSHIP

President's invitation



Every two years, the LGAQ conducts an event that is unique in Australian local government – the Civic Leaders Summit. There's nothing else remotely like it and it's the embodiment of the LGAQ credo – Connect.Innovate.Achieve.

In 2024 at the Gold Coast, as our theme denotes, we will be giving you the tools aimed at enhancing your local leadership.

The timing, as you begin the new term, could not be better for setting a strong foundation for how to achieve your priorities for the next four years, how to sharpen aims, map out what you need to achieve and how to bring your

council and community together for the journey.

We have a program packed with guest speakers and sector experts along with mayors, deputy mayors and CEO colleagues sharing their personal stories. There will also be plenty of time and opportunity to get together with your council colleagues and peers to thrash out sector challenges and to swap ideas and solutions.

It's going to be a terrific event.

Mark Jamieson
LGAQ President

Thank you to our sponsors

Hastings Deering



right by your side

**KING &
COMPANY**
—SOLICITORS—



Day ONE

Tuesday 21st May

Time	Session
8:30 am	Registration Arrival tea & coffee
9:00 am	Welcome & housekeeping
9:05 am	President's welcome Mark Jamieson, President, LGAQ
9:15 am	Liveability The journey so far, and where we are Alison Smith, Chief Executive Officer, LGAQ
9:30 am	Liveability Why it's our most important ask Mayoral Panel: Facilitated by Alison Smith, CEO, LGAQ
	Key session takeaways <ul style="list-style-type: none"> Understand why the LGAQ is focusing on liveability as an advocacy priority. Consider how the liveability agenda fits with your council's own advocacy agenda. Identify how liveability can be incorporated into your local community engagement activities.
10:00 am	How do you sell your story Hannah Statham, Founder, Media Mortar
	Key session takeaways <ul style="list-style-type: none"> Gain insights into the changing communications landscape and the lessons and opportunities for councils. Learn strategies and tactics for better engagement and communication with residents and ratepayers. Hear why the positive promotion of local government is increasingly important and why all councils need to play a role.
10:30 am	Partner address – Telstra

CIVIC LEADERS SUMMIT
ENHANCING YOUR LOCAL LEADERSHIP

Time	Session
10:35 am	Business networking & morning tea <i>Have one-on-one discussions with the team from the LGAQ and our subsidiaries.</i> <ul style="list-style-type: none"> - Alison Smith, CEO, LGAQ - Advocacy - Governance - Workforce & Employment - LGMS - Digital - Peak Services - Local Buy
11:10 am	Excellence in advocacy
11:40 am	Case study reflections and Q&A with panellists Hannah Statham, Founder, Media Mortar
12:00 pm	Campaign kitchen Samantha Dean, Campaign Manager, LGAQ
	Key session takeaways <ul style="list-style-type: none"> ■ Hear successful case studies from other councils. ■ Identify strategic opportunities for your council to leverage the collective power of the sector – for local benefit - in a State Election year. ■ Hear sector insights benchmarking what successful advocacy looks like in 2024 – across councils of all sizes and operational capacity. ■ Learn how to achieve cut through with your issue with best practice campaign strategy – as well successfully taking your community along the journey.
12:30 pm	Business networking & lunch

CIVIC LEADERS SUMMIT
ENHANCING YOUR LOCAL LEADERSHIP

Time	Session
1:30 pm	<p>Concurrent workshops Stream A – Future-proofing the LG workforce Elle Ackland, Manager, Workforce, and Industrial Relations, LGAQ</p> <p><u>Key Session Takeaways</u></p> <ul style="list-style-type: none"> How to showcase your workforce, and distinguish your council from competitors to attract top talent by implementing an Employee Value Proposition. Steps you can take now to develop a Workforce Plan, and why it is in your council's best interest to have one. Future trends including councils ageing workforces and measures your council can proactively put in place now to mitigate the forecasted impacts of this trend.
	<p>Stream B – Leadership in risk management</p> <p><u>Key Session Takeaways</u></p> <ul style="list-style-type: none"> Leadership and culture determine whether management lives or dies: how to make yours thrive. Risk management enables strategy and realises opportunities: reframing risk management to take risks. The only certainty is increasing uncertainty: using risk management to achieve organisational and community resilience.
	<p>Stream C – Tech it or leave it: Embracing digital in local government Tracy Whitelaw, Chief Digital Officer, LGAQ Kate Zubrinich, Manager Data and Analytics, LGAQ Fredy Lievano, Digital Delivery Lead, LGAQ Chris Krosch, Digital Business Lead, LGAQ</p> <p><u>Key session takeaways</u></p> <ul style="list-style-type: none"> Digital transformation is not optional. Learn from case studies of those already on the journey. Innovation as a culture, not a project. How to evaluate, adopt and succeed while avoiding “shiny object chasing”. Citizen-Centric Digital Services. Discuss toolkits for successful digital that serves your community.
2:30 pm	Business networking & afternoon tea

CIVIC LEADERS SUMMIT
ENHANCING YOUR LOCAL LEADERSHIP

3:00 pm	Concurrent workshops (repeated)
4:00 pm - 4:25 pm	Disaster readiness and the role of Local Leaders Major General Jake Ellwood, CEO, QRA Acting Assistant Commissioner John Bosnjak, QPS Assistant Commissioner Ben Marcus, Deputy State Recovery Coordinator, QPS
4:25 pm – 4:50 pm	Lessons on local leadership during disasters <u>Key Session Takeaways</u> <ul style="list-style-type: none"> ▪ Hear from local leaders who have led their communities through challenging disasters. ▪ Learn about the roles and responsibilities of councils and elected members during disasters. ▪ Understand the importance of local leadership and community communications.
4:50 pm – 5:00 pm	Wrap & close
6:45 pm	Summit dinner Sponsored by King & Company JW Marriott Keynote speaker Warwick Squire, CEO, GasFields Commission Queensland

Day TWO

Wednesday 22nd May

Time	Session
8:30 am	Arrival tea & coffee
9:00 am	Welcome to day two
9:10 am	<p>Liveability Financial sustainability Damon Olive, Assistant Auditor-General, Queensland Audit Office Sri Narasimhan, Local Government Lead, Queensland Audit Office Tom Gole, Executive Director, Local Government and Strategic Operations, Queensland Treasury Corporation</p> <p>Key session takeaways</p> <ul style="list-style-type: none"> Understand the financial challenges facing the local government sector in Queensland. Identify the sustainability factors impacting council financial performance. Acquire insight into the financial forecasts for the term ahead.
9:50 am	Partner address – Brighter Super
9:55 am	<p>Re-thinking council services Neil Glentworth, Managing Partner, DunneMedforth and Founder and Chair, GWI</p> <p>Key session takeaways</p> <ul style="list-style-type: none"> Consider opportunities to improve services to ratepayers and enhance councils' efficiency and productivity. Hear about some case studies that highlight opportunities for innovation. Understand and avoid the common mistakes councils make when investing in digital transformation projects.
10:25 am	Partner address – Hastings Deering
10:30 am	<p>Business networking & morning tea Have one-on-one discussions with the team from the LGAQ and our subsidiaries.</p> <ul style="list-style-type: none"> - Alison Smith, CEO, LGAQ - Advocacy - Governance - Workforce - LGMS - Digital - Peak Services - Local Buy

CIVIC LEADERS SUMMIT
ENHANCING YOUR LOCAL LEADERSHIP

Time	Session
11:00 am	<p>Concurrent workshops</p> <p>Stream A – An elected member’s guide to valuations & ratings</p> <p>Tim Fynes Clinton, Executive Partner, King & Company Kim Driver, Manager, Governance and Advisory Services</p> <p><u>Key session takeaways</u></p> <ul style="list-style-type: none"> Learn the foundations between property valuations and rating. Understand the considerations and limitations when setting a rating policy. Have reinforced the role of elected members in setting rates.
	<p>Stream B – Selling a council budget</p> <p>Jon Guarna, Communications Manager, LGAQ</p> <p><u>Key session takeaways</u></p> <ul style="list-style-type: none"> Learn about communication principles that can help aid community understanding. View examples of successful council budget communication strategies. Hear tips and tricks from local government communication professionals.
	<p>Stream C – An elected member’s guide to asset management</p> <p>Jan Xanthopoulos, Principal, Advisory Division, Queensland Treasury Corporation</p> <p><u>Key session takeaways</u></p> <ul style="list-style-type: none"> Learn the principles behind effective asset management in a local government setting. Consider the elements of quality decision making regarding council and community assets. Gain an understanding of the financial imperatives behind striving for ‘good’ asset management.
11:45 am	Concurrent workshops (repeated)

CIVIC LEADERS SUMMIT
ENHANCING YOUR LOCAL LEADERSHIP

12:30 pm	Business networking & lunch
1:30 pm	<p>Excellence in governance Panel: Councillor relationships & culture</p> <p>Tim Fynes Clinton, Executive Partner, King & Company Glen Beckett, Head of Assist, LGAQ Kim Driver, Manager, Governance and Advisory Services, LGAQ</p>
2:00 pm	<p>Panel Q&A: What makes for a successful council</p> <p>Tim Fynes Clinton, Executive Partner, King & Company Bronwyn Blagoev, Acting Independent Assessor, OIA</p> <p><u>Key session takeaways</u></p> <ul style="list-style-type: none"> Identify the elements of corporate culture that support an effective chamber. Gain insight into the personal and group behaviours required under legislation and which are expected by your community. Understand the support and assistance available to help elected members and senior officers.
2:30 pm	<p>Leading with purpose</p> <p>Katarina Carroll, former QPS Commissioner</p>
3:15 pm	<p>Closing remarks</p> <p>Mark Jamieson, President, LGAQ</p>
3:30 pm	Close of conference

CIVIC LEADERS SUMMIT
ENHANCING YOUR LOCAL LEADERSHIP

Registration (GST Inclusive)

Full registration: \$1500 per person

Dinner registration: \$150 per person

Register 

Accommodation

JW Marriot

JW Marriott offered a special delegate rate.
The offer ends Sunday April 21, 2024

Book here

Please contact the reservation team directly on
[07 5592 9800](tel:0755929800) or via email reservations.goldcoast@jwmarriott.com should you
require any assistance at all with your booking.



**Every Queensland
community** deserves
to be a liveable one

CONTACT US

ENQUIRIES
1300 542 700

EMAIL:
events@lgaq.asn.au



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LINKEDIN

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10.5 ALGA National General Assembly 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council consider the endorsement of one or more Councillors for attendance at the Australian Local Government Association 2024 National General Assembly.

REPORT

Report

Convened annually by the Australian Local Government Association (ALGA), the National General Assembly (NGA) is the peak annual event for the ALGA, attracting in excess of 800 Mayors and Councillors each year.

The 2024 NGA will be held from 2 – 4 July 2024 at the National Convention Centre in Canberra. The theme for the 2024 NGA is *Building Community Trust*.

Motions for the Assembly need to be lodged no later than Tuesday, 30 April 2024.

The Provisional Program for the NGA can be found at [NGA24 \(eventsair.com\)](https://eventsair.com)

FINANCIAL IMPLICATIONS

Council makes a provision in the budget for attendance at various conferences. Costs would include registration, airfares, accommodation and meals.

NGA Registration:

- Early Bird available until 7 June \$945
- Late Registration \$1045

Regional Forum:

- Regional Forum Only \$475
- NGA Delegate \$275

-

RISK AND OPPORTUNITY

Risk

There are no specific details provided in the Provisional Program to assess applicability to our region.

Opportunity

This event provides an opportunity for Local Government to engage directly with the Federal Government and to potentially influence the future direction of key issues affecting local government in general.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

Goal 4 Our Performance

Outcome: 4.5 We have genuine and effective partnerships

Objective: 4.5.1 We act in an honest, open and respectful way to build strong relationships, partnerships and trust with our stakeholders at all levels of the organization

Outcome: 4.6 Our leaders are authentic

Objective: 4.6.3 Leadership development at all levels including elected members is considered "core business"

Policy / Strategy


Nil

ATTACHMENTS

Nil

10.6 LGAQ Policy Executive Nominations 2024 - 2028

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council consider making a nomination for District No. 4 – Darling Downs Representative to the LGAQ's Policy Executive for the period 2024-2028.

REPORT

Background

Nil

Report

The Local Government Association of Queensland ("LGAQ") have called nominations for the election of District Representatives to the Association's Executive for the period 2024-2028 in accordance with Rule 5.4 of the Association's Constitution and Rules. Nominations close at 12.00pm on Wednesday 01 May 2024. Councils within an Electoral District are entitled to nominate candidates for election from amongst elected members of the Councils within their District.

Southern Downs is entitled to nominate a candidate for election from amongst its elected members or an elected member from any other of the Councils within District No. 4 – Darling Downs, which includes Goondiwindi Regional Council, Toowoomba Regional Council and Western Downs Regional Council.

If there is more than one nomination per District, an election by postal ballot will apply. If an election is required, the "first past the post" voting system will apply.

Attached is information from LGAQ regarding voting entitlements, meeting obligations and meeting fees.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

This provides an opportunity for direct involvement in the LGAQ Policy Executive as well as a professional development opportunity for an elected member.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

Goal 4 Our Performance

Outcome: 4.5 We have genuine and effective partnerships.

Objective: 4.5.2 We use a range of advocacy, engagement and communication methods that suit the issue or initiative we are advocating for.

4.5.3 Our advocacy is well planned with a clearly defined purpose.

Policy / Strategy

Nil

ATTACHMENTS

1. Information Schedule[↓](#)
2. Corporate Governance Charter[↓](#)
3. Fees[↓](#)
4. Nomination Form[↓](#)



ATTACHMENT 1A

POLICY EXECUTIVE MEMBERS INFORMATION SCHEDULE

MEETING OBLIGATIONS

The Executive currently has six (6) regular meetings each year, however this frequency can be varied by the Policy Executive. With the exception of one regional meeting and the meeting which precedes the Annual Conference, the Policy Executive meets at Local Government House in Brisbane. The dates, at present, are set from meeting to meeting but are generally as follows:

- 1) Early February (1 Day)
- 2) Early April (1 Day)
- 3) Late June (1 Day)
- 4) Mid to Late August (1 to 3 Days if intrastate travel is involved)
- 5) The day before Annual Conference (1 Day)
- 6) Early December (1 Day)

Special Meetings may be called as required. Meetings by way of telephone hook-up may also be held.

Policy Executive Members may also be appointed to represent the Association on statutory boards and committees as well as ad hoc bodies. These appointments are made by the Policy Executive following consultation with member councils.

Members elected at this time take up their positions in **June 2024**, and subject to the Rules, hold office until **2028**.

Day	Date	Time	Room	Action
Thursday	20-June-2024	8:30am to 4:00pm	Boardroom, 25 Evelyn Street, Newstead, Brisbane	PE Induction
Friday	21-June-2024	8:30am to 4:00pm	Boardroom, 25 Evelyn Street, Newstead, Brisbane	PE Meeting
Friday	23-August-2024	8:30am to 4:00pm	Location - TBC	PE Meeting
Sunday	20-October-2024	12:00pm to 4:30pm	Brisbane Convention and Exhibition Centre	PE Meeting
Friday	06-December-2024	8:30am to 4:00pm	Boardroom, 25 Evelyn Street, Newstead, Brisbane	PE Meeting

1 April 2024

P 07 3000 2222
F 07 3252 4473
W www.lgaq.asn.au

Local Government House
25 Evelyn Street
Newstead Qld 4006

PO Box 2230
Fortitude Valley BC
Qld 4006

Local Government Association Of Queensland Ltd.
ABN 11 010 883 293 **ACN** 142 783 917

Attachment 1B

CORPORATE GOVERNANCE CHARTER

FEBRUARY 2024



1 Background

The purpose of the Local Government Association of Queensland (LGAQ) is to be the peak body for local government in Queensland with a vision of strong and effective local government. Our mission is to strengthen the ability and performance of local government to better serve the community.

This Corporate Governance Charter defines the role, responsibilities and authorities of the Policy Executive and the Board of the LGAQ, along with the role and function of individual Executive Representatives and Directors.

LGAQ is committed to effective governance practices which reflect accountability, transparency, and professional integrity within an inclusive framework based on trust and intellectual honesty.

The Board approved 4 strategic objectives as part of the Strategic Plan

- ✖ Advocate for the collective interests of members, and action all endorsed annual conference motions.
- ✖ Advance members financial sustainability.
- ✖ Assist with the positive promotion of local government.
- ✖ Connect members with daily support services that help with matters of local concern or difficulty.

Together these elements provide the foundation for the Association's policy initiatives and activities.

This Charter is intended to assist the Policy Executive and Board by:

- ✖ Providing clear guidelines on roles, responsibilities and relationships of the Policy Executive, Board, Directors and Executive Representatives;
- ✖ Identifying key principles for effective corporate governance to allow "best practice" performance;
- ✖ Ensuring appropriate accountability of the Policy Executive and Board to LGAQ members;
- ✖ Ensuring that the link between the Association's corporate objectives and values and the activities of members of the Board and Policy Executive is identified and understood.

The Charter also provides valuable information for new Directors and Executive Representatives, facilitating the induction process. As stipulated in the LGAQ Constitution (Rule 6.7(17)), Directors and Executive Representatives are required to comply with this Charter.

2 Corporate Governance Principles and Structure

Within the private sector, corporate governance is regarded as the system by which companies are directed and managed. It influences how the objectives of the company are set and achieved, how risk is monitored and assessed, and how performance is optimised. Good corporate governance structures encourage companies to create value (through entrepreneurship, innovation, development and exploration) and provide accountability and control systems commensurate with the risks involved.

Corporate Governance for LGAQ is broadly defined as the processes used to represent member interests, including the way in which decisions are made on policies and strategies and how these are actioned to obtain an optimal return for members as the key stakeholders of the Organisation.

Corporate Governance arrangements for LGAQ include:

- ✖ The role of Annual Conference;
- ✖ The election of Executive Representatives;
- ✖ The role of the Policy Executive;
- ✖ The role of the President of the Board ("President");
- ✖ The role of the Board;
- ✖ The role of the CEO.

Whilst Directors and Executive Representatives are encouraged to refer to the Constitution of LGAQ for details of the role of Annual Conference, the composition and election of the Policy Executive and Board, the powers and duties of the Policy Executive and Board, and the powers and functions of the CEO and other officers, the following is a brief summary of the key points.

LGAQ's Annual General Meeting of member councils (Annual Conference) is the Association's supreme decision-making body responsible for setting the overall policy direction of LGAQ and electing the President (Rule 6.3 of the Constitution). In a separate process, LGAQ's member councils elect 15 District Representatives (Rule 5.1 of the Constitution) who, together with the President, form the Association's Policy Executive. The President is the only member of the Policy Executive who does not represent a district.

The Policy Executive is responsible for: appointing three Directors to join the LGAQ President in forming the LGAQ Board; appointing the CEO; approving the annual budget of the Organisation; and determining the Association's policy on behalf of member councils (in line with the overall direction set at Annual Conference). The Policy Executive may delegate any of its powers to a Committee appointed out of its number (Rule 5.13 of the Constitution).

The LGAQ Board is responsible for the operation of the business of the company (Rule 6.7 of the Constitution). It is authorised to exercise all of the Organisation's powers that are not required to be exercised by Annual Conference. The Board is responsible for adopting a strategic plan before the end of each financial year. The Board may delegate any of its powers to a Committee appointed out of its number (Rule 6.15 of the Constitution).

The President is the highest elected official of the LGAQ and chairs General Meetings, including the Annual General Meeting, and meetings of the Board and Policy Executive.

The CEO is responsible for day-to-day management of the Organisation, subject to the Board's instructions (Rule 6.7 of the Constitution). The CEO's powers may only be exercised after full consultation with the President; and the President must be kept fully informed on an ongoing basis of all action taken pursuant to the CEO's powers. Consistent with normal corporate practices, the President and CEO are the official spokespersons for the Board, Policy Executive and LGAQ.

3 Director Role

The general qualification for becoming and remaining a Director is outlined in Rule 6.1 of the Constitution.

As Directors are appointed out of the ranks of the Policy Executive, a Director must have the skills and the time to be able to perform both roles.

The powers and duties of the Directors are spelt out in detail in Rule 6.7 of the Constitution. In summary, the Directors:

- ✖ Are responsible for setting the strategic direction and monitoring of the business;
- ✖ Must adopt an annual strategic plan for the Association and ensure that LGAQ conducts its business in accordance with it;
- ✖ Are not directly involved in the day-to-day management of the Organisation but issue the CEO with instructions for the day-to-day management;
- ✖ Make decisions that are not items of day-to-day management of the Organisation;
- ✖ Must ensure that LGAQ maintains its property in good working order and condition, complies with all agreements to which it is a party, pays its debts as and when they fall due, maintains relevant insurance, complies with the requirements of all relevant legislation, maintains books and records, etc.;
- ✖ Have oversight of the financial management of LGAQ and are responsible for major financial decisions (although the annual budget is approved by the Policy Executive);
- ✖ May grant a power of attorney;

To effectively perform their role, a Director requires:

- ✖ Competency in modern corporate and financial management standards and practices;
- ✖ An ability to provide a holistic focus on local government issues;
- ✖ An ability to put the interests of their own council behind those of the Association;
- ✖ Capacity to devote sufficient time to both Board and Policy Executive responsibilities;
- ✖ Legitimacy and confidence in the eyes of members and fellow Executive Representatives;
- ✖ Ability to exercise objective judgement on corporate affairs independent from management;
- ✖ Access to accurate, relevant and timely information.

A Director has a duty to:

- ✖ Act consistently in the best interests of LGAQ as a whole;
- ✖ Act honestly and in good faith;
- ✖ Not gain advantage by improper use of their position;
- ✖ Not misuse information;
- ✖ Act with due care and diligence;
- ✖ Disclose real or perceived conflicts between personal interests, or the interests of any associated person, and the interests of LGAQ to the other Directors in accordance with the LGAQ Conflict of Interest Policy;
- ✖ Not allow such interests to conflict with the interests of LGAQ.

A Director has no individual authority to participate in the day-to-day management of LGAQ, including making any representations or agreements with member councils, suppliers, customers, employees or other parties or organisations.

Directors are expected to regularly attend Board, Policy Executive, Committee and other meetings organised as part of the Director role. According to Rule 6.1(5) of the Constitution, a Director vacates that office at the conclusion of the third consecutive Board meetings that the person has failed to attend, without the Board's leave.

Directors are supported in their role by secretariat services provided by LGAQ.

4 Conduct of Board meetings

A Board meeting is the main opportunity for a Director to:

- ✖ Obtain and exchange information with the senior management team;
- ✖ Obtain and exchange information with each other;
- ✖ Make decisions.

A Director shall, in good faith, behave in a manner that is consistent with generally accepted procedures for the conduct of meetings. This will include, but not be limited to:

- ✖ Behaving in a business-like manner;
- ✖ Acting in accordance with policy resolutions of the Association;
- ✖ Addressing issues in a courteous manner;
- ✖ Using judgement, common sense and tact when discussing issues;
- ✖ Avoiding distractive behaviour such as email, text, chatter and irrelevant remarks during meetings;
- ✖ Ensuring that others are afforded a reasonable opportunity to put forward their views.

5 Review of Board's Effectiveness and Training Needs of Director

The President shall conduct a biennial review of the Board's effectiveness, one year and three years into the Board's term. As part of the review, the President shall consult with each Director separately. The review thus provides an opportunity for each Director to discuss any concerns about the Board's operation with the President. A report on the review must be prepared and submitted to the Policy Executive for consideration.

Directors are encouraged to raise any request or need for independent expert advice, training or guidance with the President at any time. Furthermore, the President shall discuss Directors' training and professional development needs during the biennial review of the Board's effectiveness and pass any needs identified to the secretariat for action.

6 Executive Representative Role

The General Qualification for becoming and remaining an Executive Representative is outlined in Rule 5.2 of the Constitution.

To be able to fulfill its role, it is important that the Policy Executive incorporates a breadth of experience. This requires capacity to present an appropriate balance of district, member-wide and external viewpoints.

The primary responsibility of an Executive Representative is to LGAQ members as a whole. In fulfilling this responsibility, an Executive Representative should, where appropriate, have regard to the interests of stakeholders, both internal and external. Policy Executive decisions will be distributed in the public realm unless the Policy Executive makes an express decision to keep the matter confidential.

An Executive Representative therefore requires an extensive knowledge of and connection to local government related issues. It is expected that an Executive Representative will develop an appreciation of the scope, policy and activities of the Association.

The key roles of an Executive Representative can be broadly defined as:

- ✖ Representing the overall interests of local government within Queensland;
- ✖ Representing each district's interests on the Policy Executive;
- ✖ Contributing to Policy Executive decision-making;
- ✖ Assisting in relationships between councils at a district and regional level.

In representing, liaising with and informing member councils at a district level, the reasonable expectation of an Executive Representative as the District Representative is that they will:

- ✖ Attend and represent LGAQ at meetings of regional groupings of councils, such as District LGAs and/or ROCs (and/or, where appropriate, other relevant bodies);
- ✖ Undertake direct communication with member councils within their electoral district including on key issues and matters before the Policy Executive for consideration;
- ✖ Develop a full understanding of the scope and scale of the activities of the Association to enable referral of member councils to relevant solutions and support services;
- ✖ Familiarise themselves with and provide input into LGAQ segment1 plans and segment activities relevant to the councils within their district.

In order to be an effective District Representative, an Executive Representative is expected to engage in a process of two-way representation, i.e. reporting regional advocacy issues and council support needs and opportunities to the Policy Executive and reporting outcomes back to the district. Executive Representatives are instrumental in ensuring transparent and inclusive LGAQ decision-making on policy positions by feeding views from members in their district into the decision-making process and communicating the rationale behind the decision-making back to members.

It is up to each Executive Representative to identify and develop appropriate methods of engagement with the councils in their district. Where active District LGAs or ROCs exist, the meetings of these groupings provide an established platform for regional engagement in relation to LGAQ policy-making. Attending meetings of other regional groupings involving councils, may also be an option. Executive Representatives should also undertake regular one-on-one engagement with

individual councils in their district.

In recognition of the workload involved, Executive Representatives receive appropriate support from LGAQ in the conduct of their duties as District Representatives. Executive Representatives are supported by senior LGAQ officers who, whenever possible, accompany Executive Representatives to ROC and other regional meetings. LGAQ also has a Policy Executive Support Coordinator who acts as the central point of contact and clearing house for all communications material, information and enquiries related to Policy Executive activities and who coordinates and arranges attendance of Executive Representatives and senior LGAQ staff at meetings of regional groupings of councils.

There will also be a CEO Reference Group comprising the CEOs of Executive Representatives. This group will both support Executive Representatives and provide strategic advice and input to LGAQ. It is important that elected members who are considering nominating for the Policy Executive understand that their involvement on the Policy Executive will be supported by participation of their CEO in the CEO Reference Group.

To effectively perform their role, an Executive Representative requires:

- ✖ An ability to provide a holistic focus on local government issues;
- ✖ An ability to put the interests of their own council behind those of their electoral district and those of the Association;
- ✖ Capacity to devote sufficient time to Policy Executive responsibilities;
- ✖ Legitimacy and confidence in the eyes of members;
- ✖ Ability to exercise objective judgement on corporate affairs independent from management;
- ✖ Access to accurate, relevant and timely information.

An Executive Representative has a duty to:

- ✖ Act consistently in the best interests of LGAQ as a whole;
- ✖ Act honestly and in good faith;
- ✖ Not gain advantage by improper use of their position;
- ✖ Not misuse information;
- ✖ Act with due care and diligence;
- ✖ Disclose real or perceived conflicts between personal interests, or the interests of any associated person, and the interests of LGAQ to the other Executive Representatives in accordance with the LGAQ Conflict of Interest Policy;
- ✖ Not allow such interests to conflict with the interests of LGAQ

An Executive Representative has no individual authority to participate in the day-to-day management of LGAQ, including making any representations or agreements with member councils, suppliers, customers, employees or other parties or organisations.

Executive Representatives are expected to regularly attend Policy Executive, Committee and other meetings organised as part of the Policy Executive role. According to Rule 5.2(2)(d) of the Constitution, an Executive Representative vacates that office immediately upon the conclusion of the third consecutive Policy Executive meeting that the Executive Representative has failed to attend, without the Policy Executive's leave.

7 Conduct of Policy Executive Meetings

A Policy Executive (or Committee) meeting is the main opportunity for an Executive Representative to:

- ✖ Report to the Policy Executive on engagement with their district on LGAQ policy and advocacy issues;
- ✖ Obtain and exchange information with the senior management team;
- ✖ Obtain and exchange information with each other;
- ✖ Make decisions.

An Executive Representative shall, in good faith, behave in a manner that is consistent with generally accepted procedures for the conduct of meetings. This will include, but not be limited to:

- ✖ Behaving in a business-like manner;
- ✖ Acting in accordance with policy resolutions of the Association;
- ✖ Addressing issues in a courteous manner;
- ✖ Using judgement, common sense and tact when discussing issues;
- ✖ Minimising distracting behaviour such as email, text, chatter and irrelevant remarks during meetings;
- ✖ Ensuring that others are afforded a reasonable opportunity to put forward their views.

Unless prevented by extenuating circumstances, Executive Representatives are expected to attend Policy Executive meetings for the full duration of the meeting.

Executive Representatives should be forthright in Policy Executive meetings and have a right to question, request information, raise an issue, fully canvass all aspects of any policy issue confronting LGAQ and to cast their vote on any resolution according to their own judgment.

Outside Policy Executive meetings, an Executive Representative will support the spirit of all Policy Executive decisions in discussions with member councils, staff and other parties when acting in their capacity as an Executive Representative. Executive Representatives are expected to advocate the position of their district constituency at Policy Executive meetings and the position of LGAQ back to their district constituency. However, as mentioned earlier, the President and CEO are the official public spokespersons for the Policy Executive and LGAQ.

8 Ethical Practices

Directors and Executive Representatives will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity and probity and not engage knowingly in acts or activities that have the potential to bring discredit to the Organisation.

Directors and Executive Representatives must also refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Directors and Executive Representatives must not use Association information for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare and goodwill of the Association.

Further, Directors and Executive Representatives must not publicly comment on matters relative to activities of the Board or Policy Executive, other than as authorised by the Board or Policy Executive.

Finally, Directors and Executive Representatives must not engage in conduct, whether in the course of undertaking LGAQ business or otherwise, tending to bring the LGAQ or local government in the State of Queensland into disrepute or to cause damage to the public standing and reputation of either of them.

9 Code of Conduct

LGAQ has adopted a Code of Conduct and maintains service standards for the Association's employees. Although not LGAQ employees, Directors and Executive Representatives are encouraged to familiarise themselves with this document and, in light of the leadership role and responsibility of the Board, lead by example in following it.

10 Use of Social Media



What is social media?

Social media is the use of on-line or internet based technologies to communicate interactively with other people. There are several well-known internet sites which are used for social media, including but not limited to, Facebook, Twitter and LinkedIn.

The LGAQ and social media

The LGAQ embraces the use of social media for the promotion, development and delivery of services and that of its members.

LGAQ encourages all Directors and Executive Representatives to communicate online in many ways, such as through social media, professional networking sites, blogs and personal web sites. However, all Directors and Executive Representatives need to use good judgment about what material appears online, and in what context.

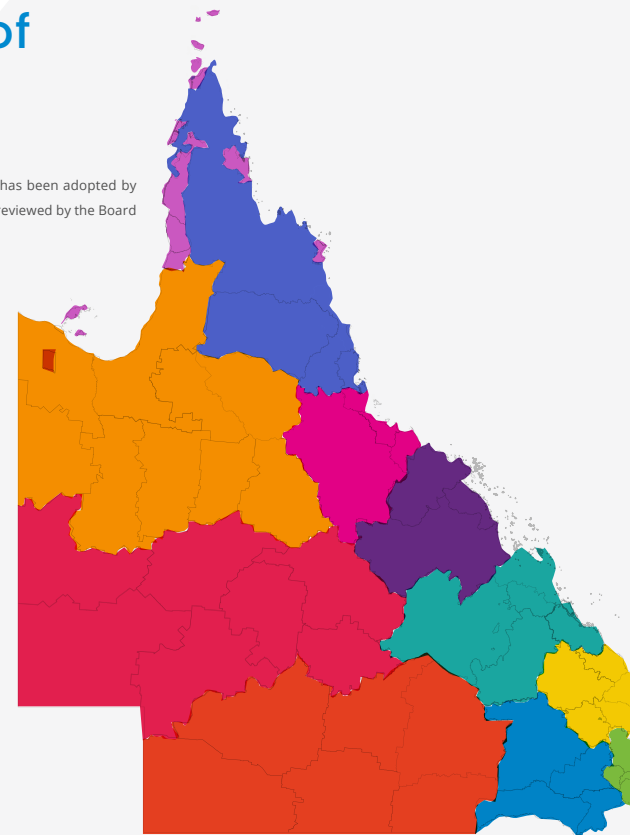
Information published on social media sites by Directors and Executive Representatives

Directors and Executive Representatives must behave in a manner which promotes and protects the interests of LGAQ. Directors and Executive Representatives must not publish information on social media which:

- ✘ In any way disparages or harms LGAQ's business or reputation;
- ✘ Disparages or personally criticises fellow Directors, Executive Representatives or LGAQ employees;
- ✘ Includes any information which may offend or embarrass fellow Directors, Executive Representatives or LGAQ employees;
- ✘ Contains defamatory statements in relation to fellow Directors, Executive Representatives, LGAQ employees, elected representatives of members or employees of members;
- ✘ Breaches a Directors' or Executive Representatives' obligations to keep information confidential
- ✘ Breaches a Directors' or Executive Representatives' obligations with respect to Anti-Discrimination, Sexual Harassment or Bullying;
- ✘ Could be perceived as representing the viewpoint or official position of LGAQ on any issue, in circumstances where the Director or Executive Representative has no LGAQ authority to publish that information on the LGAQ's behalf.

11 Review of Charter

This Corporate Governance Charter has been adopted by the LGAQ Board and will be formally reviewed by the Board on an annual basis.



Legend Key

- | | | | |
|---|---|--|--|
| ● District 1 | ● District 3 | ● District 7 | ● District 11 |
| ● District 2 North | ● District 4 | ● District 8 | ● District 12 |
| ● District 2 South | ● District 5 | ● District 9 | |
| ● District 2 West | ● District 6 | ● District 10 | |



For all enquiries, call or text our
Members' Hotline on 1300 542 700

Local Government House
25 Evelyn St, Newstead QLD 4006

**Local Government Association
of Queensland**

—
www.lgaq.asn.au



ATTACHMENT 1C

FEES, REIMBURSEMENTS AND INSURANCE

The current payments to Policy Executive Members attending Policy Executive and Committee Meetings and other approved meetings, for which payment is not made by the outside board, committee, or body, are as follows:

Daily Allowance	\$560.00
Accommodation Allowance	\$283.00

Travel Costs – Actual airfare (economy class), and/or motor vehicle expenses at current ATO rate ie 85c a kilometre, and/or actual taxi fares, and/or actual parking fees.

These rates are reviewed each year in the Budget in May. Payment of fees and reimbursements is usually made at the meeting attended upon completion of a claim form.

A personal accident insurance scheme operates for all Policy Executive Members whilst travelling or involved in Association activity.

1 April 2024

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Local Government Association Of Queensland Ltd.
ABN 11 010 883 293 **ACN** 142 783 917

**LOCAL GOVERNMENT ASSOCIATION OF
LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ)
POLICY EXECUTIVE 2024-2028**

NOMINATION FORM - District 3-11

Dist 3	Dist 4	Dist 5	Dist 6	Dist 7	Dist 8	Dist 9	Dist 10	Dist 11
Bundaberg Fraser Gympie N Burnett S Burnett	Goondiwindi S. Downs Toowoomba W. Downs	Balonne Bulloo Maranoa Murweh Paroo Quilpie	Banana CHighlands Gladstone Livingstone Rockhampton	Isaac Mackay Whitsunday	Barcaldine Barcoo BTambo Boulia Diamantina Longreach Winton	Burdekin CTowers Hinchinbrook Townsville	Cairns Cassowary Cook Douglas Mareeba Tablelands Torres Shire	Burke Carpentaria Cloncurry Croydon Etheridge Flinders McKinlay Mount Isa Richmond

DISTRICT NO. 4

The City Council of **Choose an item.**

Hereby nominates Cr.

To represent **District Number 4** on the Association's Policy Executive in accordance with Rule 5.4 of the Constitution and Rules of the Association for the period 2024-2028.

Date at this day of 2024



CHIEF EXECUTIVE OFFICER
2 April 2024


I hereby support this nomination _____
Signed by: Council CEO

**PLEASE RETURN THIS FORM BY EMAIL TO THE RETURNING OFFICER BY NO LATER THAN
12:00pm on Wednesday, 1 May 2024**

RETURNING OFFICER: Alison Smith
RETURNING OFFICER
LOCAL GOVERNMENT ASSOCIATION OF QLD LTD
PO BOX 2230
FORTITUDE VALLEY BC QLD 4006
Email: returning_officer@lgaq.asn.au
N.B FAXED NOMINATIONS WILL NOT BE ACCEPTED

10.7 Procurement Exception - Small Business Resilience Suite

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Manager Economic Development	ECM Function No/s:

Recommendation

THAT:

1. Council resolves, pursuant to Section 235 (b) of the *Local Government Regulation 2012*, it would be impractical or disadvantageous to request quotes or tenders in relation to the management of funding from the Department of Employment, Small Business and Training - Locally Led Economic Recovery Program (LLER) – 2024 due to the specialised nature of the work; and
2. The two local Chambers of Commerce (Warwick and Stanthorpe & Granite Belt) are uniquely placed to deliver the separate identified project deliverables, owing to their direct links to the small business community; and
3. The elements of the LLER Program identified in this report, specifically deliverables 1, 2 and 3 be outsourced to the Warwick Chamber of Commerce and the Stanthorpe & Granite Belt Chamber of Commerce.

REPORT

Report

Southern Downs Regional Council (SDRC) has been approved to receive grant funding under the State Government's Locally Led Economic Recovery (LLER) project. The Department of Employment, Small Business and Training (DESBT) has allocated \$160,000 for this project, to be delivered under an overarching program ('Small Business Resilience Suite'). It aims to support businesses in the Southern Downs region. Some of this money has already been transferred to SDRC, with the rest to follow progressively later in 2024.

There are four separate sub-programs (deliverables) and budget allocations that make up the total project. These are:

Deliverable	Milestone Description	Indicative delivery date	Budget (GST exclusive)
1	'Why Leave Town' Gift Card Shop-Local Program	1 December 2024	\$30 000
2	Small Business Knowledge Support Program and Small Business Hub Empowerment Program	1 December 2024	\$50 000
3	Tourism Event 2024	1 December 2024	\$50 000
4	Expansion and promotion of Southern Downs Granite Belt App	1 December 2024	\$30 000

This suite of programs, workshops, event/s, and App upgrade is planned to target a large number of businesses across all sectors in the Southern Downs.

As outlined below, the two local Chambers of Commerce (Warwick and Stanthorpe & Granite Belt) will be nominated as, effectively, the only source of supply – given the need for coordination, organisation and delivery of these programs across the Warwick and the Stanthorpe/Granite Belt sub-regions.

The funding provided under this scheme will provide the small business community with opportunities to grow, generate new skills, and be able to advance their productivity into the future. Additionally, the program will provide necessary upgrades to digital platforms that are used to promote the small businesses and tourism operators within the region. This program will directly support business development in the region.

There is urgency to deliver these programs – they should commence immediately and need to be completed by 1 December 2024 to meet Departmental requirements as outlined in the LLER Grant Agreement (#QRA000010/EIS9999) between DESBT and SDRC.

All monies will be held by the SDRC and progressively released as the sub-programs are advanced or the services are provided as outlined below.

The two Chambers of Commerce will be nominated as, effectively, the only source of supply – given the need for coordination and organisation in the Warwick and the Stanthorpe/Granite Belt sub-regions.

Further details of the individual sub-programs as approved by DESBT are:

(1) 'Why Leave Town' (WLT) gift card shop-local program

The WLT shop-local program has been very successful in promotion activities across the region in recent years. In the delivery of WLT, the Chambers will be allocated \$15,000 each (\$30,000 total) to be progressively spent on a digital upgrade of the program, greater engagement with the business community to adopt the program and a further two years of maintenance of the program. A monthly report is to be provided back to SDRC.

(2) Small Business Knowledge Support Program and Small Business Hub Empowerment Program

This knowledge-sharing program should commence as soon as practical and be completed by 1 December 2024. Similar programs have been rolled out previously, and the minor variations in this round reflect the experiences of those past rounds, thereby enhancing overall delivery of the program. The identified training topics for this year, confirmed by the Warwick and Stanthorpe Chambers of Commerce are educational and support activities in:

1. Marketing & Digital / Artificial Intelligence
2. Branding and Copyrights
3. Planning and finance
4. Canva / Graphic design

For each of these topics, expert presenters will deliver the required training and educational activities. To ensure proper control and delivery of the \$50,000 funding for this component, SDRC will be responsible for the overall program/topics, which will be delivered under the management/coordination of the two respective Chambers of Commerce.

Based on the experience and feedback from previous programs, training sessions will be on a one-to-one or small group basis. Each session will have a structured component, but must leave ample opportunity for participants to seek specific advice/information.

(3) Tourism Event 2024

A 'Queensland Day' event highlighting produce from the Southern Downs region is to be held on Saturday 8 June, at the SDIEA premises in Palmerin Street, Warwick. A smaller 'taster' event is to be held in Stanthorpe as a breakfast on 6 June 2024, to be held at Farley Street Piazza.

Of the \$50,000 budget for this project deliverable, \$45,000 will be allocated towards the event in Warwick, and \$5,000 for the smaller event in Stanthorpe. The Warwick Chamber of Commerce will have majority control and will work closely with Stanthorpe & Granite Belt Chambers of Commerce to deliver these two events.

The event advances on the previous 'Great Australian Bites' initiative and aims to promote regional produce, wines, food etc. from across the whole region. The Warwick Chamber of Commerce are enthusiastic supporters of this initiative and innovations will include BBQ and cooking competitions, celebrity chef demonstrations, wine and brewery stands together with bands and entertainment.

For this event, the Warwick Chamber of Commerce is to be responsible for site set up including staging, lighting decorations and props, security, entertainment – for kids and live music, marketing and promotion of event, site clean-up and related matters.

Reconciliation of the entire event to be accomplished within 30 days of its completion.

It is hoped that this tourism event/s can act as a pilot to similar annual activities into the future.

(4) Expansion and promotion of the 'Southern Downs & Granite Belt' visitor App

The Southern Downs and Granite Belt App was developed in 2021 to assist the visitor experience on the Southern Downs and Granite Belt. The Visitor App requires ongoing marketing and enhancements to showcase the region, to maintain its functionality and to ensure it adequately promotes the region, its attractions and local businesses to those that are planning to visit or are already in the region. The expansion will see development of artificial intelligence gamification to draw visitors through the region as well as support the development of promotional materials.

This component of the LLER funding is being managed internally by the SDRC Communications and Marketing team. The \$30,000 budget will be used to upgrade the back end of the platform, which will enable the in-App maps to integrate with Google. The remainder of the related funding will support ongoing App maintenance.

Conclusion/Summary

This matter is being tabled before Council, pursuant to section 235 (b) of the *Local Government Regulation 2012*, seeking a resolution that the Warwick Chamber of Commerce and the Stanthorpe & Granite Belt Chamber of Commerce are the only suppliers suitable to deliver this fully-funded program, owing to their unique existing and collaborative relationship with the small business community across the region.

This proposal represents a multiple-project business support initiative. It is fully funded by the Department of Employment, Small Business and Training (DESBT). Because of the complex and multiple sub-projects involved, it is essential that bodies with this close knowledge of the region, and of the wider business community are involved. As in previous programs, the two Chambers of Commerce, supported by SDRC, are the only organisations who can deliver these complex activities successfully in this local environment.

FINANCIAL IMPLICATIONS

Apart from staff time, there is no direct cost to SDRC through delivery of this program. The costs will be fully recoverable through the Locally Led Economic Recovery Grant funding.

This overall initiative will deliver \$160,000 directly into local business and promotion with considerable multipliers resulting.

RISK AND OPPORTUNITY

Risk

There is an important commitment to the State Government to see the programs delivered in a quality and timely manner. Failure would not only disrupt delivery of these important programs to our small businesses, but cause reputational damage to SDRC on this project and also jeopardise similar projects in out-years.

Opportunity

Regional small businesses currently face a number of important challenges. The opportunity that this program provides in helping them address these issues cannot be lost.

COMMUNITY ENGAGEMENT

Internal Consultation

CEO, Manager Economic Development, Economic Development Officers

External Consultation

Warwick Chambers of Commerce, Stanthorpe & Granite Belt Chambers of Commerce

LEGAL / POLICY

Legislation / Local Law

Local Government Regulations 2012 (QLD) s235 (b)

Corporate Plan

Goal 1 Our People

Outcome: 1.2 Communities have the opportunities to grow and develop.

Objective: 1.2.1 Plan and provide community facilities and programs to meet the needs of our diverse community and enable community growth.

Goal 3 Our Prosperity

Outcome: 3.2 Businesses thrive and grow.

Objective: 3.2.1 Investigate and maintain a jobs, training and recruitment attraction program, facilitate networking and clustering events and undertake a review of key business constraints.

Goal 4 Our Performance

Outcome: 4.5 We have genuine and effective partnerships.

Objective: 4.5.1 We act in an honest, open and respectful way to build strong relationships, partnerships and trust with our stakeholders at all levels of the organisation.

Policy / Strategy


ATTACHMENTS

Nil

11. CUSTOMER AND ORGANISATIONAL SERVICES REPORTS

11.1 Financial Services - Financial Report as at 31 March 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Budget Accountant	ECM Function No/s:

Recommendation

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

REPORT

Background

The Finance Team have conducted the end of month processes for March 2024 to present the following Performance Report.

Report

Income Statement

Revenue

Operational revenue of \$86.8M is \$1.2M over budget compared to YTD budget of \$85.6M with the main variations being:

- General Rates and Utility Charges received year-to-date are over budget by \$287K;
- Fees and Charges received year-to-date are over budget by \$978K mostly relating to higher than expected Water Sales and Waste Disposal Fees;
- Interest income is \$1.2M over budget due to higher than expected cash balance and changes in Reserve Bank cash rates;
- Contracts and Sales Revenue is under budget by \$698K mostly due to Roads Maintenance and Performance Contract funds received year-to-date being less than anticipated; and
- Grants and Subsidies are \$392K under budget due to the anticipated timing of funds received.

Expenses

Operational expenditure of \$70.7M is \$4M under budget compared to YTD budget of \$74.7M.

Variations include:

- Materials and Services are under budget by \$4.4M. 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 \$369K. Increased capitalisation and revaluation changes will impact the figures later in the financial year.

Capital Grants

Revenue from capital grants is over budget by \$4.3M. The timing of the receipt of capital grants can vary and dependent on the progress of projects.

Balance Sheet

As at 31 March 2024, Council had \$86.1M in cash at bank and investments. The total of outstanding loans, both the current and non-current portions is \$12.8M

Capital Works in Progress

Capital works expenditure at 31 March 2024 was \$40.8M which is 50.7% of the adopted capital works budget of \$80.4M. There are committed costs of \$23.2M meaning \$64.0M has been spent or committed, representing 79.5% of the adopted budget.

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

	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land & Land Improvements	267,198	18,082	6.8%	21,439	39,521	14.8%
Buildings	8,433,029	4,471,583	53.0%	853,233	5,324,817	63.1%
Plant & Equipment	7,767,319	1,940,107	25.0%	2,956,717	4,896,823	63.0%
Roads, Drains & Bridges	30,008,845	20,239,080	67.4%	7,524,316	27,763,396	92.5%
Water	12,902,318	5,975,869	46.3%	2,874,101	8,849,970	68.6%
Sewerage	9,062,530	4,203,466	46.4%	4,207,748	8,411,214	92.8%
Other Assets	11,971,843	3,952,807	33.0%	4,725,177	8,677,985	72.5%
Total	80,413,082	40,800,994	50.7%	23,162,731	63,963,725	79.5%

FINANCIAL IMPLICATIONS

The Third Quarter Budget Review was undertaken in March and will be presented to Council at the April 2024 meeting. Preparation for the 2024/25 Budget is currently underway.

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009 and Local Government Regulation 2012

Corporate Plan

Goal 4 Our Performance

Outcome: 4.4 Council has embedded risk management, good governance, transparency and accountability into what we do.

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

Policy / Strategy

Operational Plan 2023/24

ATTACHMENTS

1. Performance Report - 31 March 2024 [↓](#)



Performance Report

March 2024

Southern Downs Regional Council Income Statement

March 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	39,443,908	39,287,946	155,962	0.4%	39,286,696	39,443,908
Rural fire brigade levy	280,041	278,700	1,341	0.5%	278,700	280,041
Utility Rates and Charges	28,641,180	28,530,320	110,860	0.4%	31,400,406	31,400,406
Less Discounts	(2,353,500)	(2,401,646)	48,146	(2.0%)	(2,401,646)	(2,401,646)
Rates on Council properties	(659,901)	(630,256)	(29,645)	4.7%	(713,291)	(713,291)
	65,351,727	65,065,063	286,664	0.4%	67,850,865	68,009,418
Fees and Charges	6,451,927	5,474,029	977,899	17.9%	7,236,578	7,236,578
Interest	3,506,891	2,289,860	1,217,031	53.1%	3,052,880	3,975,000
Contract & Sales Revenue	500,887	1,199,117	(698,230)	(58.2%)	2,334,716	2,134,716
Rent and Other Income	941,354	1,164,261	(222,908)	(19.1%)	1,591,471	1,441,471
Government Grants and Subsidies	6,236,210	6,627,758	(391,548)	(5.9%)	15,546,918	15,265,000
Internal Revenue	3,784,959	3,784,959	(0)	(0.0%)	5,046,612	5,046,612
Total Operating Revenue	86,773,954	85,605,046	1,168,906	1.4%	102,660,039	103,108,795
Expenses from ordinary activities						
Employee Costs	21,343,824	21,275,591	68,233	0.3%	29,220,447	29,420,447
Materials and Services	28,797,987	33,166,680	(4,368,693)	(13.2%)	44,439,197	45,439,197
Depreciation and Amortisation	16,067,385	15,698,858	368,527	2.3%	22,525,889	21,825,889
Finance Costs	704,153	772,709	(68,557)	(8.9%)	1,187,614	1,187,614
Internal Charges	3,784,959	3,784,959	0	0.0%	5,046,612	5,046,612
Total Operating Expenses	70,698,307	74,698,797	(4,000,490)	(5.4%)	102,419,758	102,919,759
Operating Surplus/(Deficit) before capital items	16,075,647	10,906,249	5,169,396	47.40%	240,282	189,036
Other Capital Amounts						
Capital Grants, Contributions and Donations	22,102,674	17,785,761	4,316,912	24.3%	42,805,447	31,000,000
Other capital income and (expenses)	(808,150)	(4,858,581)	4,050,431	(83.4%)	(4,513,108)	(4,513,108)
Net Result Surplus/(Deficit)	37,370,171	23,833,429	13,536,740	56.8%	38,532,621	26,675,928

Southern Downs Regional Council Balance Sheet

March 2024

	Phased 2024 YTD Actual \$	Annual 2024 Budget \$	YTD Variance \$	YTD Variance %
Current Assets				
Cash assets & Investments	86,135,873	64,933,000	21,202,873	32.7%
Receivables	16,449,530	14,859,000	1,590,530	10.7%
Assets held for sale	1,413,409	1,309,000	104,409	8.0%
Inventories	918,918	834,000	84,918	10.2%
	104,917,729	81,935,000	22,982,729	28.0%
Non-Current Assets				
Investment Property	204,680	406,000	(201,320)	(49.6%)
Property, plant and equipment	857,461,224	944,723,000	(87,261,776)	(9.2%)
Other Financial Assets	133,067	24,000	109,067	454.4%
Capital works in progress	58,670,702	-	58,670,702	0.0%
Intangible Assets	131,811	200,000	(68,189)	(34.1%)
	916,601,484	945,353,000	(28,751,516)	(3.0%)
TOTAL ASSETS	1,021,519,213	1,027,288,000	(5,768,787)	(0.6%)
Current Liabilities				
Creditors and other payables	19,668,558	24,753,000	(5,084,442)	(20.5%)
Provisions	5,857,806	8,850,000	(2,992,194)	(33.8%)
Interest bearing liabilities	1,867,822	1,981,000	(113,178)	(5.7%)
	27,394,186	35,584,000	(8,189,814)	(23.0%)
Non-Current Liabilities				
Interest bearing liabilities	10,921,261	10,372,000	549,261	5.3%
Provisions	11,640,350	8,565,000	3,075,350	35.9%
Other Payables	4,826,324	4,767,000	59,324	1.2%
	27,387,935	23,704,000	3,683,935	15.5%
TOTAL LIABILITIES	54,782,121	59,288,000	(4,505,880)	(7.6%)
NET COMMUNITY ASSETS	966,737,093	968,000,000	(1,262,907)	(0.1%)
Community Equity				
Asset Revaluation Reserve	290,889,239	290,991,000	(101,761)	(0.0%)
Retained surplus	675,847,854	677,009,000	(1,161,146)	(0.2%)
TOTAL COMMUNITY EQUITY	966,737,093	968,000,000	(1,262,907)	(0.1%)

SDRC Sustainability Ratios As At 31 March 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%	85.05%	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%	18.53%	> 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%	62.39%	> 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%	147.3%	> 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%	62.0%	> 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	0.40	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	3.83 : 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%)	(57.8%)	<=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	227,669	110,500	117,169	106.0%	113,100	Note 1
Sundry Revenue	18,134	16,405	1,729	10.5%	21,030	
Internal Revenue	359,333	359,333	-	0.0%	479,110	
Total Operating Revenue	605,913	486,238	(119,675)	24.6%	613,240	
Operating Expenses						
Employee Costs	2,448,948	2,540,284	(91,335)	0.0%	3,448,251	
Materials	356,201	559,072	(202,870)	(3.6%)	794,491	Note 2
Contracts and Services	362,799	827,893	(465,094)	(56.2%)	1,248,438	Note 3
Depreciation and Amortisation	8,129	7,697	432	5.6%	10,253	
Plant Hire	81,877	30,337	51,539	169.9%	40,450	
Other Expenses	822,276	899,023	(76,748)	(8.5%)	1,193,365	
Rates on Council Properties	3,333	3,352	(19)	(0.6%)	3,352	
Internal Charges	147,842	147,842	-	0.0%	197,123	
Total Operating Expenses	4,231,405	5,015,500	(784,096)	(17.2%)	6,935,724	
Operating Surplus/Deficit	(3,625,492)	(4,529,263)	903,771	(20.0%)	(6,322,484)	
Comments						
Note 1	Trainee Subsidy received earlier than anticipated YTD - budget not aligned with actuals \$97K					
Note 2	Corporate Communication and Tourism Advertising and Promotion actuals not aligned with budget (\$109)K					
Note 3	Council Election costs YTD less than anticipated - not yet invoiced by Electoral Commission Qld \$(208)K					
	Economic Development various projects work schedules not aligned with budget \$(100)K					
	Tourism and Marketing project actuals not aligned with the budget \$(96)K					
	Human Resources Employee Survey and Professional Advice re: EBA - budget not aligned with actuals \$(69)K					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Customer and Organisational Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	35,669,846	35,474,526	195,320	0.6%	35,473,276	
Fees and Charges	1,406,460	1,220,270	186,190	15.3%	1,634,570	
Operating Grants and Subsidies	4,203,262	4,552,289	(349,027)	(7.7%)	9,712,834	Note 1
Interest Received	3,506,891	2,289,860	1,217,031	53.1%	3,052,880	Note 2
Leasing and Rent	412,498	381,999	30,499	8.0%	509,332	
Sundry Revenue	197,275	339,558	(142,283)	(41.9%)	457,711	Note 3
Internal Revenue	3,320,432	3,320,432	(0)	(0.0%)	4,427,242	
Total Operating Revenue	48,716,663	47,578,934	1,137,729	2.4%	55,267,845	
Operating Expenses						
Employee Costs	6,221,475	5,703,130	518,345	9.1%	7,798,428	Note 4
Materials	4,182,160	5,293,898	(1,111,738)	(21.0%)	6,438,704	Note 5
Contracts and Services	2,972,732	3,294,079	(321,347)	(9.8%)	4,941,821	Note 6
Finance Costs	119,557	113,562	5,995	5.3%	306,416	
Depreciation and Amortisation	920,154	926,429	(6,275)	(0.7%)	1,228,436	
Plant Hire	395,374	371,242	24,131	6.5%	495,886	
Other Expenses	701,389	849,319	(147,930)	(17.4%)	892,092	Note 7
Rates on Council Properties	138,138	130,331	7,807	6.0%	161,148	
Internal Charges	634,286	634,285	0	0.0%	845,714	
Total Operating Expenses	16,285,265	17,316,276	1,031,011	(6.0%)	23,108,646	
Operating Surplus/Deficit	32,431,397	30,262,657	(2,168,740)	7.2%	32,159,199	
Comments						
Note 1	Warwick Dragway Upgrade grant funding received YTD less than anticipated - over estimate in budget \$(238)K Killarney, Karara and Allora Flood Studies Program funding received YTD less than anticipated \$(152)K, budget not aligned with actuals.					
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 \$(105)K. Service out of order from November 2023 to January 2024 due to staff turnover impacting changes in bank service provider.					
Note 4	Employee Leave Provisions and Workers Compensation Payments not aligned with budget phasing \$395K. Oncost/ Recoveries over budget mainly due over provision of Long Service Leave (\$837K) - to be readjusted.					
Note 5	Warwick Aerodrome budget not aligned with schedule of work to commence in February \$(126)K Community Recovery and Resilience Program actuals YTD less than anticipated. Budget not aligned with actuals \$(116)K Natural Disaster Event Response and Recovery Trigger Point budget not aligned with actuals \$(186)K Sport and Recreation Strategy 2022-27 actuals YTD less than anticipated \$(93)K Telephone, Leases, Licences and Registration actuals YTD less then \$(519)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 \$(529)K Council's Land Management Consultancy Fees more than anticipated YTD \$196K. This is offset by savings in vacant positions					
Note 7	Rural Fire Brigade Levy YTD actual less than anticipated \$(136)K as payment hasn't been processed.					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Infrastructure Services Operating Statement (Excludes Water and Wastewater)						
Operating Revenue						
Fees and Charges	585,489	684,612	(99,123)	(14.5%)	879,230	
Operating Grants and Subsidies	300,086	383,568	(83,482)	(21.8%)	4,121,582	
Leasing and Rent	4,560	9,360	(4,800)	(51.3%)	12,480	
Recoverable Works	500,887	1,199,117	(698,230)	(58.2%)	2,334,716	Note 1
Sundry Revenue	15,788	22,064	(6,276)	(28.4%)	64,418	
Internal Revenue	105,195	105,195	-	0.0%	140,260	
Total Operating Revenue	1,512,004	2,403,916	(891,912)	(37.1%)	7,552,686	
Operating Expenses						
Employee Costs	6,750,567	6,668,061	82,506	1.2%	9,206,569	
Materials	4,504,455	4,849,040	(344,585)	(7.1%)	6,464,255	Note 2
Contracts and Services	2,728,913	2,586,210	142,704	5.5%	3,434,949	Note 3
Finance Costs	184,532	205,777	(21,245)	(10.3%)	274,370	
Depreciation and Amortisation	10,495,441	10,195,899	299,541	2.9%	15,201,952	Note 4
Plant Hire	(2,141,915)	(2,431,082)	289,168	(11.9%)	(3,242,332)	Note 5
Other Expenses	127,727	128,000	(273)	(0.2%)	128,000	
Rates on Council Properties	458,047	449,213	8,834	2.0%	493,387	
Internal Charges	462,665	462,665	-	0.0%	616,887	
Total Operating Expenses	23,570,433	23,113,784	456,650	2.0%	32,578,036	
Operating Surplus/Deficit	(22,058,430)	(20,709,868)	(1,348,562)	6.5%	(25,025,349)	
Comments						
Note 1	Road Maintenance Performance Contract revenue received YTD less than anticipated \$(778)K due to timing of claims being processed					
	Private Works revenue received YTD more than anticipated \$80K					
Note 2	Plant Operating Maintenance - diesel actuals YTD less than anticipated \$(235)K					
	Road Maintenance Performance Contract YTD actuals more than anticipated. Budget not aligned with work schedule \$144K					
Note 3						
Note 4	Depreciation actuals YTD more than anticipated. Budget to be reviewed					
Note 5	Plant Hire actuals YTD less than anticipated due to utilisation of plant not being charged out.					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Planning and Environmental Services Operating Statement						
(Excludes Waste)						
Operating Revenue						
Fees and Charges	1,510,724	1,391,554	119,170	8.6%	1,855,407	
Operating Grants and Subsidies	14,588	36,796	(22,208)	(60.4%)	36,796	
Sundry Revenue	4,576	8,625	(4,049)	(46.9%)	11,500	
Total Operating Revenue	1,529,888	1,436,975	92,913	6.5%	1,903,703	
Operating Expenses						
Employee Costs	2,685,988	2,858,938	(172,949)	(6.0%)	3,960,166	Note 1
Materials	570,118	635,257	(65,138)	(10.3%)	692,427	
Contracts and Services	433,329	990,747	(557,418)	(56.3%)	1,365,367	Note 2
Depreciation and Amortisation	16,553	16,640	(87)	(0.5%)	22,166	
Plant Hire	128,979	343,039	(214,060)	(62.4%)	457,385	Note 3
Other Expenses	53,575	88,625	(35,050)	(39.5%)	111,500	
Rates on Council Properties	3,331	3,119	212	6.8%	3,274	
Internal Charges	190,170	190,170	-	0.0%	253,560	
Total Operating Expenses	4,082,043	5,126,534	(1,044,492)	(20.4%)	6,865,846	
Operating Surplus/Deficit	(2,552,155)	(3,689,559)	1,137,404	(30.8%)	(4,962,143)	
Comments						
Note 1	Employee Costs calculated based on FTE numbers at March 2024.					
Note 2	Environmental Local Laws - Willi St Investigation YTD budget not aligned with actuals \$(136)K Planning Scheme Preparation and Amendments YTD budget not aligned with actuals \$(200)K Building and Planning Compliance YTD budget not aligned with actuals \$(50)K Pest Animal Control - Wild Dog Fencing and Bating YTD budget not aligned with work schedule \$(125)K					
Note 3	Plant Hire actuals YTD less than anticipated due to utilisation of plant not being charged out.					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Water Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	12,205,141	12,154,448	50,693	0.4%	15,024,534	Note 1
Fees and Charges	458,088	181,800	276,288	152.0%	242,400	
Operating Grants and Subsidies	-	54,000	(54,000)	(100.0%)	72,000	
Sundry Revenue	59,090	18,000	41,090	228.3%	24,000	
Total Operating Revenue	12,722,319	12,408,248	314,071	2.5%	15,362,934	
Operating Expenses						
Employee Costs	2,149,353	2,294,750	(145,397)	(6.3%)	3,135,310	Note 2
Materials	2,719,104	2,399,564	319,540	13.3%	3,199,421	Note 3
Contracts and Services	747,962	774,600	(26,638)	(3.4%)	1,032,800	
Finance Costs	167,124	180,589	(13,466)	(7.5%)	240,786	
Depreciation and Amortisation	2,504,576	2,455,339	49,237	2.0%	3,270,245	
Plant Hire	250,182	291,228	(41,047)	(14.1%)	388,305	
Other Expenses	1,818	-	1,818	0.0%	-	
Rates on Council Properties	10,134	10,004	130	1.3%	14,412	
Internal Charges	1,240,311	1,240,311	-	0.0%	1,653,748	
Total Operating Expenses	9,790,564	9,646,385	144,179	1.5%	12,935,026	
Operating Surplus/Deficit	2,931,755	2,761,863	169,892	6.2%	2,427,908	
Comments						
Note 1	Stanthorpe Water Station Sales received YTD more than anticipated \$291K					
Note 2	Employee Costs calculated based on FTE numbers at March 2024.					
Note 3	Warwick Water - SunWater Allocation and Usage Charges YTD more than anticipated \$132K Warwick Water - Waste Disposal Fees YTD more than anticipated \$146K					
	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Sewerage Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	10,268,550	10,239,576	28,974	0.3%	10,239,576	
Fees and Charges	294,537	389,428	(94,891)	(24.4%)	483,151	
Total Operating Revenue	10,563,087	10,629,004	(65,917)	(0.6%)	10,722,727	
Operating Expenses						
Employee Costs	737,970	893,191	(155,222)	(17.4%)	1,222,223	Note 1
Materials	964,331	726,273	238,058	32.8%	968,364	Note 2
Contracts and Services	828,599	1,010,634	(182,035)	(18.0%)	1,752,724	Note 3
Finance Costs	172,799	203,580	(30,781)	(15.1%)	273,774	
Depreciation and Amortisation	1,951,002	1,925,410	25,593	1.3%	2,564,453	
Plant Hire	72,649	203,143	(130,494)	(64.2%)	270,849	Note 4
Rates on Council Properties	35,090	23,651	11,439	48.4%	27,067	
Internal Charges	518,022	518,022	-	0.0%	690,696	
Total Operating Expenses	5,280,462	5,503,903	(223,441)	(4.1%)	7,770,150	
Operating Surplus/Deficit	5,282,625	5,125,100	157,524	3.1%	2,952,577	
Comments						
Note 1	Employee Costs calculated based on FTE numbers at March 2024.					
Note 2	Warwick Sewerage various actuals YTD more than anticipated \$175K Sewerage Management - WaterOutlook Subscription actuals YTD more than anticipated \$20K Budgets not aligned with actuals					
Note 3	Warwick Sewerage Pump Stations and Reticulation various expense actuals YTD less than anticipated \$(67)K. Budget not aligned with actuals Stanthorpe Sewerage Treatment and Reticulation various actuals YTD less than anticipated \$(124)K. Budget not aligned with actuals.					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Waste Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	7,868,092	7,826,770	41,322	0.5%	7,826,770	
Fees and Charges	2,195,852	1,606,365	589,487	36.7%	2,141,820	Note 1
Operating Grants and Subsidies	1,490,605	1,490,605	-	0.0%	1,490,605	
Sundry Revenue	229,434	368,250	(138,816)	(37.7%)	491,000	Note 2
Total Operating Revenue	11,783,983	11,291,990	491,993	4.4%	11,950,195	
Operating Expenses						
Employee Costs	349,521	317,237	32,285	10.2%	449,500	
Materials	1,630,251	2,112,732	(482,481)	(22.8%)	2,846,973	Note 3
Contracts and Services	5,282,136	6,266,715	(984,579)	(15.7%)	8,433,505	Note 4
Finance Costs	60,142	69,201	(9,060)	(13.1%)	92,268	
Depreciation and Amortisation	171,530	171,445	85	0.0%	228,384	
Plant Hire	20,966	67,093	(46,126)	(68.8%)	89,457	
Rates on Council Properties	11,828	10,586	1,243	11.7%	10,652	
Internal Charges	591,663	591,663	-	0.0%	788,884	
Total Operating Expenses	8,118,037	9,606,670	(1,488,633)	(15.5%)	12,939,623	
Operating Surplus/Deficit	3,665,946	1,685,320	1,980,626	117.5%	(989,428)	
Comments						
Note 1	Waste Disposal Fees received YTD more than anticipated \$310K State Government Waste Levy Collected YTD more than anticipated \$277K					
Note 2	Scrap Metal Sales less than anticipated YTD \$(124)K					
Note 3	State Government Waste Levy Payment actuals YTD less than anticipated \$(375)K - February and March levy outstanding					
Note 4	Waste Facility Administration YTD budget not aligned with work schedule \$(167)K Warwick Waste Management Facilities actuals YTD less than anticipated \$(208)K - March Account outstanding Waste and Recycling North - Spec A and Bay 4 actuals YTD less than anticipated \$(199)K - March Account outstanding Transfer Stations and Bin Compounds actuals YTD less than anticipated \$(423)K March Accounts outstanding					

Flood Events							
	YTD Actual	YTD Budget	Variance	Variance	FY Budget	Life-to-Date Actuals	Notes
	\$	\$	\$	%	\$	\$	
Flood Events - Operational							
Total Operating Revenue	2,771,900	2,582,541	(189,359)	7.3%	3,505,766	22,994,701	
Total Operating Expenses	1,868,309	375,437	(1,492,872)	397.6%	500,583	27,259,024	
Net Operating Surplus/Deficit	903,591	2,207,104	(1,303,513)	-59.1%	3,005,183	(4,264,323)	

Comments							
Actual expenditure includes January 2024 events. The Finance team, in collaboration with the DRFA Project Manager, will review actuals and budgets as part of the Q3 budget review.							

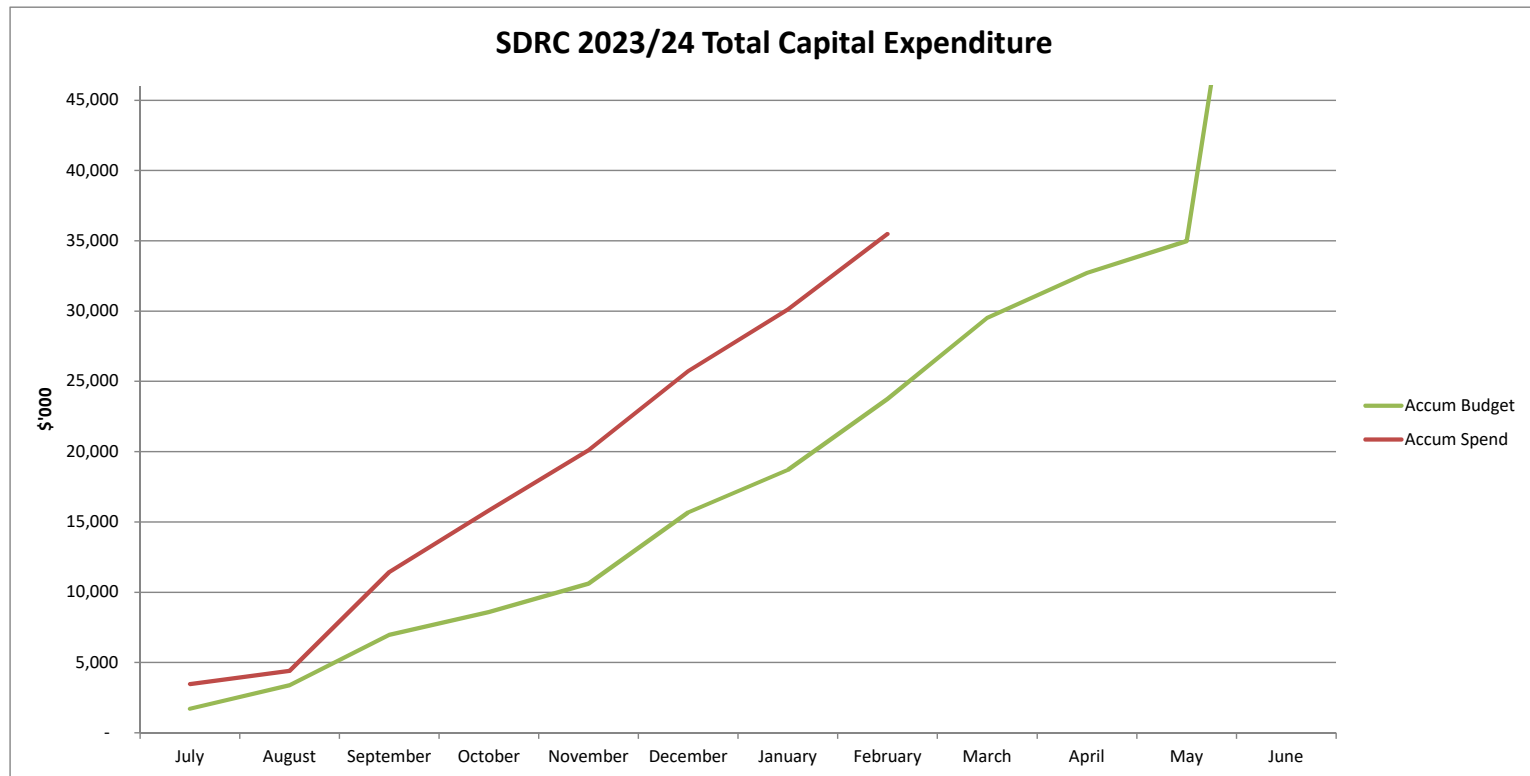
	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Life-to-Date Actuals \$	Notes
Flood Events - Capital							
Total Capital Revenue	12,778,887	11,314,220	1,464,667	12.9%	16,582,670	22,240,473	
Total Capital Expenses	16,351,838	12,377,162	3,974,676	32.1%	19,099,806	24,897,307	
Net Capital Surplus/Deficit	(3,572,951)	(1,062,942)	(2,510,009)	236.1%	(2,517,136)	(2,656,834)	

Comments							
Actual expenditure includes January 2024 events. The Finance team, in collaboration with the DRFA Project Manager, will review actuals and budgets as part of the Q3 budget review.							

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

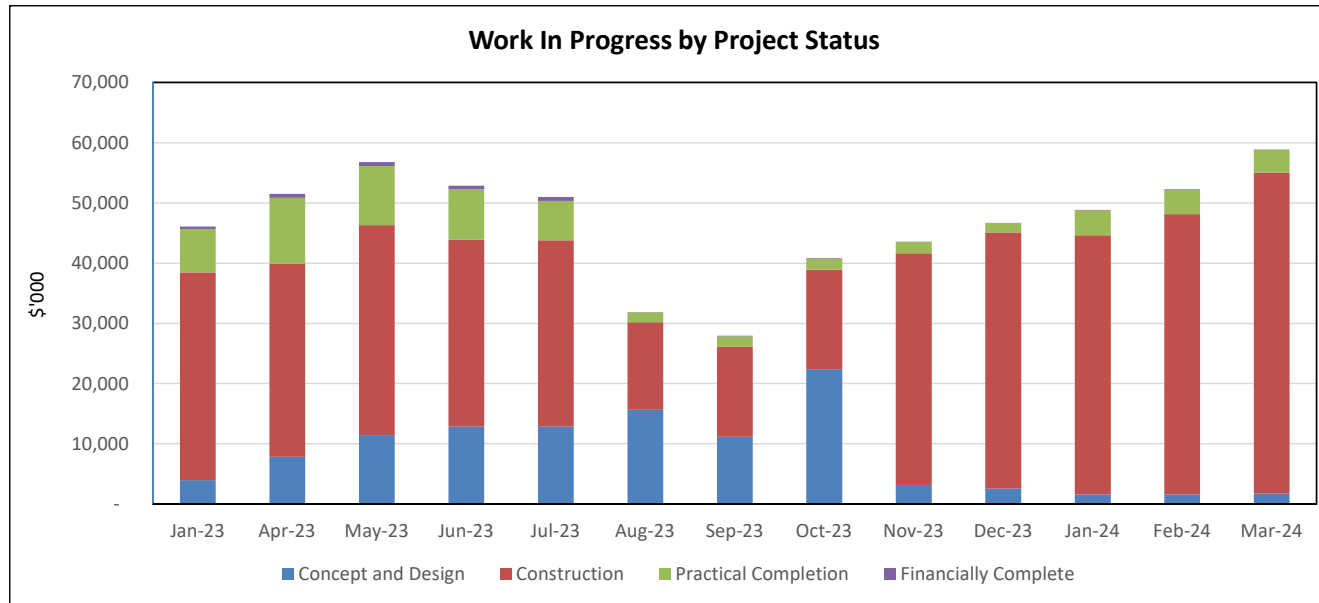
	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land & Land Improvements	267,198	18,082	6.8%	21,439	39,521	14.8%
Buildings	8,433,029	4,471,583	53.0%	853,233	5,324,817	63.1%
Plant & Equipment	7,767,319	1,940,107	25.0%	2,956,717	4,896,823	63.0%
Roads, Drains & Bridges	30,008,845	20,239,080	67.4%	7,524,316	27,763,396	92.5%
Water	12,902,318	5,975,869	46.3%	2,874,101	8,849,970	68.6%
Sewerage	9,062,530	4,203,466	46.4%	4,207,748	8,411,214	92.8%
Other Assets	11,971,843	3,952,807	33.0%	4,725,177	8,677,985	72.5%
Total	80,413,082	40,800,994	50.7%	23,162,731	63,963,725	79.5%

Southern Downs Regional Council
Capital Expenditure
As At 31 March 2024



Capital committed costs as at 31 March 2024 is \$23.2 million

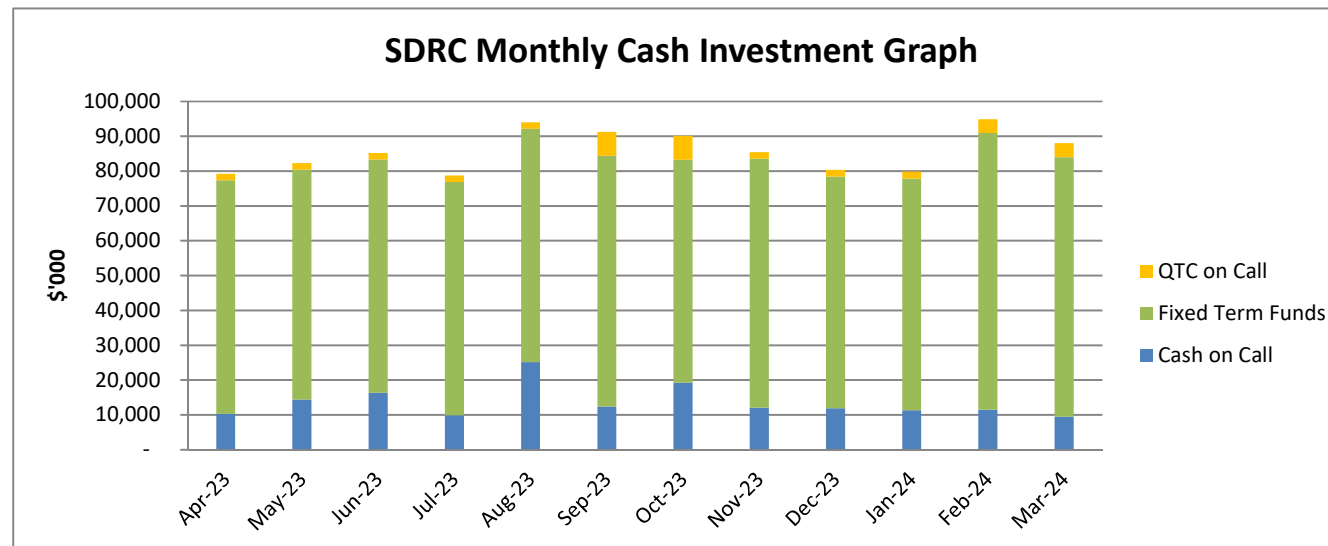
**Southern Downs Regional Council
Work in Progress (WIP) Status Report
As At 31 March 2024**

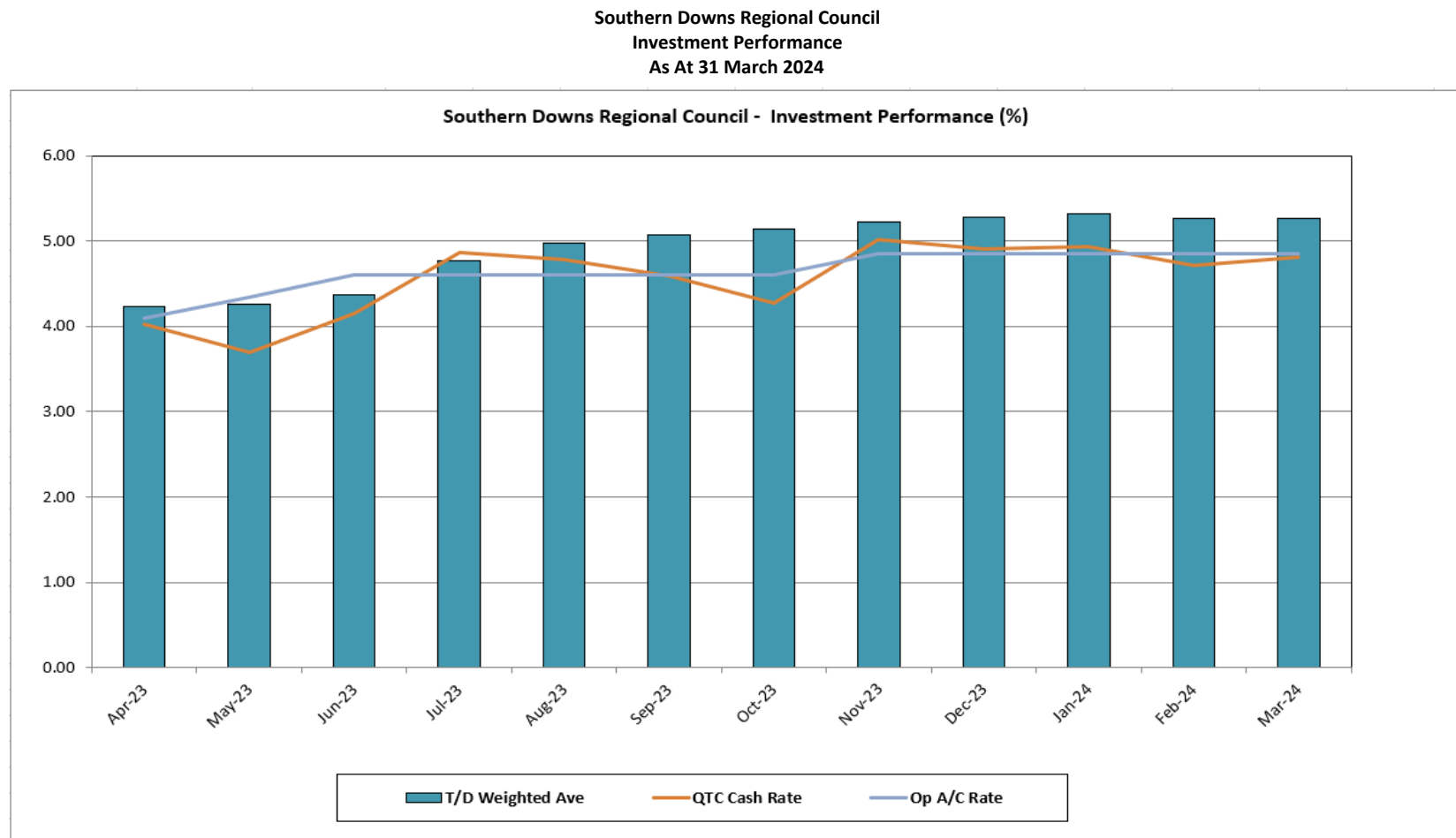


Project status' were reviewed and updated in March 2024.

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 March 2024**






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

QTC Loan Account Balances:

	\$
Fund Name: Southern Downs Regional Council	
CBD Redevelopment Stage 2	472,909
Market Square Pump Station	220,691
General	1,596,988
General 2009	756,207
General 2009/10	114,919
General 2010/11	1,735,958
General 2011/12	2,857,431
General 2012/13	1,641,818
Warwick Sewerage Treatment Plant	319,017
Allora Water Main	3,073,146
Stanthorpe Sewerage	-
Total Loan Balance	<u>12,789,082</u>

11.2 Third Quarter Budget Review 2023-24

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Budget Accountant	ECM Function No/s:

Recommendation

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

REPORT

Background

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

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

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

Report

Operating Budget

The third quarter budget review has led to a decrease in the operating result from the previously adopted surplus of \$240K to a surplus of \$140K.

At a macro level there has been an increase in operating revenue of 634K or 0.6% of total operating revenue and an increase in expenditure of \$735K or 0.7% of total operating expenditure.

The changes mainly relate to:

- increase in Interest Income by \$922K due to higher than expected cash balance and changes in Reserve Bank cash rates;
- decrease in Operating Grants and Subsidies by \$281K due to the anticipated timing of Flood Recovery funding to be received next financial year;
- increase in Employee Costs of \$325K based on current FTE numbers;
- increase in Contractors by \$1M due to the Flood Recovery Program;
- increase in Other Expenses of \$100K due to the Locally Led Economic Recovery (LLER) Project Initiatives; and
- decrease to Depreciation estimate of \$700K based on the revision of capitalisation and revaluation figures at March 2024.

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

Net Result

Council's net result incorporates all operating revenues and expenditures as well as capital revenues and expenditures. Council's net result after the third quarter budget review has increased from \$38.5M to \$43.3M. This increase of \$4.7M was mostly driven by the changes in capital grants.

Balance Sheet

The third quarter budget amendments will increase community equity from \$968M to \$972.8M.

Total assets will increase to \$1.03B with current assets of \$74.5M and non-current assets of \$957.7M. Total liabilities will increase from \$59.3M to \$59.5M.

Capital Works Budget

The third quarter review of the capital expenditure budget has increased from \$80.4M to \$85.8M. The net increase of \$5.4M mainly relates to the following:

- \$4.9M net increase in Works capital program due to the realignment of flood recovery works and adjustment to grant funded programs used to deliver some flood related projects;
- \$962K net increase to Corporate Services to factor in variations for the Redevelopment of Warwick Saleyards project;
- \$750K decrease to Environmental Services with the Stanthorpe Waste Profile Capping project scope being partly deferred to 2024/25 based on revised project timelines;
- \$427K net increase to Community Services relating to the Allora Community Hall project scope being extended to include a toilet block enhancement as well as reallocating funds between the Enhanced Stanthorpe Art Gallery projects while requiring additional funds for variations.

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

FINANCIAL IMPLICATIONS

The budget has been updated to align with project milestones and assessment around market condition changes have been considered. Council will reassess it's long term financial position as part of the FY24/25 budget in detail.

RISK AND OPPORTUNITY

Risk

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

Opportunity

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

COMMUNITY ENGAGEMENT

Internal Consultation

Coordinators, Managers and the Executive Team.

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009
Local Government Regulation 2012
Australian Accounting Standards

Corporate Plan

Goal 4 Our Performance

Outcome: 4.4 Council has embedded risk management, good governance, transparency and accountability into what we do.

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

Policy / Strategy

Long Term Financial Plan

ATTACHMENTS

1. Attachment 1 - 3rd Quarter Budget Review 2023-24 - Proposed Operating Budget with Notes[↓](#)
2. Attachment 2 - 3rd Quarter Budget Review 2023-24 - Financial Statements[↓](#)
3. Attachment 3 - 3rd Quarter Budget Review 2023-24 - Proposed Capital Budget[↓](#)

Item 11.2 Third Quarter Budget Review 2023-24

Attachment 1: Attachment 1 - 3rd Quarter Budget Review 2023-24 - Proposed Operating Budget with Notes

Attachment 1 - 3rd Quarter Budget Review 2023-24 - Proposed Operating Budget with Notes

Southern Downs Regional Council 2023/24 Operating Budget

Last year Actual	Current Actual to Period	Description	Q2 Adopted Budget	Proposed Budget	Change \$ (Proposed less Current)	Change % (Proposed less Current)	Notes
2022-23 \$	12 \$		2023-24 \$	2023-24 \$	\$	%	
Revenue							
Operating revenue							
Rates and Utility Charges							
35,779,497	37,743,306	General rates	37,596,222	37,596,222	0	0.0%	
277,986	280,041	Rural fire brigade levy	278,700	278,700	0	0.0%	
13,876,524	12,205,147	Water	15,024,534	15,024,534	0	0.0%	
9,855,363	10,268,553	Sewerage	10,239,576	10,239,576	0	0.0%	
6,715,284	7,868,270	Waste management	7,826,770	7,826,770	0	0.0%	
66,504,653	68,365,316	Total rates and utility charges	70,965,802	70,965,802	0	0.0%	
(2,263,362)	(2,353,074)	Less: Discount	(2,401,646)	(2,401,646)	0		
64,241,292	66,012,242	Net rates and utility charges revenue	68,564,156	68,564,156	0	0.0%	
Other Operating Revenue							
7,779,181	5,983,623	Fees and charges	7,236,578	7,236,578	0	0.0%	
3,100,222	1,614,663	Interest income	3,052,880	3,975,000	922,120	30.2% Note 1	
498,272	408,501	Leasing and rent	521,812	521,812	0	0.0%	
25,347,303	6,062,779	Operating grants and subsidies	15,546,918	15,265,805	(281,113)	-1.8% Note 2	
2,831,273	497,100	Recoverable works	2,334,716	2,334,716	0	0.0%	
1,136,077	517,750	Other revenue	1,069,659	1,063,059	(6,600)	-0.6% Budget adjusted to reflect estimated full year actuals	
5,563,364	3,364,408	Internal Revenue	5,046,612	5,046,612	0	0.0%	
0	0	CSO	0	0	0		
110,496,983	84,461,065	Total operating revenue	103,373,330	104,007,737	634,407	0.6%	
Operating expenses							
29,395,082	22,878,046	Employee costs	31,650,435	31,823,182	172,747	0.5% Employee costs recalculated in March 2024 based on current FTE numbers	
(958,980)	(788,943)	Employee oncosts / (recoveries)	(2,429,988)	(2,277,347)	152,641	-6.3% Employee costs recalculated in March 2024 based on current FTE numbers	
817,631	622,073	Councillors' Expenses	860,632	860,632	0	0.0%	
879,996	790,432	Community Grants	1,007,339	1,022,589	15,250	1.5% Budget adjusted to reflect estimated full year actuals	
26,310,060	12,816,886	Contracts and Services	22,209,604	23,219,002	1,009,398	4.5% Note 3	
24,188,340	14,388,501	Materials	21,404,635	21,389,565	(15,070)	-0.1% Budget adjusted to reflect estimated full year actuals	
1,592,255	686,819	Finance Costs	1,187,614	1,187,614	0	0.0%	
522,175	265,109	Other Expenses	456,986	556,986	100,000	21.9% Note 4	
18,567,155	13,694,480	Depreciation	22,525,889	21,825,889	(700,000)	-3.1% Note 5	
(1,342,268)	(1,184,118)	Plant Hire / (recoveries)	(1,500,000)	(1,500,000)	0	0.0%	
680,946	659,901	Rates on Council Properties	713,291	713,291	0	0.0%	
5,563,364	3,364,408	Internal Charges	5,046,612	5,046,612	0	0.0%	
0	26	CSO	0	0	0		
106,215,755	68,193,622	Total operating expenses	103,133,049	103,868,015	734,967	0.7%	
4,281,228	16,267,444	Operating Surplus\ (Deficit)	240,282	139,722	(100,560)	-41.9%	
Capital amounts							
16,350,840	20,610,394	Capital grants	42,175,447	47,029,448	4,854,001	11.5% Details are contained in the Capital Works Report	
1,972,534	0	Capital contributions	250,000	250,000	0	0.0%	
374,262	524,367	Developer contributions	380,000	380,000	0	0.0%	
6,000	274,696	Capital income other	0	0	0	0.0%	
(6,707,444)	(786,161)	Profit / (Loss) on disposal	(4,513,108)	(4,513,108)	0	0.0%	
11,996,193	20,623,296	Total of capital amounts	38,292,339	43,146,340	4,854,001	12.7%	
16,277,421	36,890,739	Net Result surplus / (Deficit)	38,532,621	43,286,062	4,753,441	12.3%	

Note 1 Interest Income Interest estimate adjusted to reflect current market conditions

Note 2 Operating grants and subsidies Locally Led Economic Recovery (LLER) Funding instalments anticipated to be received this financial year \$128K
QRA Flood Recovery Funding reduced due to anticipated timing of funds being received next financial year \$(501)K
Trainee Subsidies budget increased to reflect estimated full year actuals \$91K

Note 3 Contracts and Services QRA Flood Recovery expense budget adjusted to reflect estimated full year actuals \$1.05M
Flood Event Programs to be expensed by 30 June 2024
Development and Planning Application Legal Fees adjusted to reflect estimated full year actuals \$(29)K

Note 4 Other Expenses Locally Led Economic Recovery (LLER) Project Initiatives anticipated to be spent this financial year \$100K
- 'Why Leave Town' Card Program (Warwick and Stanthorpe)
- Small Business Knowledge Support Program and Small Business Hub Empowerment Program
- Tourism Event (Food, Wine and Music Festival)
- Expansion and promotion of 'Southern Downs & Granite Belt' App

Note 5 Depreciation Depreciation estimate adjusted due to revision of capitalisation and revaluation figures at March 2024

Attachment 2 - 3rd Quarter Budget Review 2023-24 - Financial Statements

Southern Downs Regional Council Statement of Comprehensive Income

	Annual result Jun-23A	Jun-24B	Jun-25F	Jun-26F
Income				
Revenue				
Operating revenue				
Net rates, levies and charges	64,238	68,564	72,396	76,102
Fees and charges	7,732	7,237	7,382	7,529
Rental income	498	522	548	567
Interest received	3,100	3,975	4,034	4,114
Sales revenue	2,959	3,398	3,568	3,693
Other income	1,055	-	-	-
Grants, subsidies, contributions and donations	25,349	15,265	12,699	12,052
Total operating revenue	104,931	98,961	100,626	104,058
Capital revenue				
Grants, subsidies, contributions and donations	18,703	47,659	18,122	13,780
Total revenue	123,634	146,620	118,748	117,838
Capital income				
Total Capital Income	15			
Total income	123,649	146,620	118,748	117,838
Expenses				
Operating expenses				
Employee benefits	29,315	30,407	31,484	32,586
Materials and services	51,345	45,402	44,567	45,570
Finance costs	1,429	1,187	1,065	1,135
Depreciation and amortisation	18,567	21,826	23,403	24,536
Total operating expenses	100,656	98,821	100,520	103,828
Capital expenses				
Total Capital expenses	6,707	4,513	5,305	3,916
Total expenses	107,363	103,334	105,824	107,744
Net result	16,286	43,286	12,924	10,094
Tax equivalents				
Other comprehensive income				
Items that will not be reclassified to net result				
Increase (decrease) in asset revaluation surplus	31,074	-	-	-
Miscellaneous comprehensive income	-	-	-	-
Total other comprehensive income for the year	31,074	-	-	-
Total comprehensive income for the year	47,360	43,286	12,924	10,094
Operating result				
Operating revenue	104,931	98,961	100,626	104,058
Operating expenses	100,656	98,821	100,520	103,828
Operating result	4,275	140	106	230

Attachment 2 - 3rd Quarter Budget Review 2023-24 - Financial Statements

Southern Downs Regional Council Statement of Financial Position

	Annual result Jun-23A	Jun-24B	Jun-25F	Jun-26F
Assets				
Current assets				
Cash and cash equivalents	83,492	63,816	53,450	49,463
Trade and other receivables	9,086	7,786	7,939	8,215
Inventories	834	834	834	834
Other current assets	760	760	760	760
Non-current assets held for sale	1,309	1,309	1,309	1,309
Total current assets	95,481	74,505	64,292	60,581
Non-current assets				
Contract Assets	6,290	6,290	6,290	6,290
Investments	406	406	406	406
Property, plant & equipment	893,808	950,625	976,363	995,974
Other non-current assets	295	423	475	417
Total non-current assets	900,799	957,744	983,534	1,003,087
Total assets	996,280	1,032,249	1,047,826	1,063,668
Liabilities				
Current liabilities				
Trade and other payables	15,299	9,886	9,860	10,113
Contract Liabilities	13,267	-	-	-
Borrowings	1,912	1,981	2,406	2,772
Provisions	6,086	8,850	8,850	8,850
Other current liabilities	1,807	1,807	1,807	1,807
Total current liabilities	38,371	22,525	22,923	23,542
Non-current liabilities				
Contract Liabilities	-	13,267	13,267	13,267
Borrowings	12,346	10,372	12,604	17,710
Provisions	11,329	8,565	8,565	8,565
Other non-current liabilities	4,767	4,767	4,767	4,767
Total non-current liabilities	28,442	36,971	39,203	44,309
Total liabilities	66,813	59,495	62,126	67,852
Net community assets	929,467	972,754	985,700	995,816
Community equity				
Asset revaluation surplus	290,991	290,991	290,991	290,991
Retained surplus	638,476	681,763	694,709	714,826
Total community equity	929,467	972,754	985,700	995,816

Southern Downs Regional Council Statement of Cash Flows

	Annual result Jun-23A	Jun-24B	Jun-25F	Jun-26F
Cash flows from operating activities				
Receipts from customers	73,738	80,284	82,987	86,998
Payments to suppliers and employees	(82,858)	(81,645)	(76,500)	(78,327)
Interest received	3,100	3,975	4,041	4,121
Rental income	498	529	546	566
Non-capital grants and contributions	22,806	15,474	12,906	12,105
Borrowing costs	(1,785)	(764)	(642)	(712)
Other cash flows from operating activities	10,867	-	-	-
Net cash inflow from operating activities	26,366	17,853	23,338	24,750
Cash flows from investing activities				
Payments for property, plant and equipment	(34,874)	(85,690)	(56,080)	(49,244)
Payments for intangible assets	-	(160)	(100)	-
Proceeds from sale of property, plant and equipment	842	1,965	1,698	1,254
Grants, subsidies, contributions and donations	21,499	47,659	18,122	13,780
Other cash flows from investing activities	-	601	-	-
Net cash inflow from investing activities	(12,533)	(35,624)	(36,360)	(34,210)
Cash flows from financing activities				
Proceeds from borrowings	-	-	4,637	7,878
Repayment of borrowings	(1,814)	(1,905)	(1,981)	(2,405)
Repayment of leases	(106)	-	-	-
Net cash inflow from financing activities	(1,920)	(1,905)	2,656	5,473
Total cash flows				
Net increase in cash and cash equivalent held	11,913	(19,676)	(10,366)	(3,986)
Opening cash and cash equivalents	71,579	83,492	63,816	53,450
Closing cash and cash equivalents	83,492	63,816	53,450	49,464

Attachment 2 - 3rd Quarter Budget Review 2023-24 - Financial Statements

Southern Downs Regional Council Statement of Changes in Equity

	Annual result Jun-23A	Jun-24B	Jun-25F	Jun-26F
Asset revaluation surplus				
Opening balance		290,991	290,991	290,991
Net result		na	na	na
Increase in asset revaluation surplus		-	-	-
Internal payments made		na	na	na
Adjustment for Initial Recognition of Accounting Standards		na	na	na
Closing balance	290,991	290,991	290,991	290,991
Retained surplus				
Opening balance		638,476	681,763	694,709
Net result		43,287	12,946	10,117
Increase in asset revaluation surplus		na	na	na
Internal payments made		-	-	-
Adjustment for Initial Recognition of Accounting Standards		-	na	na
Closing balance	638,476	681,763	694,709	704,826
Total				
Opening balance		929,467	972,754	985,700
Net result		43,287	12,946	10,117
Increase in asset revaluation surplus		-	-	-
Internal payments made		-	-	-
Adjustment for Initial Recognition of Accounting Standards		-	na	na
Closing balance	929,467	972,754	985,700	995,817

Attachment 3 - 3rd Quarter Budget Review 2023-24 - Proposed Capital Budget

2023-24 Quarter 3 Budget Review - Capital Works Listing												
		Expenditure		Expenditure		Funding Sources						
Project No	Project Name	Adopted Budget	Re-allocation	New Funding Request	Revised Budget	Internal Funding	New External Funding	External Funding	Internal Funding	Reserves	Other	Loans
		\$	\$	\$	\$	2023/24	March 2024	in 2023/24	2022/23	\$	\$	\$
		\$				\$	\$	\$	\$			
Community Services												
102185	Enhanced Stanthorpe Art Gallery (BBRF)	6,491,085	(2,204,220)		4,286,865	0		837,500	241,085	3,208,280		
102647	WIRAC Capital Works Project LRCI4	230,000			230,000	0		230,000				
102702	Warwick Art Gallery Signage Renewal	15,000			15,000	15,000						
102703	WIRAC, SFC and Pools - LRCI4	222,341			222,341	0		222,341				
102706	Allora Community Hall Works LCRI 4	150,000	100,000	50,000	300,000	150,000		150,000				
102708	CASA Safety Findings	50,000			50,000	50,000						
102709	Washpool Campgrounds Office Building	10,000			10,000	10,000						
102425	Safety improvements WIRAC (LRCI)	206,185			206,185	0			206,185			
102716	WIRAC Capital Works Project W4Q	450,000			450,000	37,448		365,000	47,552			
102738	Evacuation Centre Shelving	15,000			15,000	15,000						
102752	Stpe Art Gallery & Library Refurbishment	0	2,204,220	247,000	2,451,220	0	247,000			2,204,220		
102755	Warwick SES Building Upgrade	0		30,000	30,000	0	30,000					
Community Services Total		7,839,611	100,000	327,000	8,266,611	277,448	277,000	1,804,841	494,822	5,412,500	0	0
Corporate Services												
102431	Acquisition of State land - Leslie Parade	67,198			67,198	0			67,198			
102491	Redevelopment of Warwick Saleyards	7,197,689		962,000	8,159,689	0		4,000,000	197,689	1,000,000		2,962,000
Corporate Services Total		7,264,887	0	962,000	8,226,887	0	0	4,000,000	264,887	1,000,000	0	2,962,000
Financial Services												
102684	Replacement of Server Room UPS	70,000	(25,000)		45,000	45,000						
102714	SafeCity CCTV Renewal Program LRCI4	50,000	30,000		80,000	15,000		50,000	15,000			
102726	Stanthorpe Depot CCTV Expansion	3,500			3,500	3,500						
102085	Capital Work Seed Funding	35,000	(15,000)		20,000	0			20,000			
102610	Replacement of On-Premise Servers	250,000			250,000	0			250,000			
102640	Data Analytics System	5,000	10,000		15,000	10,000			5,000			
Financial Services Total		413,500	0	0	413,500	73,500	0	50,000	290,000	0	0	0
Sustainability and Strategy												
102681	Fitzroy / Canning – Business Cases	100,000	(100,000)		0	0						
102682	Land Development (Design & Concept)	123,000			123,000	123,000						
102473	Solar to Council Facilities	125,000			125,000	0			125,000			
102717	Willi St Depot Subdivision	77,000			77,000	77,000						
Sustainability and Strategy Total		425,000	(100,000)	0	325,000	200,000	0	0	125,000	0	0	0

Item 11.2 Third Quarter Budget Review 2023-24
Attachment 3: Attachment 3 - 3rd Quarter Budget Review 2023-24 - Proposed Capital Budget

ttachment 3 - 3rd Quarter Budget Review 2023-24 - Proposed Capital Budget

2023-24 Quarter 3 Budget Review - Capital Works Listing												
		Expenditure		Expenditure		Funding Sources						
Project No	Project Name	Adopted Budget	Re-allocation	New Funding Request	Revised Budget	Internal Funding	New External Funding March	External Funding in	Internal Funding	Reserves	Other	Loans
		\$	\$	\$	\$	2023/24	2024	2023/24	2022/23	\$	\$	\$
		\$			\$	\$	\$	\$	\$			
CEO Office												
102670	Warwick Boardroom - Office Furniture	14,000	0	0	14,000	14,000						
CEO Office Total		14,000	0	0	14,000	14,000	0	0	0	0	0	0
Parks & Operations												
101249	Plant Replacement Program 23/24	6,701,319			6,701,319	4,428,108		0	603,211		1,670,000	
102423	Minor Renewal Allora Outdoor Pool (LRCI)	152,059	(114,416)		37,643	0		48,000	(10,357)			
102424	Upgrade Killarney Pool (LRCI)	145,027	(103,041)		41,986	0		31,500	10,486			
102461	Stanthorpe Streetscape (LRCI 3)	992,032	45,000		1,037,032	333,665		199,841	132,668	370,858		
102563	Yangan rd Lunch room and meeting room	65,747			65,747	60,000			5,747			
102605	Regional UDF Projects - Dalveen LRCI3	107,251			107,251	0		90,000	17,251			
102606	McGregor Park Ablution Refurbishment	239,257			239,257	0		230,000	9,257			
102607	Brock Park Redevelopment LRCI	407,787			407,787	0		399,500	8,287			
102608	Depot Renovations Warwick	141,320			141,320	0			71,320	70,000		
102685	Fleet GPS/Telematics Upgrade	52,000			52,000	(10,237)			62,237			
102688	Playground Management Program LCRI 4	120,000			120,000	0		120,000	0			
102689	Building maintenance/replacement	60,000	(60,000)		0	0			0			
102690	Park Amenity/Safety Improvement	80,000	(80,000)		0	0			0			
102711	Water Truck Replacement	380,000			380,000	85,000			0		295,000	
102713	Trimble GPS Grade Control Equipment	300,000			300,000	300,000			0			
102602	Lighting and Shade Sails Allora Pool	15,484			15,484	0			15,484			
102715	Warwick Dog Off-Leash Area (DOLA)	135,000	80,000		215,000	80,000		100,000			35,000	
102718	Leslie Dam Toilet Facilities	327,273			327,273	0		327,273				
102739	Warwick Chambers Refurbishment	100,000	53,000		153,000	153,000						
Parks & Operations Total		10,521,556	(179,457)	0	10,342,099	5,429,536	0	1,546,114	925,591	440,858	2,000,000	0
Water												
102141	Extension Recycled Water STP Upgrade	9,272			9,272	0			9,272			
102143	Connolly Dam Spillway Options	1,059,259			1,059,259	206,990			50,499	801,770		
102145	Market Sq WWPS Upgrade	15,000	(1,794)		13,206	0			13,206			
102153	Stanthorpe WWTP Upgrade	799,606			799,606	550,000			49,606	200,000		
102242	Cleary Street pump station upgrade	174,534			174,534	(70,000)			94,534	150,000		
102267	Leslie Dam raw water pumps renewal	20,000			20,000	0			20,000			
102312	Sewerage Rising Main Renewal OLeary St	9,883			9,883	0			9,883			
102313	Relining of Sewer Mains	1,100,000			1,100,000	500,000		600,000				
102315	Sewer Rising Main Replacement	228,000			228,000	228,000						

Attachment 3 - 3rd Quarter Budget Review 2023-24 - Proposed Capital Budget

2023-24 Quarter 3 Budget Review - Capital Works Listing												
		Expenditure		Expenditure	Funding Sources							
Project No	Project Name	Adopted Budget \$	Re-allocation \$	New Funding Request \$	Revised Budget \$	Internal Funding 2023/24 \$	New External Funding March 2024 \$	External Funding in 2023/24 \$	Internal Funding 2022/23 \$	Reserves \$	Other \$	Loans \$
102319	Warwick WTP Replace the aerator plates	138,000			138,000	138,000						
102324	Warwick Saleyards Effluent Treatmt (BOR)	67,166			67,166	0			67,166			
102325	Smart Water Metering	155,000	(125,481)		29,519	0			29,519			
102402	Safety Improvement at various sites	153,789			153,789	91,240			62,549			
102458	Chemical dosing equipment upgrade - WTPs	43,408			43,408	0			13,324	30,084		
102470	SPS upgrade at Stanthorpe	1,289,811			1,289,811	250,000		780,000	59,811	200,000		
102475	Market Sq Sewer Rising Mains Replacement	3,104,801	193,622		3,298,423	424,758		1,468,242	230,423	200,000		975,000
102487	SCADA Telemetry Renewal-Upgrade 21-22	6,695			6,695	0			6,695			
102499	Warwick STP Upgrade	203,539	(76,269)		127,270	0			127,270			
102532	Drought Resilience Package – SDRC	3,154,463			3,154,463	0		3,050,000	104,463			
102558	Stanthorpe Showground Water Supply Zone	15,000			15,000	0			15,000			
102591	Wallangarra CED Ponds Renewal	270,000			270,000	70,000			200,000			
102598	Recycled Water Extension to Morgan Park	1,558,434			1,558,434	640,161		692,565	25,708	200,000		
102642	Rehab of Recycled Main at Stanthorpe	196,688			196,688	150,000			46,688			
102643	SCADA Roll Out to SPSs	100,000			100,000	98,320			1,680			
102654	Smart Reticulation & Network Monitoring	3,500,000	8,893		3,508,893	0		3,500,000	8,893			
102671	Stanthorpe Sewerage - Treatment Plant	22,500			22,500	22,500						
102672	Warwick Sewerage - Pump Stations	110,000			110,000	110,000						
102673	Stanthorpe Water Treatment	90,000			90,000	90,000						
102674	Pratten Water Fittings and Hardware	35,000	1,029		36,029	35,000			1,029			
102675	Warwick Water Storage,Treatment & Source	434,000			434,000	434,000						
102676	Killarney Water Main Renewal	207,000			207,000	207,000						
102677	Southern Water Main Renewal	571,000			571,000	571,000						
102679	Valve and Hydrants Renewal	276,000			276,000	276,000						
102680	Northern Water Main Renewal	778,000			778,000	778,000						
102683	Warwick WTP Upgrade - Reservoir	50,000			50,000	0						50,000
102692	Remove Common Drains Wck and Stpe Sewers	100,000			100,000	100,000						
102693	Sewerage Network Warwick EPO	100,000			100,000	100,000						
102694	Sewerage Network Upgrades	100,000			100,000	100,000						
102695	Replace Rural Watermain	69,000			69,000	69,000						
102696	Yangan Reservoir Replace & Redevelopment	800,000			800,000	0						800,000
102697	Reservoir Replacement and Repairs	50,000			50,000	0						50,000
102698	Jardine St Reservoir Upgrade	50,000			50,000	0						50,000
102699	Storm King Dam Re-Tensioning	300,000			300,000	300,000						
102700	Connolly Dam Inlet, Pipe and Tunnel Work	400,000			400,000	400,000						
102710	Replace Freestone Reservoir	50,000			50,000	0						50,000

ttachment 3 - 3rd Quarter Budget Review 2023-24 - Proposed Capital Budget


2023-24 Quarter 3 Budget Review - Capital Works Listing											
Project No	Project Name	Expenditure		Expenditure		Funding Sources					
		Adopted Budget \$	Re-allocation \$	New Funding Request \$	Revised Budget \$	Internal Funding 2023/24 \$	New External Funding March 2024 \$	External Funding in 2023/24 \$	Internal Funding 2022/23 \$	Reserves \$	Other \$ Loans \$
102758	Pump Station and Rising Main Lot 58 ML127			150,000	150,000	0				150,000	
	Water Total	21,964,848	0	150,000	22,114,848	6,869,969	0	10,090,807	1,247,218	1,931,854	0 1,975,000
	Works										
102088	Dragon Pratten Easey St Cycle Design	178,388			178,388	0		85,000	93,388		
102296	Flood Recovery 19_20 Feb 20 Event (QRA)	0			0	0		415,626	(415,626)		
102381	Homestead Road Bridge Construction (BRP)	909,443			909,443	0		959,000	(49,557)		
102391	Curtin Rd Widen Reconstruct (HVSPP7)	4,600			4,600	0		1,017,871	(1,013,271)		
102456	Black Spot Program 21-22	1,460,960			1,460,960	0		1,517,500	(56,540)		
102472	Quart Pot Creek Lighting (CNLGGP)	12,709			12,709	0		5,000	7,709		
102474	Rosehill Road Cycleway (CNLGGP)	27,554			27,554	0		13,750	13,804		
102493	March 2021 Rain Event - Capital (QRA)	687,684			687,684	0	(375,344)	1,380,057	(317,029)		
102539	November 2021 Rain Event - Capital (QRA)	1,288,038		(132,480)	1,155,558	0		1,340,229	(184,671)		
102577	Footpath Replacement LRCI3	56,949			56,949	0		56,949			
102578	Mt Stirling Rd Ftpath GlenAplin (CNLGGP)	18,236			18,236	0		6,250	11,986		
102593	Condamine River Rd-Construct 4 Crossings	702,804		1,951	704,755	0	375,344	253,116	76,295		
102600	Black Spot Program 22-23	348,702			348,702	0		295,251	53,451		
102601	Matthews St Stormwater Retention Basins	105,000			105,000	0		100,000	5,000		
102603	Leyburn Stormwater Investigation	100,000			100,000	50,000				50,000	
102632	Flood Recovery Feb 2022 Event (QRA)	2,708,970		(71,576)	2,637,394	0		2,794,465	(157,071)		
102633	Flood Recovery May 2022 Event (QRA)	12,949,959		4,358,825	17,308,784	1,754,527	3,526,863	11,195,432	831,962		
102656	Flood Recovery Comp Works 23-25 (LRCI 4)	1,465,155			1,465,155	1,465,155					
102667	Willowvale Road Stabilisation LRCI4B	206,000			206,000	0		206,000			
102668	Wallangarra Road Footpath LRCI4A	125,000			125,000	0		125,000			
102669	Reseal Program 23-24	1,000,000	(25,000)		975,000	975,000					
102686	Footpath Replacement 23-24	100,000			100,000	100,000					
102687	Replace Damaged Kerb and Channel 23-24	100,000			100,000	100,000					
102691	Freestone Creek Rd Stabilisation LRCI4B	334,000			334,000	0		334,000			
102701	RTR Program 23-24 Swanfels Road LRCI4B	241,000			241,000	0		241,000			
102707	Drainage Improvement Program 23-24	500,000			500,000	500,000					
102712	Resheet Gravel Roads (ex LRRS) 23-24	800,000	(35,000)		765,000	765,000					
102704	Jack Smith Gully Rd TIDS 23-24	716,000			716,000	358,000		358,000			
102719	Lyndhurst La Stabilisation TIDS 2023-24	452,000			452,000	226,000		226,000			
102722	Freestone Rd Stabilisation TIDS 2023-24	590,000			590,000	295,000		295,000			
102723	Old Stanthorpe Rd TIDS 2023-24	360,064			360,064	180,032		180,032			
102724	Inverramsay Rd TIDS 2023-24	104,000			104,000	52,000		52,000			

Attachment 3 - 3rd Quarter Budget Review 2023-24 - Proposed Capital Budget

2023-24 Quarter 3 Budget Review - Capital Works Listing												
		Expenditure		Expenditure		Funding Sources						
Project No	Project Name	Adopted Budget \$	Re-allocation \$	New Funding Request \$	Revised Budget \$	Internal Funding 2023/24 \$	New External Funding March 2024 \$	External Funding in 2023/24 \$	Internal Funding 2022/23 \$	Reserves \$	Other \$	Loans \$
102725	Non-LRRS Roads Resealing TIDS 2023-24	100,000			100,000	50,000		50,000				
102720	Wheatvale Plains Rd Stabilisation LRCI4B	128,845			128,845	0		128,845				
102721	Roona Rd Culvert Replacement	200,000			200,000	200,000						
102737	Swanfels Rd Drainage LRCI4A	300,000			300,000	0		300,000				
102740	Cox Bridge Victoria St, Warwick (BRP)	25,000			25,000	0		25,000				
102741	Easey St Drainage LGIP/ERFRR	100,000			100,000	0		100,000				
102742	Verney Dr Turnaround Rehabilitation	50,000			50,000	0		50,000				
102743	Glen Niven Rd Culvert RTR23-24	5,857			5,857	0		5,857				
102744	Goldfields Rd Culvert RTR23-24	62,763			62,763	0		62,763				
102745	Talgai West Rd Culvert RTR23-24	16,021			16,021	0		16,021				
102746	Merivale St Culvert RTR23-24	16,500			16,500	0		16,500				
102747	Cosmo La Culvert RTR23-24	10,000		16,370	26,370	0	16,370	10,000				
102748	Connells Bridge Rd Repairs RTR23-24	131,198			131,198	0		131,198				
102749	Kital Road Bridge RTR23-24	5,880			5,880	0		5,880				
102750	Better Inverts RTR23-24	143,215			143,215	0		143,215				
102756	Mt Marshall-Clintonvale Rd 23-24	0		209,242	209,242	0	209,242					
102757	Willowvale Road Stabilisation RTR23-24	0		400,000	400,000	0	400,000					
102759	Freestone Rd Stabilisation RTR23-24	0		110,000	110,000	0	110,000					
102760	Condamine River Rd CCTV Relocation	0	60,000		60,000	60,000						
	Minor Capex < \$10,000	10,351			10,351	0	0	1,654	8,697	0	0	0
Works Total		29,958,845	0	4,892,332	34,851,177	7,130,714	4,262,475	24,499,461	(1,091,473)	50,000	0	0
Planning and Development												
102705	UDF projects multiple locations LCRI 4	280,000	0	0	280,000	0		280,000				
Planning and Development Total		280,000	0	0	280,000	0		280,000	0	0	0	0
Environmental Services												
102187	Stanthorpe Waste Profile Capping	1,000,835	(750,000)		250,835	0			203,000	47,835		
102190	Waste - Warwick Cell	250,000			250,000	250,000						
102585	Yangan Waste Transfer Station Design	335,000			335,000	81,250		218,750	35,000			
102678	Minor CAPEX -W'wick&S'thorpe Waste 23-24	100,000			100,000	100,000						
102586	Minor Waste Capital Projects 22-23	20,000			20,000	0			20,000			
102612	Security Cameras Bin Compounds	60,000			60,000	0			60,000			
Environmental Services Total		1,765,835	(750,000)	0	1,015,835	431,250		218,750	318,000	47,835	0	0
Total 2023/24 Capital Works Program		80,448,082	(929,457)	6,331,332	85,849,958	20,426,418	4,539,475	42,489,973	2,574,045	8,883,047	2,000,000	4,937,000

11.3 Operational Plan Update

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Manager Corporate Services	ECM Function No/s:

Recommendation

THAT Council receive and note the contents of the 2023/24 Operational Plan Second Quarter Review.

REPORT

Background

The *Local Government Act 2012* requires that Council prepare and adopt an Operational Plan for each financial year. The *Local Government Regulation 2012* also requires that Council must make assessments of its progress towards implementing its Operational Plan at regular intervals of not more than three months and that it must discharge its responsibilities in a way that is consistent with the annual Operational Plan.

Report

Officer's comments regarding the status of the 2023/24 Second Quarter Review Operational Plan actions are attached.

FINANCIAL IMPLICATIONS

The Operational Plan is consistent with Council's 2023/24 Budget

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Council's Senior Leadership Team are responsible for various actions within the 2023-2024 Operational Plan and consult with their respective staff to complete and report on progress of the actions.

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Section 104 of the *Local Government Act 2009*

Sections 174-175 of the *Local Regulation 2012*

Corporate Plan

Goal 4 Our Performance

Outcome: 4.4 Council has embedded risk management, good governance, transparency and accountability into what we do.

Objective: 4.4.1 Provide assurance through effective governance, audit and risk management practices.

Policy / Strategy


Corporate Plan 2021-2026

ATTACHMENTS

1. Operational Plan (Excluded from agenda - Provided under separate cover) [⇒](#)

11.4 RFT 24_070 Tender - Disposal of Freehold Vacant Land

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Land Management Consultant	ECM Function No/s: 3775659

Recommendation

THAT:

1. Council accept the following tenders pursuant to section 227 of the *Local Government Regulation 2012*:

Lot on Plan	Location	Tenderer
Lot 6 on L1824	Toowoomba-Karara Road, Leyburn	Ian & Carolyn Keans
Lot 11 on L183	Unnamed Road, Leyburn	Warren & Alyson Norton

2. Council not accept a tender for Lot 612 on ML2301, Moffatt Street, Maryvale pursuant to section 228(9) of the *Local Government Regulation 2012* and instead list the land for sale with a local real estate agent;
3. Council delegate to the Chief Executive Officer the power to set a reserve price for Lot 612 on ML2301 and to accept offers in accordance with section 228(10) of the *Local Government Regulation 2012*.
4. Council authorise the Chief Executive Officer to finalise the terms and conditions of the above sales and Titles Queensland land transfer documents.

REPORT

Background

Council is undertaking an ongoing land optimization process which aims to maximise opportunities to utilise Council owned and controlled land. Council considers that the optimisation of land assets is critical in achieving long term goals in housing, development and community outcomes.

Report

Council released tenders for the disposal freehold vacant land on 20 February 2024. Tender specifications were available from Council's tender platform, Vendor Panel. A tender notice was placed in the Warwick Today newspaper on Thursday 29 February 2024, together with notifications being made to adjoining landowners and notices being placed in business premises located near where land is being sold, such as the Leyburn Shop and Maryvale Hotel.

Tenders closed at 2:00pm on Tuesday 19 March 2024.

A summary of the land offered for sale was as follows:

Site No.	Lot on Plan	Location	Area
1.	Lot 5 on K5914	Town Street, Karara	1328m ²
2.	Lot 6 on L1824	Toowoomba - Karara Road, Leyburn	716m ²
3.	Lot 11 on L183	Unnamed Road, Leyburn	2023m ²
4.	Lot 612 on ML2301	Moffatt Street, Maryvale	2023m ²

A total of four (4) tenders were received for sites 2, 3 and 4, with no tenders being received for site 1, being Town Street, Karara.

The tender evaluation criteria for this contract was as follows:

Evaluation Criteria	Information Required	Weighting
<i>Price Offered</i> Competitiveness of the price offered for freehold vacant land.	Price Schedule	90%
<i>Intent/Use of Land</i> Intention to amalgamate land or use of land.	Description	10%

All panel members individually assessed and scored each submission. Sites 2 and 3 received one tender each and the tenderers are adjoining landowners and indicated an intention to amalgamate the land, therefore it is recommended these tenders be accepted.

However, in relation to site 4, being Lot 612 on ML2301, it is apparent that recent land sales for identical sized lots in that area drew much higher prices than the tendered price. Council may wish to consider not accepting the tender and instead listing the land for sale with a local real estate agent. In so doing, there is potential to obtain a far greater sale price, perhaps thirty to forty percent (30-40%) more than the tendered price. A risk may exist that the land doesn't sell, or takes some time to sell, and further administrative costs are involved. However, given the current market for land in this area appears strong, listing the site with an agent seems reasonable and the expected higher sale price will provide the most advantageous result for Council, pursuant to sound contracting provisions. The commission payable for the sale is minimal and is more than covered by an expected higher sale price.

Conclusion/Summary

After review of the tender documentation, the list of successful tenders represents the best value for money for Council. The tender assessment panel agreed to recommend the most advantageous result for Council.

FINANCIAL IMPLICATIONS

Tenders are assessed and accepted based on weighted scoring, including an amount offered in the tender. Rates and charges are now payable on the land. Council seeks to obtain the best possible price for land sales with a view to accepting the highest and best price offered.

RISK AND OPPORTUNITY

Risk

Minimal risks exist with this decision as it aligns with Council's strategic goals, which are subject to ongoing review. Council's land optimization strategy complies with legislation and aligns with State and Federal Government priorities.

Opportunity

Opportunities exist where Council is able to dispose of surplus land. Such land is available for purchase and provides residents with an opportunity to secure land ownership. Local economic benefits exist from selling land that may attract buyers for lots that vary in size and location.

COMMUNITY ENGAGEMENT

Internal Consultation

An internal working group is undertaking an ongoing review of Council land and Council controlled land. Staff involved have coordinated a review of available land to ensure it meets Council's strategic objectives.

External Consultation

External consultation has occurred through various advertising platforms, such as a local newspaper and notices in local shops, together with notifying adjoining landowners. Such notices aim to attract local interest from prospective buyers.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Local Government Regulation 2012

Corporate Plan

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

Policy / Strategy


SDRC Procurement Policy - PL-FS010

ATTACHMENTS

1. Schedule - Price Offered (Confidential - Provided to Councillors only)

11.5 Minutes of the Audit & Risk Management Committee held 15 February 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Manager Corporate Services	ECM Function No/s:

Recommendation

THAT Council receive and note the minutes from the Audit and Risk Management Committee meeting held on 15 February 2024

REPORT

For the information of Councillors, please find attached the minutes and attachments from the Audit and Risk Management Committee (ARMC) meeting held on 15 February 2024.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Manager Corporate Services

External Consultation

Chair Audit & Risk Management Committee

LEGAL / POLICY

Legislation / Local Law

The ARMC is established under the authority of section 105 of the *Local Government Act 2009*. The *Local Government Regulation 2012* provides further detail about audit committees.

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

Audit & Risk Committee Charter

ATTACHMENTS

1. Minutes of the Audit & Risk Management Committee held 15 February 2024 [↓](#)



MINUTES OF THE MEETING OF AUDIT & RISK MANAGEMENT COMMITTEE 15 FEBRUARY 2024



ORDER OF BUSINESS:

1.	PRESENT	1
2.	APOLOGIES	1
3.	DECLARATION OF CONFLICT OF INTEREST	1
4.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	2
4.1	Audit & Risk Management Committee Meeting - 5 September 2023	2
5.	BUSINESS ARISING FROM MINUTES – SUMMARY OF ACTION POINTS	2
6.	CHIEF EXECUTIVE OFFICER'S UPDATE	3
6.1	Chief Executive Officer's Update	3
7.	PEOPLE & SAFETY	4
7.1	People & Culture Report	4
7.2	Safety Update	4
8.	EXTERNAL AUDIT	4
8.1	External Audit Update	4
9.	INTERNAL AUDIT	5
9.1	Internal Audit Activity Report	5
10.	BUDGETING & FINANCIAL PERFORMANCE	6
10.1	Financial Services Update	6
10.2	ICT Update	7
10.3	External Audit Summary	7
11.	SUSTAINABILITY & STRATEGY	7
11.1	Asset Management Update	7
11.2	Project Management Framework Update	8
12.	GOVERNANCE	8
12.1	Governance Update	8
12.2	Internal Audit Policy & ARMC Charter Review - DEFERRED	8
12.3	Asbestos Claim Update	9
13.	LEGAL & REGULATORY	9
	Nil	
14.	EXTERNAL REPORTS	9
	Nil	
15.	GENERAL BUSINESS	9
15.1	Meeting Dates 2024 - DEFERRED	9
16.	NEXT MEETINGS	9
	23 May 2024 commencing at 9:30 am	
17.	CLOSURE	9
	ADDENDUM BUSINESS ARISING UPDATED FROM THE MEETING HELD 15 FEBRUARY 2024	10



Minutes of the Meeting
Held at 64 Fitzroy Street, Warwick on 15 February 2024 at 1:00 PM

OPEN MEETING

The Chair declared the meeting open 1:10 pm

1. PRESENT

Committee Members:

Melissa Jacobs, Kerry Phillips (Chairperson), Anthony Trace, Erika Bursford (Tenterfield Shire Council)(via Teams), Cr Stephen Tancred.

Observers:

Vic Pennisi (Mayor), Dave Burges (Chief Executive Officer), Scott Riley (Director Planning & Environmental Services), Leon Love (Director Customer & Organisational Services), Gurbindar Singh (Chief Financial Officer), Belinda Armstrong (Manager Corporate Services), Jon Charles (Manager Sustainability & Strategy), Nicole Collett (Manager Environmental Services), Dave Madeley (Acting People & Safety Manager), Steve Brown (Information, Communications and Technology (ICT) Coordinator), Ron Van Haren (Project Management Officer), Bruce Preston (via Microsoft Teams) and Taf Mudarikwa (Crowe - External Auditor), David Adams and Mansheel Kumar (Queensland Audit Office via Microsoft Teams), Carolyn Eagle and Tracy Townsend (Pacifica – Internal Auditor via Microsoft Teams), Kaiyo Saththa and Cathy Blunt (Outgoing Internal Auditors, O'Connor Marsden and Associates via Microsoft Teams) Ethan Joyce (Governance Officer), and Dianna Keir (Governance Officer and Minute taker).

2. APOLOGIES

Cr Jo McNally
Cr Marco Gliori
Ged Brennan (Acting Director Infrastructure Services)

The Chair noted the apology from Cr McNally and provided a note of thanks for her great contribution to the Committee and wished her well for her future endeavours.

The Chair requested that if Directors were unable to attend meetings that a proxy be nominated.

3. DECLARATION OF CONFLICT OF INTEREST

Item No	Item Precis	Nature of Conflict
12.1	Governance Update	Cr Tancred declared a declarable conflict of interest (as defined in Section 150EQ(4)(a) and (b) of the <i>Local Government Act 2009</i>) as a result of engaging Garwood Trees from a personal perspective as mentioned in the Governance Update) this week. The Chair confirmed that the conflict although noted is insignificant. Cr Tancred remained in the room and voted on the matter.



4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Audit & Risk Management Committee Meeting - 5 September 2023

Resolution

Moved Chair K Phillips

Seconded Ms M Jacobs

THAT the:

- minutes of the Audit & Risk Management Committee Meeting held on Tuesday 5 September 2023 be adopted.
- minutes of the Special Audit & Risk Management Committee Meeting held on Tuesday 17 October 2023 be adopted
- the flying minute relating to the draft strategic internal audit plan facilitated on 13 November 2023 be adopted

Carried

5. BUSINESS ARISING FROM MINUTES – Summary of Action Points

LEGEND:			Chief Executive Officer (CEO); Director Customer & Organisational Services (DCAOS); Chief Financial Officer (CFO), Director Infrastructure Services (DIS); Manager Corporate Services (MCS); Manager People & Safety (MPS); Minute Secretary (MS); External Auditors - Crowe Australasia (CRO); Internal Auditors - Pacifica (PAC); Qld Audit Office (QAO); Governance Officer (GO).					
Status	Issue No	Meeting Date	Topic	Detail	Target Due Date	Responsible Officer	Revised Completion Date	Comments
Completed	316	20/06/2023	Internal Audit	Fleet and Fuel Management Review Report - Draft	Sep-23	OCM	Feb-24	Completed. Final report presented at Feb 15 2024 meeting
Completed	317	20/06/2023	Internal Audit	Outstanding action items and progress report to be circulated out of session	Jun-23			Completed
Completed	319	20/06/2023	14.1 Governance and Risk Management Status Report	Waste – Correspondence from DES regarding the compliance audit at the Warwick Waste Facility – is the waste solid or liquid?	Sep-23	GO	Feb-24	Waste confirmed as solid.
Completed	322	5/09/2023	9.1 External Audit Update	Amend register of external audit outstanding action items register where Z3 IR1 requires the amendment of the rating.	Oct-23	MCS	Feb-24	Completed. Amended from deficiency to significant deficiency.
Completed	323	5/09/2023	9.1 External Audit Update	Flying Minute - Initial draft financial statements are anticipated to be received and circulated on or by 11 September 2023	Oct-23	CFO	Feb-24	Completed
Completed	324	5/09/2023	12.2 ICT Update	ICT Strategy to be added as a standing agenda item	Oct-23	GO	Feb-24	Completed
Completed	328	5/09/2023	14. Governance & Risk Management	Third party contractor induction responsibility. If 80% pass and 20% fail – do we let the 20% continue working onsite? If someone who has failed the induction and are continuing to work onsite then that is a vulnerability to council.	Oct-23	MPC	Feb-24	The Contractor induction should be completed online prior to a Contractor commencing work providing that Safety are made aware of their pending presence and provided contact details. The pass mark for a Contractor induction is 100%. A fail will be recorded for a score less than 100%, and the system will automatically require the Contractor to re-attempt the induction. This will occur until a 100% score is achieved. When running a Contractor induction report all attempts made by the Contractor will appear on the report including the failed attempts.
				Put simply, a Contractor who scores 80% on the induction has not successfully completed the induction and should not be permitted to work on SDRIC sites.				
Completed	329	5/09/2023	General Business	Extension of contracts for ARMC external members	Oct-23	MCS		Completed
Completed	330	5/09/2023	General Business	MCU between SDRIC and TSC - departure of Kylie Smith: correspondence to be drafted	Oct-23	MCS		Completed
Completed	321	5/09/2023	Order of Business	Asset Management Strategy to be added as a standing agenda item	Oct-23	GO		Completed
Incomplete	315	20/06/2023	People & Culture Report	Pacifica - sharing of Workforce plans in relation to Alumni with Council's recognising the turnover of staff and the aging workforce	Oct-23	PAC		Completed
Incomplete	318	20/06/2023	12.4 ICT Update	Business Continuity Plans, Data Recovery Plans and testing scenario reports to be presented at either the September or December 2023 ARMC Meeting	Sept 23 or Dec 23	CFO	Feb-24	BCP draft included for 15/2/24 meeting
Incomplete	320	5/09/2023	Meeting held 20 June 2023, Page 8, agenda item 12.1, discussion topics	Forecasting into monthly reports - is there a timeframe for this to occur?	Oct-23	CFO		Queried by Cr Tancred
Incomplete	325	5/09/2023	AM Strategy	Asset Management Strategy to be presented at October (or December) meeting	Oct-23	MSS		Verbal update to be provided at February 2024 Meeting.
Incomplete	327	5/09/2023	14. Governance & Risk Management	Historical land fill matter – what is the plan moving forward?	Oct-23	DCAOS		Queried by Cr Tancred

Notes:

- Item 320 and 327 – The Chair requested an update from Director or Manager in relation to these at the next meeting;
- Item 320 – CFO reported that a forecast column for a high level overview is now included in the Financial Services Performance Update report. Which will be presented at the February Ordinary Council Meeting; which has not been viewed by ARMC.
- Item 327 – Historical landfill focus on existing matters; from a financial perspective there are no issues; Council has engaged consultants to assess; the position paper will be reviewed.
- Issue 325 – Ass. Mgmt. strategy will be verbally updated in this report – **Close Out Item.**

New Business Arising

- Issue 328 raised by Cr Tancred; As per previous minutes, Agenda page 9 | Discussion topic – point 1:



12. BUDGETING & FINANCIAL PERFORMANCE

12.1 Financial Report

Resolution

Moved Chair K Phillips

Seconded Ms M Jacobs

THAT the Audit & Risk Management Committee receive and note the following reports saved in Acronis:

- Finance reports for the months of July and August 2023
- 23/24 Financial year budget report;
- Capital works report and Cashflow for 29 June 2023;
- Information reports for the months of July, August 2023

Carried

Discussion topics:

- Questions on notice arising from Council meetings in response to these reports could assist the committee to understand if there is any additional risk. It would be beneficial if these could be included in the cover report by officers.
- Suite of provided reports were excellent.

Response: Director Customer & Organisational Services to facilitate how to capture this information – currently councillors ask their questions prior to the meeting which are responded to; process needs to be developed around this. **Action Item 328**

6. CHIEF EXECUTIVE OFFICER'S UPDATE

6.1 Chief Executive Officer's Update

Resolution

Moved Chair K Phillips

Seconded Councillor S Tancred

THAT the Audit & Risk Management Committee receive the Chief Executive Officer Update report and note the contents.

Carried

A verbal update was provided by Chief Executive Officer, Dave Burges:

Discussion Topics:

- Departure of Director Infrastructure Services, Gary Murphy
- Integrated Planning and Reporting Framework
- Corporate Plan has been re-written;
- Toowoomba to Warwick Pipeline
- WHS Audit results received and an improvement plan will be created;
- Art Gallery project construction company has gone into voluntary liquidation. Council was briefed at the Councillor Information Session (14/2/24).
- Establishment of the *Organisational Leadership Team* comprising of 17 members;
- LGAQ Conference attendance
- Elections
 - Draft Councillor Induction Program;
 - The Chair suggested that a scenario analysis for post elections anticipating a re-direction of a leadership change would be beneficial



7. PEOPLE & SAFETY

7.1 People & Culture Report

Resolution

Moved Chair K Phillips

Seconded Ms M Jacobs

THAT the Audit & Risk Management Committee receive and note the People & Culture Report as presented.

Carried

Acting Manager People & Safety – Dave Madeley provided a verbal update:

Discussion Topics:

- Currently full complement of positions in Water and Roads;
- 57 FT positions vacant however all are in different stages of recruitment;
- Training & Development produced great data however the Committee noted that nothing related to elected member training is included;
- Employment Assistance Program
- Achievement & Development Plans
- Elected Member training – include into future reports

Action Item 329

7.2 Safety Update

Resolution

Moved Chair K Phillips

Seconded Mr A Trace

THAT the Audit & Risk Management Committee receives and notes the Safety report for the reporting period 1 Oct 2023 to 31 December 2023 (Q2 FY23/24).

Carried

Acting Manager People & Safety – Dave Madeley provided a verbal update:

Discussion Topics:

- Asbestos Management Plan and Asbestos Registers – out of date and require review. Risks not actioned, closed off as at 7/2/24 yet these are not fully determined.
- Majority of injuries are physical, where psycho-social injuries are low which is a direct reflection on Council's culture.

8. EXTERNAL AUDIT

8.1 External Audit Update

Resolution

Moved Chair K Phillips

Seconded EB Bursford

THAT the Audit and Risk Management Committee receive and note:

1. Queensland Audit Office (QAO) Final Management Letter 2023;



2. Queensland Audit Office (QAO) Paper (presented separately) and
3. External Audit Plan (Draft) to be circulated with minutes for receiving and noting.

Carried

A verbal update was provided by Partner, Bruce Preston, Crowe Australasia

Discussion Topics:

- The Chair queried 23-FR1 Prior period errors – (Grant revenue – contract assets and liabilities & Property, plant and equipment) as to why these two weren't split

External Audit Plan - a verbal update was provided by Taf Mudarikwa, Associate Partner, Crowe Australasia

Discussion Topics:

- Process of risk assessment is ongoing hence the plan is not set in stone;
- Aim to have financial statements for sign off by mid-October 2024.
- Asset Revaluations, a consultant has been engaged and will be onsite next month. A draft report is due late March 2024.
- New financial ratios implemented.

External Audit Plan - a verbal update was provided by David Adams and Mansheel Kumar, Queensland Audit Office.

Discussion Topics:

- Report 8:2023-24 Local Government 2023. The sector's timeliness in financial reporting continues to deteriorate
- A report following the LG elections from QAO including recommendations will be published;
- Report 7: 2023-24 The Major Projects 2023 report was presented to Parliament;
- Blogs of special interest also being *published 7 tips associated with asset management* guidance as a basis to inform conversations;

9. INTERNAL AUDIT

9.1 Internal Audit Activity Report

Resolution

Moved Chair K Phillips

Seconded Mr A Trace

THAT the Audit & Risk Management Committee receive and note:

1. The Internal Audit Progress Report as presented by Pacifica;
2. Final Strategic Internal Audit Plan;
3. Current and outstanding internal and external audit recommendations as presented by Manager Corporate Services; and
4. The verbal update from outgoing Internal Auditors O'Connor Marsden and Associates (OCM) in relation to the recently finalised Fleet and Fuel Management audit.

Carried



Internal Audit Progress Report and Strategic Internal Audit Plan

A verbal update was provided by Internal Auditor, Carolyn Eagle, Pacifica

Discussion Topics:

- Current field work underway
 - Ethical Conduct Review
 - Updated survey results were better than listed in report; 78.5% ethical conduct and 89.5% for fraud awareness survey; would like to have an increase in the ethical conduct survey to be above 80% - **ACTION: Manager Corporate Services, to circulate reminder and extend opening of survey**
 - VIC (Visitor Information Centre) Review

Current and outstanding internal and external audit

A verbal update was provided by Manager Corporate Services, Belinda Armstrong

Discussion Topics:

- The outstanding audit recommendations as presented by Manager Corporate Services were well received; delighted with the content and the manner in which presented is to be commended to all involved.

Fleet and Fuel Management audit

A verbal update was provided by Kaiyo Saththa and Cathy Blunt, O'Connor Marsden & Associates

- Areas require significant improvement and recommendations;
- Chain of responsibility. requirements fatigue management, maintenance of vehicles, etc. and utilisation reports;
- Audit trails required around use of fuel – reconciliations occur and control over fuel costs;
- GPS technology in aid of monitoring and that the vehicles are being used in the manner in which we think.
- GPS; Council will switch off current system and need to migrate to something else;
- Noted operational WHS risk arising from this review included driving qualifications and tickets.
- Review of PR-ES61 Fatigue Management Procedure required
- Review of PL-IS104 Fleet Replacement Lifecycle Policy required

The Chair, on behalf of the committee, thanked OCM for being extremely patient with Council and for providing great service throughout their term, thank you for all that you have done so far.

The meeting adjourned for afternoon tea at 3:19 pm and reconvened at 3:27 pm at which time there were present K Phillips (Chairperson), M Jacobs, A Trace, E Bursford, and Cr Tancred.

10. BUDGETING & FINANCIAL PERFORMANCE

10.1 Financial Services Update

Resolution

Moved Chair K Phillips

Seconded Councillor S Tancred

THAT the Audit & Risk Management Committee receive and note the finance reports for December



2023 (accessible through Acronis).

Carried

A verbal update was provided by Chief Financial Officer , Gurbindar Singh

10.2 ICT Update

Resolution

Moved Chair K Phillips

Seconded Councillor S Tancred

THAT the Audit & Risk Management Committee receive and note the contents of the ICT update report.

Carried

A verbal update was provided by Information, Communications and Technology (ICT) Coordinator, Steve Brown

10.3 External Audit Summary

Resolution

Moved Chair K Phillips

Seconded Ms M Jacobs

THAT the Audit & Risk Management Committee receive the External Audit Summary report dated 29 January 2024 and note its contents

Carried

A verbal update was provided by Senior Financial Services Coordinator, Helen Gross

11. SUSTAINABILITY & STRATEGY

11.1 Asset Management Update

Resolution

Moved Chair K Phillips

Seconded Ms M Jacobs

THAT the Audit and Risk Management Committee receive and note the contents of the Asset Management report.

Carried

A verbal update was provided by Manager Sustainability & Strategy, Jon Charles

Discussion Topics:

- **Asset Management Plans**
 - Council has adopted new suite of policy and planning documents in November 2023; the Suite is a very pragmatic suite of documents intended to drive and inform the SDRC Asset Management Journey;



- The Strategic Asset Management Plan (SAMP) road map for the next 10 yrs;
- I am little bit behind the intended position as new Asset Management position is vacant and currently recruiting;
- Value of our assets is high in comparison to other like communities. SDRC need to rationalise and reduce to a more reasonable value/number of assets to become affordable.
- Flood Studies
 - Successful in securing funding federally and through QRA - \$1M in work;
 - AUG/SEP last year Attorney General wrote to the LGAQ decrying the lack of data provided to Local Government communities about flooding
 - SDRC has provided the Flood Data to the Community since the first flood studies in 2014
 - Have not checked, but the assumption is that the Intellectual Property (IP) to the current studies is shared with the funding providers
 - The QRA have “offered” to pay subscriptions to hosting services for the next two years for the flood studies to be made available to the community
 - The second portion of the current work is the Flood Risk Mitigation Study/Plan
 - The outcomes of the second portion will likely identify asset/infrastructure solutions SDRC may choose not to implement.
 - Committee Members are asked to identify options other Councils are using, go to use or plans they have to mitigate the inherit risk faced with the same issues, being non-investment of recommended mitigations. The non-investment could be on the basis of affordability or financial outcomes being better to pay for the damage repairs, or some other outcomes not yet understood. [Action Item 330](#)

11.2 Project Management Framework Update

Presented by Project Management Officer, Ron Van Haren,

4:39 pm Erika Bursford leaves the meeting

12. GOVERNANCE

12.1 Governance Update

Resolution

Moved Councillor S Tancred

Seconded Chair K Phillips

THAT the Audit & Risk Management Committee receive and note the contents of this report as a status update for Governance and Risk Management department.

Carried

12.2 Internal Audit Policy & ARMC Charter Review - DEFERRED

THAT the Audit & Risk Management Committee receive and endorse:

1. PL-118 Internal Audit Policy
2. Audit and Risk Management Committee Charter

The agenda Item was taken offline for review; any questions to be presented at the next meeting.

[Action Item 331](#)

Take offline to further review; any questions observations etc. by all first then bring them to the next meeting for adoption.



Feedback back to Belinda

12.3 Asbestos Claim Update

THAT the Audit and Risk Management committee receive and note the Asbestos Claim Update.

This update was taken offline for review; any questions to be presented at the next meeting.
An update is attached to the minutes.

13. LEGAL & REGULATORY

Nil

14. EXTERNAL REPORTS

Nil

15. GENERAL BUSINESS

15.1 Meeting Dates 2024 - DEFERRED

THAT the Audit & Risk Management Committee approve the 2024 Meeting dates as:

1. 23 May 2024 commencing at 9:30 am – 1:30 pm
2. 26 September 2024 commencing at 9:00 am – 1:00 pm
3. Special meeting - 14 October 2024 commencing at 10:00 -11:00 am

*This item was deferred to the next meeting.

16. NEXT MEETINGS


23 May 2024 commencing at 9:30 am

17. CLOSURE

There being no further business the meeting closed at 4:44 pm

11.6 Application for Trusteeship over Lot 1 on SP312458 - Amiens History Society

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Land Management Consultant	ECM Function No/s: 3779714

Recommendation

THAT Council:

1. Advise the Department of Resources it offers no objection or comments to the Amiens History Association Inc. being appointed trusteeship over land located at Goldfields Road, Amiens and described as Lot 1 on SP312458 (the Land); and
2. Further advise the Department of Resources it offers no objection to the Land being dedicated from unallocated State land to reserve.

REPORT

Background

Council has received a request for views in relation to dedicating Lot 1 on SP31258 as a reserve and appointing Amiens History Association Inc. (AHA) as trustees. Amiens History Association are already trustees of other land in the vicinity of this site.

This matter was previously considered at Council's Ordinary meeting on 26 April 2017, where the following was agreed:

- Council supported the revocation of State Forest to unallocated State Land (Lot 263 on FTY1498) being the parcel excised from forestry land and now described as Lot 1 on SP312458;
- Council accepted becoming Trustee of the land, in principle, subject to approval from the Department of Natural Resources and Mines and Queensland Parks and Wildlife Service (QPWS) approving the activities proposed for the site.

The AHA were seeking to occupy the site to progress a rail terminus and soldier settlement memorial project. Whilst various buildings and land improvements have occurred on the land since that time, Council did not become trustee and tenure revocation of State Forest hasn't occurred until this request. It appears native title and proposed commercial activities prevented the tenure from being finalized.

Existing buildings located on the site are assumed to be historical from when the land was part of a forestry reserve. Supporting the application for Trusteeship will allow the Department of Resources to legalise existing structures with trusteeship being a more appropriate tenure rather than Unallocated State Land (USL)

Report

In accordance with the *Land Act 1994*, the Minister may dedicate unallocated State land as a reserve for 1 or more community purposes and may also appoint an incorporated body as trustee of trust land. Trustees have the responsibility for a duty of care for trust land.

The land applicable for this application is as follows:

RPD: Lot 1 on SP31258
Address: Goldfield Road, Amiens
Tenure: Reserve for State Forest
Area: 1.8 Hectares

Internal review and officer comments have been compiled for this application and generally support the request.

Sustainability & Strategy has identified the land is low-lying and becomes boggy, which may impact on future development. Council may need to bear in mind the future costs of developing the site that may result in future requests for funding.

Parks and Operations offer no objection to the request.

Planning and Development have previously issued a planning approval over the site and there were some concerns regarding the works being inconsistent with the approval, however, provided correct approvals are gained, there are no concerns with the land tenure changes.

Conclusion/Summary

Council is requested to consider its views in relation to a request from the Department of Resources for an application by the Amiens History Association Inc. seeking trusteeship over land located at Goldfields Road, Amiens and described as Lot 1 on SP312458.

FINANCIAL IMPLICATIONS

There are no financial implications to Council for this matter.

RISK AND OPPORTUNITY

Risk

Minimal risks exist with this decision as it is based on legislation and Council is simply being requested for comments.

Opportunity

The appointment of Trustees supports community outcomes and establishes an appropriate use for the land.

COMMUNITY ENGAGEMENT

Internal Consultation

Internal consultation occurred through officer comments.

External Consultation

No external consultation involved in the matter.

LEGAL / POLICY

Legislation / Local Law

Land Act 1994

Forestry Act 1959

Corporate Plan

Goal:	1	Our People
Outcome:	1.2	Communities to have the opportunities to grow and develop.
Objective:	1.2.1	Plan and provide community facilities and programs to meet the needs of our diverse community and enable community growth.
Performance Indicator:		Participation in events and activities funded, supported or delivered by Council.

Policy / Strategy

Tenure Policy PL-RP001

ATTACHMENTS

1. Site Plan[↓](#)
2. Smart Map[↓](#)
3. Previous Council Report - 26 April 2017[↓](#)



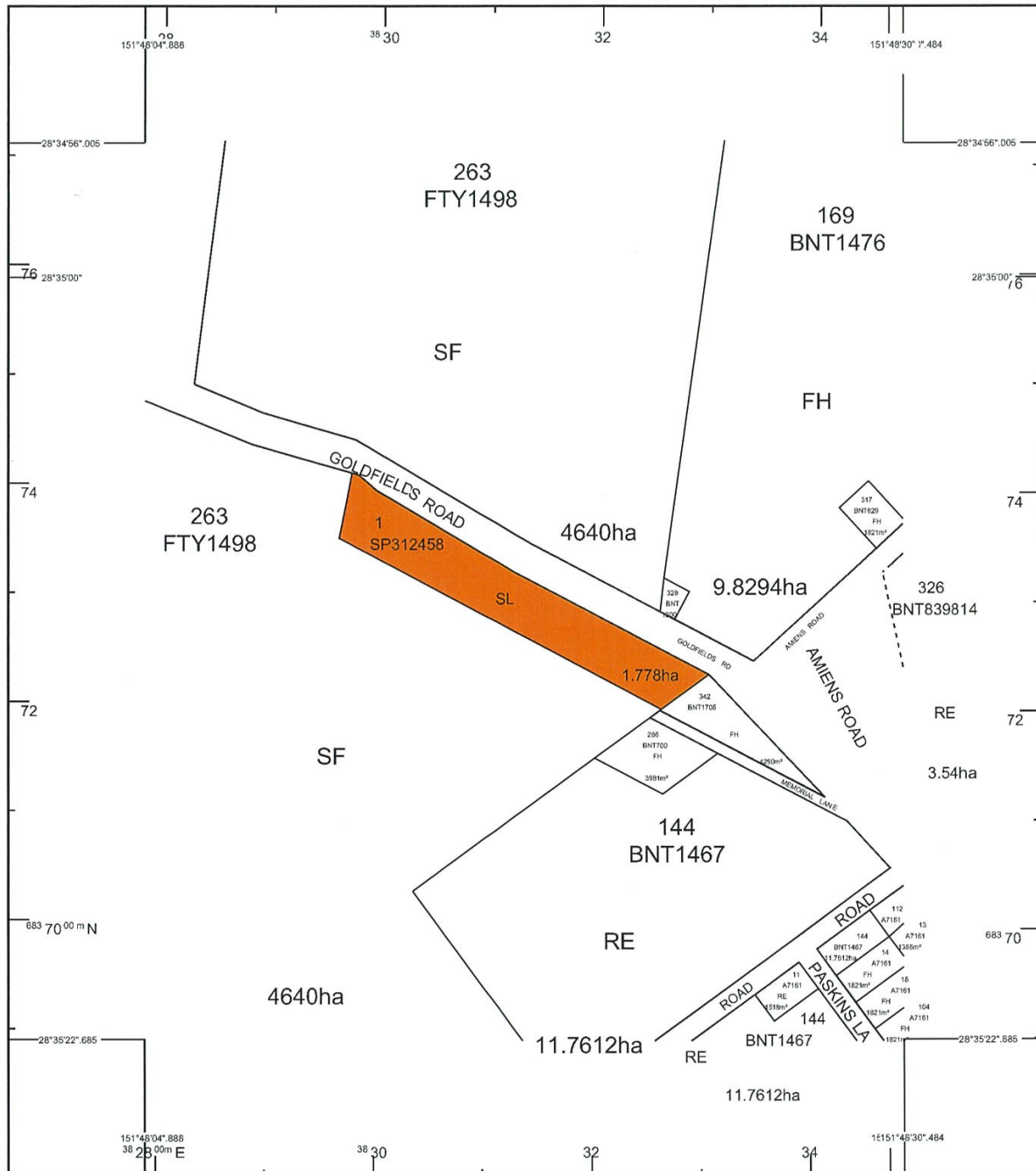
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Scale (A4): 1:1512
Projection: GDA2020 / MGA zone 56

Printed by: Mark Watt
Date: 10/04/2024





STANDARD MAP NUMBER
9240-14312

0 100 200 300 400 500 m
HORIZONTAL DATUM: GDA94 ZONE: 56 SCALE 1 : 5000

MAP WINDOW POSITION &
NEAREST LOCATION



SUBJECT PARCEL DESCRIPTION

DCDB
Lot/Plan 1/SP312458
Area/Volume 1.778ha
Tenure STATE LAND
Local Government SOUTHERN DOWNS REGIONAL
Locality AMIENS
Segment/Parcel 47283/115

CLIENT SERVICE STANDARDS

PRINTED 29/02/2024
For additional information regarding this SmartMap see page 2.
Shading Rules have been applied.
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16.5 Council Trustee - Proposed Revocation of State Forest to Unallocated State Land for the Amiens History Association

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: Confidential General Council Meeting	
	Reporting Officer:	Meeting Date: 26 April 2017
	Leasing Compliance Officer	ECM Function No/s: 05.18.05

Reason for Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 275(1)(a-h) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to contracts proposed to be made by Southern Downs Regional Council.

Recommendation

THAT Council

1. Advise the Amiens History Association that Council will support the proposed revocation of State Forest to Unallocated State Land (Lot 263 on FTY1498) and accepts Trusteeship, 'In Principle', of this Unallocated Land from the Department of Natural Resources and Mines, subject to approval from the Department of Natural Resources and Mines and the Queensland Parks and Wildlife Service for the Amiens History Association to conduct the proposed activities on the land;
2. Advise the Queensland Parks and Wildlife Service (QPWS) and DNR&M that Council has approved 'In Principle', becoming Trustee over part of Lot 263 on FTY1498, subject to approval from the Department of Natural Resources and Mines and the Queensland Parks and Wildlife Service for the Amiens History Association to conduct the proposed activities on this land.

Report

Council has been approached by the Amiens History Association (AHA) who have requested that Council consider becoming Trustee over the proposed revocation of State Forest to Unallocated State Land (USL) on part of Lot 263 on FTY1498, Amiens Road, Passchendaele QLD 4352.

The AHA is seeking to occupy this site to progress their 'Rail Terminus and Soldier Settler Memorial' project.

Queensland Parks and Wildlife Service (QPWS) have endorsed the revocation of part of the State Forest for the purposes of facilitating the occupation of the site by the AHA due to the activities and development of the site being unable to be regulated by an Occupation Permit issued under the *Forestry Act 1959*. This endorsement is on the condition that Southern Downs Regional Council (SDRC) agree to be Trustees of the land and ultimately enter into a Trustee Lease with AHA.

DNR&M have advised SDRC the 'Purpose' of the USL following dedication as reserve and under the *Land Act 1994* commercial enterprises are not suitable on this land. DNR&M have raised concerns that the proposed Business Plan from AHA is based more on a commercial venture,

rather than 'community' and therefore the AHA would require approval or otherwise from DNR&M to carry out their proposed ventures i.e Caravan Park, Coffee Shop

Both QPWS and DNR&M have advised SDRC that Native Title implications could also arise from the revocation, possibly being very complex and may pose issues.

Should the proposed Trusteeship occur and the AHA ceased to operate and Council was to remain Trustee of this land, maintenance costs of the land and any infrastructure, would become Council's responsibility.

To then relinquish Trusteeship of this land, DNR&M requires the land to have no improvements on it. Therefore, the expense associated with the removal of improvements would be Council's responsibility.

Budget Implications

- Potential minimal income from ultimately entering into a Trustee Lease with the Amiens History Association;
- All costs associated with Council accepting Trusteeship of the site would be the responsibility of the AHA.

Policy Consideration

Operational Plan: 2016/2017: 8.12 Manage Council's land holdings to maximise return.

Community Engagement

Nil

Legislation/Local Law

Local Government Regulation 2012

Options

THAT Council:

1. Advise the Amiens History Association that it will support the proposed revocation of State Forest to Unallocated State Land and accept 'In Principle' Trusteeship of this Unallocated Land from Department of Natural Resources and Mines (DNR&M), subject to approval from DNR&M and QPWS for the AHA to conduct their activities on the land.
Advise the Queensland Parks and Wildlife Service (QPWS) and DNR&M that Council offers 'In Principle' support of becoming Trustees over the above mentioned lands subject to approval from DNR&M and QPWS for the AHA to conduct their activities on the land.
2. Reject the offer to take up trusteeship of the proposed revocation of State Forest to Unallocated Land.

Attachments

1. Map of Land in question, part of Lot 263 on FTY1498


Item 16.5 Council Trustee - Proposed Revocation of State Forest to Unallocated State Land for the Amiens History Association
Attachment 1: Map of Land in question, part of Lot 263 on FTY1498



12. INFRASTRUCTURE SERVICES REPORTS

12.1 Warwick Pistol Club Request for In-kind Donation

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Manager Works	ECM Function No/s: 15.19.03

Recommendation

THAT Council consider the request from the Warwick Pistol Club Inc for in-kind assistance in the repair of their access road noting that no budget provision exists in the 2023/24 operating budget.

REPORT

Background

The Warwick Pistol Club (“the Club”) is a not-for-profit incorporated association that currently has 57 members utilising their facilities at 446 Rosehill Road, Warwick. On any given Club day, attendance is in the order of 15 to 30. It is not uncommon to have shooters contesting matches on three different ranges. The Club hosts major competitions throughout the year, including Regional and State Championships. The next major events are:

- The *Ron Shadwell Memorial Action Open* in June;
- The *Queensland Action Match State Titles* in August;
- *Round 6 of the Action Cup*, in September; and
- The *40th Rose and Rodeo ISSF Regional Championships* in October.

Warwick Pistol Club hosts sanctioned shoots, which means it is a Club that provides for a genuine pathway to Olympic selection through Regional, State and National team selections. Several members were selected to the Queensland Teams of two different disciplines and competed at the Nationals last year. The Range is open to the Queensland Police for training purposes. It is used by them twice a month throughout the whole year. Additionally, the Club runs Coaching Clinics from time to time and “Come and Try” days for those wanting to check out the sport. It is regularly used to conduct Firearms Safety Training Courses, the next one being booked in for May. The Club is planning to host a broader competition in August 2024.

The Club has requested assistance to repair their access road to the Club facilities from Warwick-Allora Road. A copy of the letter of request is provided as *Attachment 1*.

A site visit was conducted on 26 March 2024, with members of the Club to inspect the driveway issues.

The access was damaged during the rain event over the Australia Day weekend in January 2024. A flood event has been declared for this rain event. This road damage is not eligible for Queensland Reconstruction Authority (QRA) funding as it is not a Council road asset.

The access to the Club is via an easement located on Lot 651 on W3014. The easement is 382m in length and its purpose is for access to the Warwick Pistol Club. The property of the Club is shown in the red rectangle in Figure 1 below. The property owner on the western side of the easement also utilizes the easement to access their property.

The easement has a 3.5m wide gravel access to the Club. The length of the road requiring attention is 250m.

Members of the Club have undertaken temporary repairs, including placing some gravel to reinstate access to their facility.

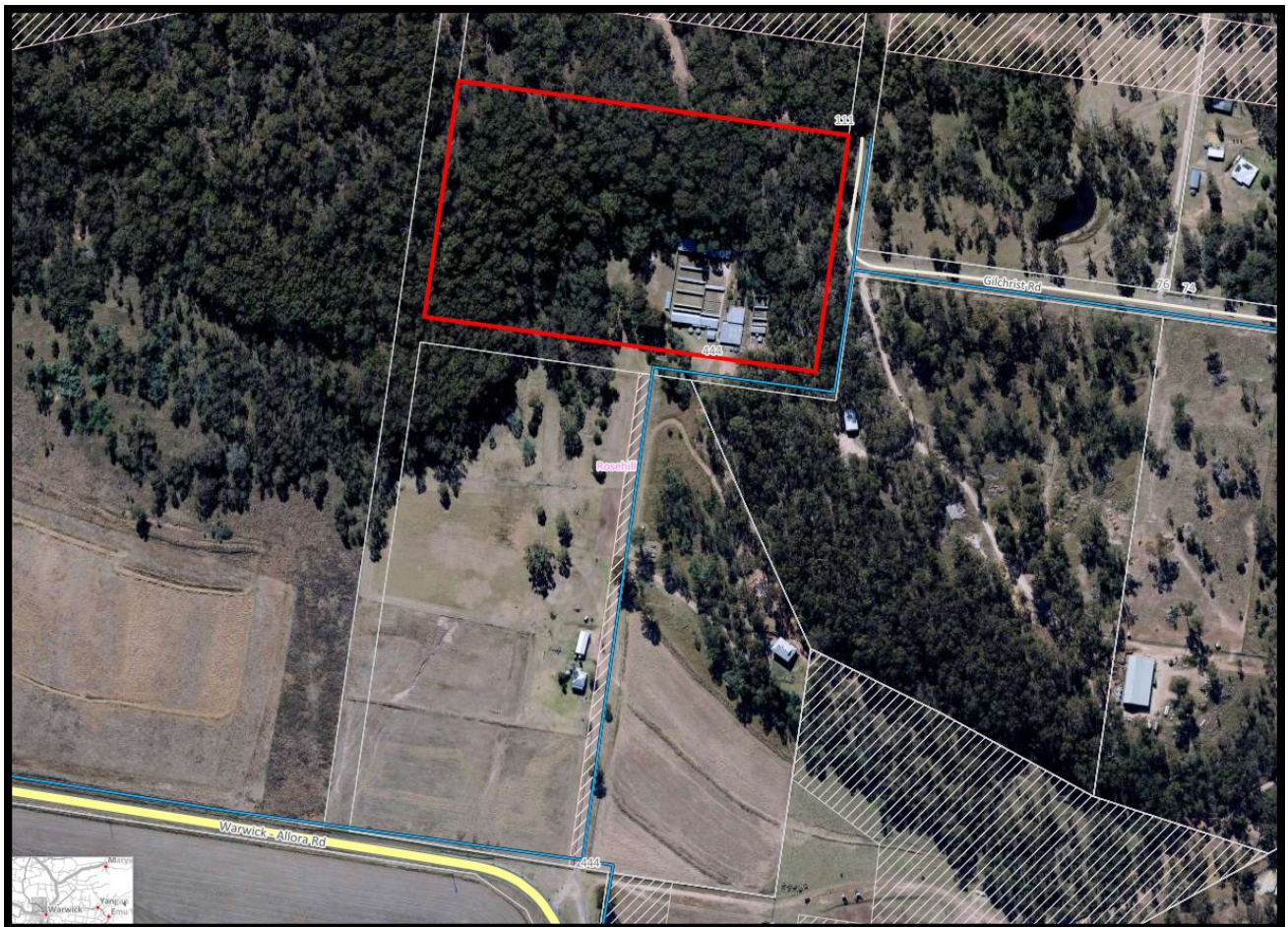


Figure 1 Site

The easement is for 'Right of Way' to allow the Club access to their property/facilities. An additional easement is registered for the purposes of water supply. Water pipe shown in blue in Figure 1.

Report

The Club is requesting assistance from Council to repair their access. The Club has not been specific in the assistance being requested; however, the representatives advised that any assistance would be welcome.

Assistance could be in the form of:-

- Financial assistance to have a contractor complete the work; and/or
- Supply of materials; and/or
- Council undertakes the work.

Site discussions with Club members determined the proposed scope of works to rectify the road and provide some resilience to future flooding/rain events.

Below is a summary of the possible works should Council choose to deliver:-

- Construct three contour banks (whoa boys) across the road to divert overland flow to the property to the west
- Reshape the eastern side table drain
- Supply and place (100mm) of suitable pavement material over the full 250m length (to the existing gate)
 - Council has a source of reclaimed gravel from recent works that would be suitable for the access road surface, however the material is approximately 25km distance from Dwans Lane, Pratten to the Warwick Pistol Club.
 - The cost of the materials will be cartage only as the material will be supplied at no cost.
- Council would utilize most of the existing material stockpiled onsite.
- Below is a preliminary sketch of the proposed works



Figure 2 Sketch of Proposed Works

The estimated cost to complete the works outlined above utilizing reclaimed gravel is \$35,150.

The Club's Secretary advised via email on 4 April 2024, "*The Committee feels the Club can manage to contribution to the proposed Council Works with the sum of fifteen thousand dollars*

(\$15,000.00). This is on the basis of costs already incurred for the emergency works that were undertaken immediately following the flood event.” This is provided as Attachment 2.

Conclusion/Summary

The Club provides a community service and opportunity for social involvement. The Club has sustained damage to its access driveway, which is not eligible for QRA disaster relief funding arrangements and has therefore come to Council seeking assistance. Council has the skills and ability to undertake the works, but the funding would be revenue from ratepayers.

FINANCIAL IMPLICATIONS

The estimated cost to complete the works utilizing reclaimed gravel is \$35,150 noting that the Club has contributed \$15,000, incurred already for the emergency works undertaken immediately after the flood event.

No specific budget for this work has been allocated within Council's 2023-24 operational budget and has not been included within the draft 2024-25 operational budget. This project is not eligible for capital budget funding as the access road is not a Council-owned asset. Should Council wish to proceed with this in-kind donation, additional funding would be required within the 2024-25 Works Department operational budget.

The following options were discussed as part of this report to minimize the financial implication to Council whilst assist a local community group:-

1. Consider the Club's request for Council to conduct the works at an estimated cost of \$35,150; or
2. Consider the Club's use of 200m³ of reclaimed gravel material for cartage and installation at their cost; or
3. Invite the Club to submit a Community Grant Application during the 2024-25 competitive grant round/s with a maximum amount of funding available to each eligible community organization of \$2,000; or
4. Decline the application for assistance.

RISK AND OPPORTUNITY

Risk

OPR04-Community Service Expectations – Increasing community expectations for services cause pressure on limited financial and other resources causing upward pressure on rates. Approval of this proposed works utilising Council funding may raise expectations from other community groups.

Opportunity

To assist a local community group that has been affected by a recent rain event that is unable to access any flood damage assistance elsewhere.

COMMUNITY ENGAGEMENT

Internal Consultation

Discussions have been held with the Chief Executive Officer, Manager Works, Acting Principal Engineer Capital Delivery and Principal Engineering Coordinator Maintenance.

External Consultation

An onsite meeting was held with representatives of the Club. The Club have advised that they have held discussions with the owners of the adjacent property.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Local Government Regulation 2012

Corporate Plan

Goal 1 Our People

Outcome: 1.3 Communities are active, healthy and celebrate cultural diversity.

Objective: 1.3.2 Partner with sport and recreation stakeholders to encourage active lifestyles.
 1.3.3 Plan and provide facilities and programs that enable participation in sport, recreation and cultural and community activity.

Policy / Strategy

Council's Grants to Community Policy PL-CS075 does not include in-kind support/donations. For comparison, the Grants to Community Policy allows for grants of up to \$2,000 to eligible community organisations via a competitive application process.

ATTACHMENTS

1. Warwick Pistol Club Inc - Access Grant Application[↓](#)
2. Warwick Pistol Club Inc - Contribution[↓](#)
3. Warwick Pistol Club Inc - Community Activities[↓](#)

Warwick Pistol Club Inc.



446 Rosehill Road Warwick 4370 Qld
PO Box 396 Warwick 4370 Qld
E-Mail wpistolclub@gmail.com

19/3/2024

Marion Seymour
EXECUTIVE ASSISTANT TO MAYOR & CEO
Southern Downs Regional Council

Dear Marion,

Thank you for your comprehensive and kind letter to Trevor Gordon concerning the road erosion at the Warwick Pistol Club. He has asked me to respond, on behalf of the Club.

We recognize that we are in an unusual situation, being a sporting body and a not-for-profit, yet with private access. So the committee is especially appreciative of the efforts that have been made in trying to find funding for us. Thank you very much.

Warwick Pistol Club is celebrating its 50th anniversary this year. The Club's current membership spans across all ages, gender and abilities. For many of our older members it is the only sport or activity they are able to engage in, forming a vital part of their social lives. When the road access was literally washed away, just days before our February Open, it was a cruel setback. We had no choice but to quickly put in a temporary patch-up job, even though we did not have funds allocated for that work.

The scale of the disaster, however, made us realise a fuller solution is critical to the future of our Club. As the road is an easement over private land we understand that our options are limited. That makes us all the more aware that Council's consideration is not to be taken lightly, and we welcome the invitation to make a submission requesting assistance. I shall undertake that in the timeframe indicated.

In the meantime, we thank you for your assistance and advice.

Yours sincerely,

Michelle Ferguson
Secretary
Warwick Pistol Club Inc.

James Varughese

From: Scott Hanson
Sent: Monday, 8 April 2024 1:38 PM
To: Anneke Jacobson; Shankar Nepal; Alana Prosser
Subject: FW: Access road to Warwick Pistol Club

Hi all,

Please see email from Warwick Pistol club stating they are willing to contribute \$15,000 to the proposed access road repairs.
It possibly is a bit late for the inclusion into the Council report.

Regards

Scott Hanson
ACTING PRINCIPAL ENGINEER CAPITAL DELIVERY
Southern Downs Regional Council
t 1300 MY SDRC (1300 697 372)
m 0498 011 124
scott.hanson@sdrc.qld.gov.au
www.sdrc.qld.gov.au

From: Warwick Pistol Club <wpistolclub@gmail.com>
Sent: Thursday, April 4, 2024 5:53 PM
To: Scott Hanson <Scott.Hanson@sdrc.qld.gov.au>
Subject: Re: Access road to Warwick Pistol Club

Good afternoon, Scott.

The committee have had to consult together remotely to discuss the question of the Club's contribution to the access works, as some of our members are away at shooting competitions and not in good reception areas. I therefore ask that you please excuse the lateness of this response.

The Committee feels the Club can manage to contribution to the proposed Council Works with the sum of fifteen thousand dollars (\$15,000.00). This is on the basis of costs already incurred for the emergency works that were undertaken immediately following the flood event.

We trust you will find this offer sufficient to sense both our commitment to the need of the work, and recognition that it is a task we cannot manage alone.

We remain in hopeful anticipation of assistance from the Council and thank you for the part you have played in forwarding this request for their consideration.

with kindest regards,

Michelle Ferguson (Mrs)
Secretary
Warwick Pistol Club Inc.

From: Scott Hanson <Scott.Hanson@sdrc.qld.gov.au>
Sent: Thursday, March 28, 2024 10:56 AM
To: wpistolclub@gmail.com <wpistolclub@gmail.com>
Cc: James Varughese <James.Varughese@sdrc.qld.gov.au>; Shankar Nepal <Shankar.Nepal@sdrc.qld.gov.au>
Subject: Access road to Warwick Pistol Club

Hi Michelle,

We met with Lester and Trevor onsite on 25 March 2024 and discussed the work required to repair the existing access road to the Warwick Pistol Club.

Following discussions onsite, below is a summary of the proposed work.

- Construct 3 contour banks (Whoa Boys) across road to divert overland flow to the property to the west.
- Reshape eastern side table drain
- Supply and place (100mm) of suitable pavement material over full 250m length. (to existing gate)
Council does have a source of reclaimed gravel from recent works that would be suitable for the access road surface.
The cost to the works will be cartage as the material will be supplied at no cost.
- Council will utilize most of the existing material stockpiled onsite.
- Below is a preliminary sketch of proposed works



The estimated cost to complete the works is \$35,150. This price is based on using the reclaimed gravel, not manufactured quarry road base.

As discussed onsite, could the Warwick Pistol Club please advise of the contribution they would be able to make to the works by 4 April 2024 for inclusion into the Council report.

Please contact me if you have any queries.

Regards

Scott Hanson

ACTING PRINCIPAL ENGINEER CAPITAL DELIVERY

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James Varughese

From: Shankar Nepal
Sent: Monday, 8 April 2024 6:47 AM
To: Anneke Jacobson
Cc: Scott Hanson
Subject: FW: Access road to Warwick Pistol Club

Hi all

Further information from the Pistol Club in email below.

Regards

Shankar Nepal
DRAINAGE AND PLANNING ENGINEER
Southern Downs Regional Council

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From: Warwick Pistol Club <wpistolclub@gmail.com>
Sent: Thursday, 4 April 2024 6:52 PM
To: Shankar Nepal <Shankar.Nepal@sdrc.qld.gov.au>
Subject: Re: Access road to Warwick Pistol Club

Good afternoon, Shankar.

Thank you for your email requesting further information for inclusion in the submission to Council for funding for our access works.

The Club currently has 57 members. On any given Club day, attendance is in the order of 15 to 30. Exact figures are available in the Range Registers. It is not uncommon to have shooters contesting matches on three different ranges.

The Club hosts major competitions throughout the year, including Regional and State Championships. The next major event is the **Ron Shadwell Memorial Action Open** in June. The August event is the **Queensland Action Match State Titles**. In September the Club hosts **Round 6 of the Action Cup**, followed by our **40th Rose and Rodeo ISSF Regional Championships** in October. Warwick Pistol Club hosts sanctioned shoots, which means it is a Club that provides for a genuine pathway to Olympic selection through regional, state and national team selections. We have several members who were selected to the Queensland Teams of 2 different disciplines and competed at the Nationals last year.

The Range is open to the Queensland Police for training purposes. It is used by them twice a month throughout the whole year.

Additionally, the Club runs Coaching Clinics from time to time and "Come and Try" days for those wanting to check out the sport. It is regularly used to conduct Firearms Safety Training Courses, the next one being booked in for May.

If there is any other information you require, please let me know.

Thank you for your assistance.

Kind regards,

Michelle Ferguson (Mrs)
Secretary
Warwick Pistol Club Inc.

From: Shankar Nepal <Shankar.Nepal@sdrc.qld.gov.au>
Sent: Wednesday, April 3, 2024 2:21 PM
To: wpistolclub@gmail.com <wpistolclub@gmail.com>
Cc: Scott Hanson <Scott.Hanson@sdrc.qld.gov.au>
Subject: RE: Access road to Warwick Pistol Club

Hi Michelle

In addition to Scott's Email;

A Council report is being drafted and the following information is required for inclusion in the report.

- The number of members in the club?
- Average number of members utilizing on the weekdays/ weekends?
- Any upcoming major event the club is hosting. I am informed that there is a competition upcoming in August.
- How frequently the facility is used for police training?

Please advise and let us know if you have any queries.

Regards

Shankar Nepal

DRAINAGE AND PLANNING ENGINEER

Southern Downs Regional Council

t 1300 MY SDRC (1300 697 372)

m 0448 051 768

shankar.nepal@sdrc.qld.gov.au

www.sdrc.qld.gov.au



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From: Scott Hanson <Scott.Hanson@sdrc.qld.gov.au>

Sent: Thursday, 28 March 2024 10:57 AM

To: wpistolclub@gmail.com

Cc: James Varughese <James.Varughese@sdrc.qld.gov.au>; Shankar Nepal <Shankar.Nepal@sdrc.qld.gov.au>

Subject: Access road to Warwick Pistol Club

Hi Michelle,

We met with Lester and Trevor onsite on 25 March 2024 and discussed the work required to repair the existing access road to the Warwick Pistol Club.

Following discussions onsite, below is a summary of the proposed work.

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Council does have a source of reclaimed gravel from recent works that would be suitable for the access road surface.
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- Below is a preliminary sketch of proposed works



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As discussed onsite, could the Warwick Pistol Club please advise of the contribution they would be able to make to the works by 4 April 2024 for inclusion into the Council report.

Please contact me if you have any queries.

Regards

Scott Hanson


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12.2 Smart Water Meter Project Update

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Manager Water	ECM Function No/s:

Recommendation

THAT Council note the content of this report.

REPORT

Background

The Smart Meter project is to install Smart Meters in all towns except for Stanthorpe which has already been upgraded under a separate funding program. This report provides an update on progress of the project and expenditure.

Report

A Smart Meter project was recently implemented, installing Smart Meters throughout the Stanthorpe water network. Southern Downs Regional Council (SDRC) received funding from the State to install Smart Meters in all of the other towns as part of the Toowoomba to Warwick Pipeline project.

From experience in delivering the Stanthorpe project, SDRC learnt that there can be a number of variations due to the nature of the existing meters and meter boxes. As part of the project SDRC is moving all meters outside properties for easier access and maintenance and for the safety of its staff. There are also a number of cases where existing meter boxes are too small or in poor condition and are replaced. There are a number of other items that can cause variations.

SDRC negotiated the contract for the other towns with the same contractor, Taggle Systems Pty Ltd (Taggle), that completed the Stanthorpe project. This was because it had gone out to a tender process for Stanthorpe and determined that Taggle provided the best value for money. Importantly, SDRC also required consistency across all towns, using the same meters, repeater assets, database and software for a seamless integration.

As part of this negotiation with Taggle, SDRC included rates to cover the potential variations. It could not include quantities without an extensive investigation into every meter. The contractor is now claiming each month for the variations that have occurred in relation to the existing meters and meter boxes based on the approved rates. These variations are approved by the CEO as per the Council resolution made at the Ordinary Council Meeting on 24 May 2023. A copy of this resolution is included below for information.

12.1 Smart Reticulation and Network Monitoring - Smart Meter Installation

Resolution

Moved Cr C Gow

Seconded Cr A Gale

THAT Council resolve that:-

1. Pursuant to section 235(a) of the Local Government Regulation 2012, it is satisfied that there is only 1 supplier who is reasonably available for the Smart Reticulation and Network Monitoring Project involving Smart Meter Installation and associated software; and
2. Pursuant to section 235(b) of the Local Government Regulation 2012, due to the specialised nature of the work, it would be impractical or disadvantageous to request quotes or tenders for the Smart Reticulation and Network Monitoring Project involving Smart Meter Installation and associated software; and
3. The Smart Meter Installation be awarded to Taggle Pty Ltd for the amount of \$3,210,708.78 (three million, two hundred and ten thousand, seven hundred and eight dollars and seventy-eight cents) excluding GST, for the installation of hardware and software; and
4. The Chief Executive Officer be delegated to approve reasonable and necessary variations to the contract.

Carried

The original contract sum approved by Council was \$3,210,708.78 excluding GST. To date Taggle have claimed \$1,661,564.14 with an additional variation of \$171,103.56. It is anticipated that it will claim a variation each month for the meter and meter box works, which could be equivalent to this amount. The total variation for this type of work could be in the order of \$1,000,000. Whilst significant, these variations are critical to ensure the lowest operational costs moving forward and importantly they are fully funded under the project funding.

FINANCIAL IMPLICATIONS

The total variation on this project could be in the order of \$1,000,000 however SDRC has adequate funding within the grant to cover this variation.

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

This project provides SDRC the opportunity to upgrade the metered connections to a high standard that will require less maintenance expenditure in the future. There is also the opportunity to move most of its meters outside of properties allowing for easier and safer access in the future.

COMMUNITY ENGAGEMENT

Internal Consultation

Maintenance Supervisors for North and South.

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

Goal 2 Our Places

Outcome: 2.2 Public places, services and facilities are accessible, sustainable and cost effective.

Objective: 2.2.2 Develop and implement water security programs and strategies to ensure a sustainable and reliable water supply for all towns.

Policy / Strategy

Nil


ATTACHMENTS

Nil

13. PLANNING AND ENVIRONMENTAL SERVICES REPORTS

13.1 Material Change of Use – Holly & Guy Collier C/- Adapt Development Management Pty Ltd: 49 Connor Street, Stanthorpe

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Planning Officer	ECM Function No/s: MCU\02508

APPLICANT:	Holly & Guy Collier C/- Adapt Development Management Pty Ltd
OWNER:	Collimac Pty Ltd
ADDRESS:	49 Connor Street, Stanthorpe
RPD:	Lots 1 & 2 S16814
ZONE:	Low density residential
PROPOSAL:	Dwelling house (within Flood hazard overlay)
LEVEL OF ASSESSMENT:	Code
SUBMITTERS:	Not Applicable
REFERRALS:	Not Applicable
FILE NUMBER:	MCU\02508

RECOMMENDATION SUMMARY

THAT the application for Material Change of Use for the purpose of a Dwelling house on land at 49 Connor Street, Stanthorpe, described as Lots 1 & 2 S16814, be refused.

REPORT



Figure 1: Subject land

This application is code assessable and as such could be dealt with under delegated authority. It is presented to Council for consideration as the development is located within the Flood hazard overlay and the recommendation is to refuse the application.

The subject land consists of two adjoining lots located within the urban area of Stanthorpe. Lot 1 S16814 has an area of 4,426 square metres and has frontage to Connor Street to the north and Talc Street to the east. Both Connor Street and Talc Street are sealed roads with kerb and channel present. Connor Street is a State-controlled road. There is a 150mm sewer main traversing the lot in an east west direction. At the western end, this sewer main is connected to a combined drain to the west. At this point the sewer line runs in a north south direction. This lot contains an existing Dwelling house and a large shed, both addressing Connor Street. The southern portion of this lot is impacted by the Flood hazard overlay.

Lot 2 S16814 has an area of 4,350 square metres and is wholly within the Flood hazard overlay. The lot has frontage to Talc Street and the southern boundary extends into the waterway known as Quart Pot Creek. The land adjoins Gleeson Park to the south and Quart Pot Creek parklands to the south-west, as illustrated in Figure 1.

Background

On 25 March 2022, Council issued a Development Permit for Reconfiguring a Lot for the purpose of Subdivision of two (2) lots into four (4) lots (Council ref: RC\01897). The proposed Plan of Subdivision is illustrated in Figure 2. On 19 May 2023, a Negotiated Decision Notice was issued following agreement to change representations regarding the approved plan. The applicant provided the following justification for the change:

A minimum lot size of 800m² is required under the Low Density Residential zone table of assessment to ensure a future development application for a Dual Occupancy remains as code assessable. It is intended to lodge a development application for a Dual Occupancy over Proposed Lot 2 in the future.

In addition, the extent of the building envelope has been increased on Proposed Lot 3. The proposed change to the building envelope will ensure all buildings and structures mainly outside of the mapped flood hazard area, whilst still achieving the minimum 17m x 17m building envelope requirement as per the Flood Hazard overlay code.

Compliance with the conditions of approval has not yet been achieved and therefore, the Plan of Subdivision has not yet been approved by Council.



Figure 2: Proposed plan of Subdivision

It is relevant to note that the assessment for this approval considered the Flood hazard overlay as follows:

The lots are sited to ensure that a building can be constructed on a flood free area at least 17 metres by 17 metres on each lot. All proposed lots are able to obtain lawful, flood free access from constructed roads. It is noted that the developer proposes a building envelope, however given the substantial area available on the lot outside of the Flood hazard overlay it is recommended that this building envelope not be enforceable by a covenant and is rather utilised as a method of demonstrating that the lot is able to effectively accommodate construction of a Dwelling house outside of the Flood hazard overlay area. The development complies with the code.

A decision was made on 5 October 2023 by Delegated Authority to approve a Minor change application, amending the conditions of approval relating to street trees.

The proposal

An application has been received seeking approval to construct a five (5) bedroom, three (3) bathroom Dwelling house within the Flood hazard overlay. The applicant has described the development as follows:

The Ground Level includes two car parking spaces, a laundry, mudroom, a master bedroom with an ensuite and walk-in-robe, four bedrooms, two bathrooms, a rumpus room, office, water closet, living, kitchen with a walk-in-pantry, and dining room. Private open space is provided in the form of an alfresco area, pool, spa, and turfed areas. New landscaping can be provided to soften the built form.

As detailed on the elevation plans, a variety of building materials and finishes are proposed including metal sheet roofing, feature stone wall cladding, vertical cladding, rendered blockwork and timber screening battens. The proposal results in a high quality finish to the streetscape that is reflective of the character of the existing locality.

The floor plan is illustrated in Figure 3 and the impact of the Flood hazard overlay is illustrated in Figure 4. The applicant has confirmed the intent is to retain the existing Dwelling house on the site whilst the new Dwelling house is being constructed. Once the new Dwelling house is completed, the existing Dwelling house on the lot will be demolished, prior to the final building certificate being issued for the proposed Dwelling house. The existing crossover to Connor Street will not change. The floor plan shows a large alfresco area and swimming pool at the rear.

The location of the Dwelling house has been amended during the application process, to respond to Council's information request and further discussions. The most recent amendment does result in the Dwelling house being partially located over Council's reticulated sewer.

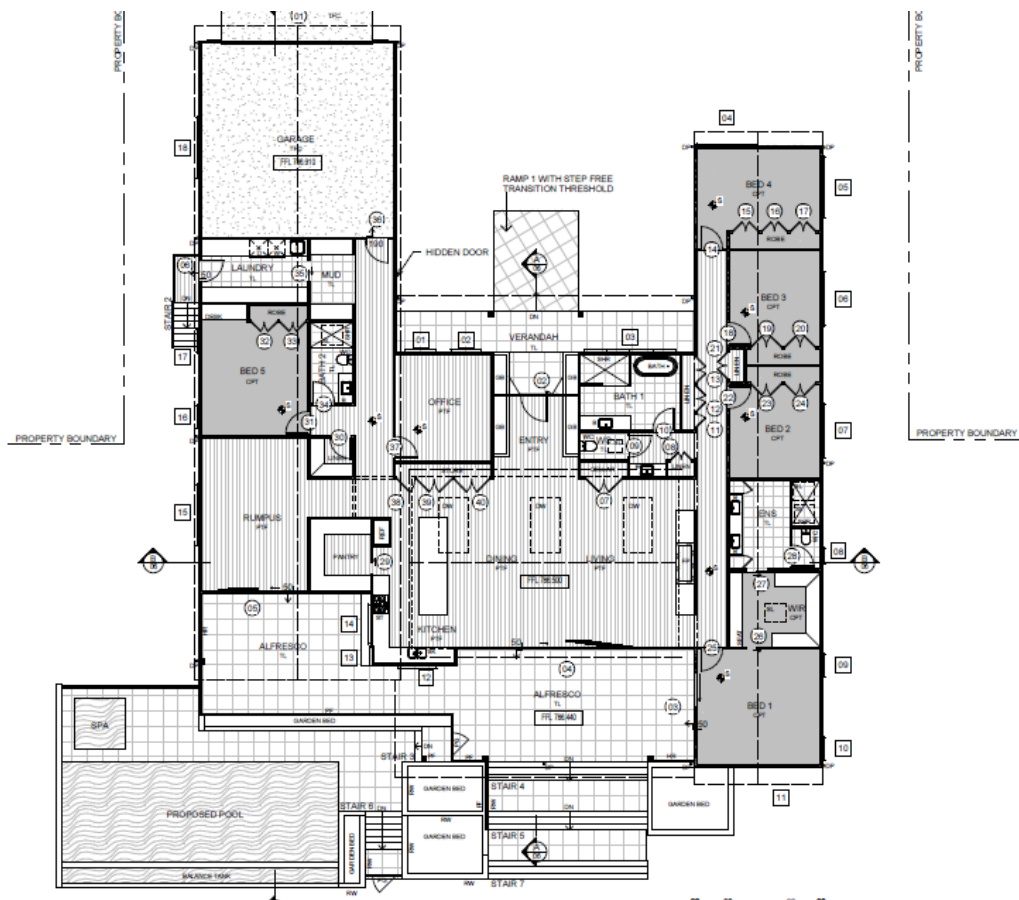
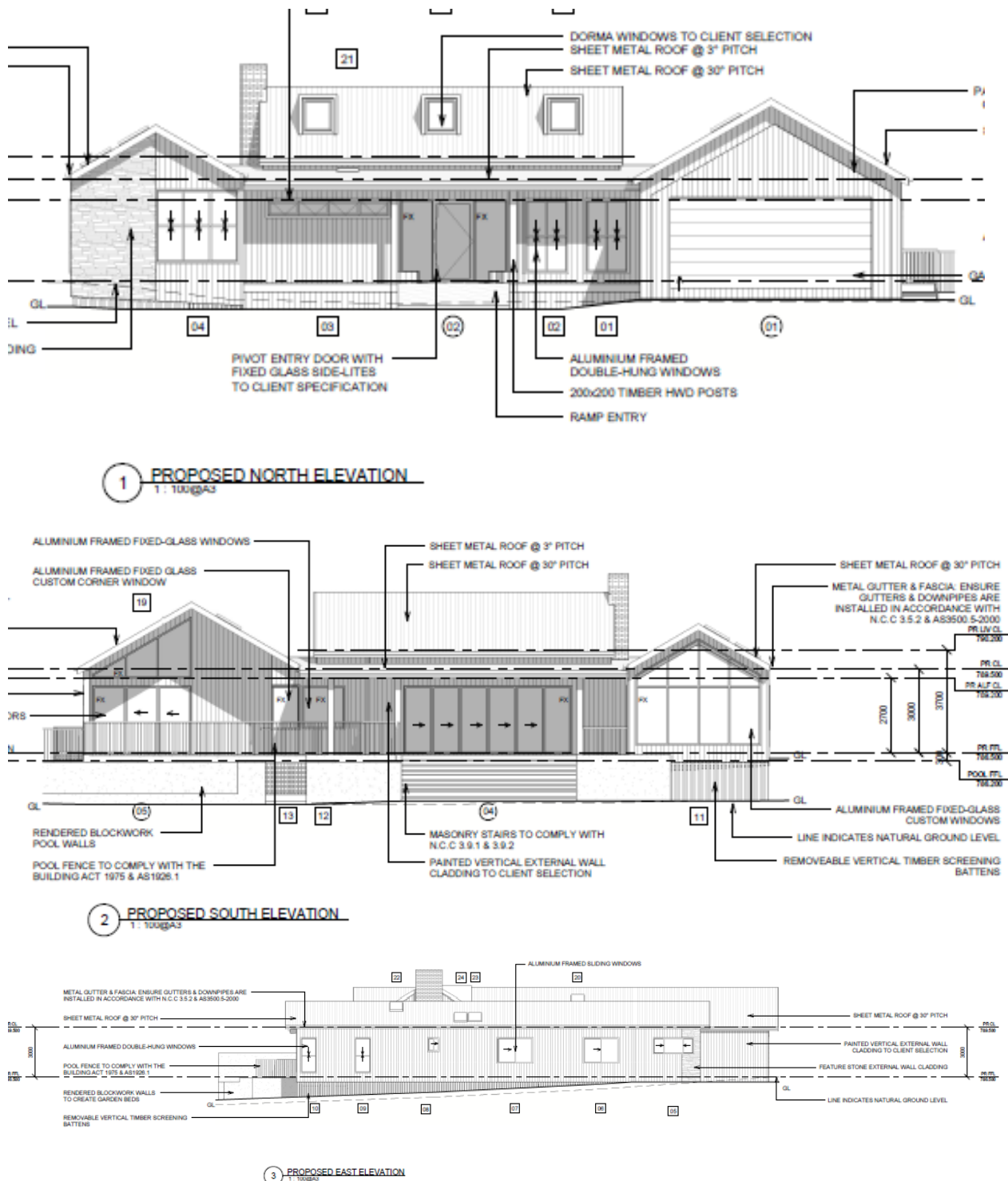


Figure 3: Proposed floor plan



Figure 4: Proposed site plan showing Flood hazard overlay, location of sewer main and proposed building envelope

Elevations and perspectives are shown in Figures 5 and 6. The elevations confirm the use of timber vertical battens to screen the area below the floor level of the Dwelling house. Rendered blockwork will be used to construct the pool walls and garden beds around the outdoor alfresco area at the rear of the Dwelling house.



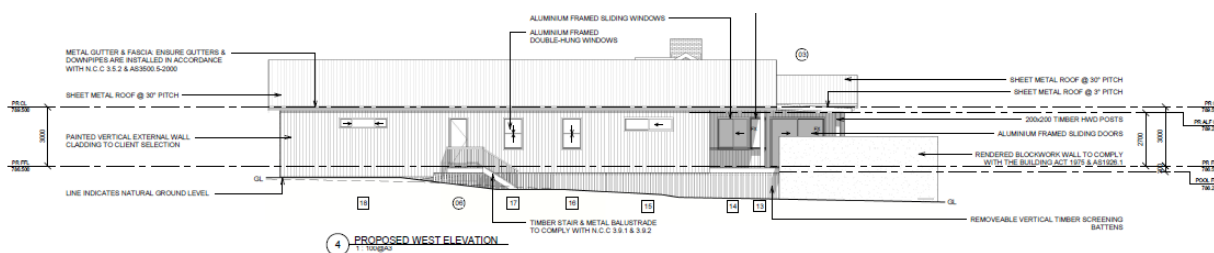


Figure 5: Elevations

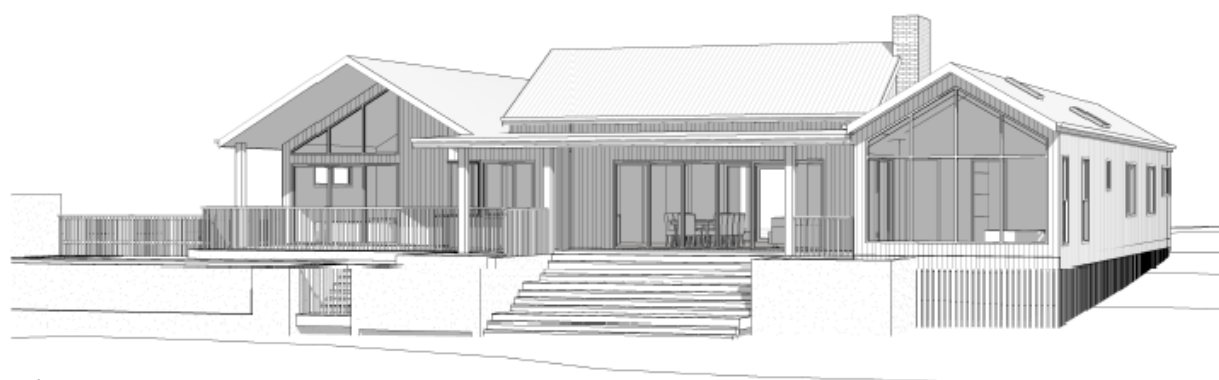


Figure 6: Perspectives

The existing Dwelling house has a gross floor area of approximately 171 square metres and is sited completely outside the Flood hazard overlay. The proposed Dwelling house will have a gross floor area of approximately 369 square metres. This is more than double the size of the existing Dwelling house and the building footprint will include an outdoor alfresco area and inground pool at the rear.

Assessment against the Planning Scheme is required as the proposal is seeking to replace an existing Dwelling house located outside the Flood hazard overlay with a new Dwelling house, located within the Flood hazard overlay.

Assessment against the Planning Scheme

Benchmarks applying to the development

The following codes of the Southern Downs Planning Scheme are benchmarks applying to the development:

- 8.2.5 Flood hazard overlay code

Section 45(3) of the *Planning Act 2016* provides guidance for code assessable applications, outlining the following:

(3) A **code assessment** is an assessment that must be carried out only –

- (a) against the assessment benchmarks in a categorising instrument for the development; and
- (b) having regard to any matters prescribed by regulation for this paragraph.

As the development is subject to code assessment, assessment is limited to the provisions of the assessment benchmarks and matters prescribed by regulation. A local categorising instrument (in this instance, the Southern Downs Planning Scheme) is prohibited from stating that a Dwelling house in a Low density residential zone is assessable development. It is only when the land is located in the overlay that assessment is triggered. An assessment benchmark is a code, a standard, or an expression of the intent for a zone or precinct and as the development is for Material Change of Use for the purpose of a Dwelling house within the Flood hazard overlay, the applicable provisions are only those contained within the Flood hazard overlay code.

Flood hazard overlay code

The purpose of the Flood hazard overlay code is to manage development outcomes in the floodplain so that risk to life, property, community and the environment during future flood events is minimised, and to ensure that development does not increase the potential for flood damage on site or to other property.

The purpose of the Code will be achieved through the following Overall outcomes:

- a) Development maintains the safety of people on the development site from flood events and minimises the potential damage from flooding to property.
- b) Development does not result in adverse impacts on people's safety, the environment or the capacity to use land within the floodplain.
- c) Land that is identified as subject to flood hazard is conserved for sustainable rural use or sport, recreation and open space purposes and when located adjacent to the Warwick urban area contributes where possible to the Warwick greenbelt.

AO1

- (a) *With the exception of farm sheds and outbuildings associated with an existing dwelling, new buildings are not located within the overlay area; or*
- (b) *New buildings are located within the overlay area only where the local government has confirmed in writing that the following criteria are met:*
 - (i) *There is no part of the lot that is outside of the Flood hazard overlay area;*
 - (ii) *New buildings are located on the highest part of the lot to minimise entrance of floodwaters;*
 - (iii) *New buildings are located in areas of low flood hazard only as follows:*
 - *Maximum flood depth is 0.3 m; and*
 - *Maximum flood velocity is 0.4 m/s.*
 - (iv) *Direct access is available to low hazard evacuation routes as follows:*
 - *Maximum flood depth is 0.3 m;*
 - *Maximum flood velocity is 0.4 m/s; and*
 - *Evacuation distance is less than 200 m.*

Note: An extension to an existing dwelling, and the replacement of an existing dwelling house with a new dwelling house, are not considered to be a material change in use of the premises (unless the increase in floor area of the dwelling house is substantial) and therefore does not require assessment against the planning scheme.

PO1 Development siting and layout responds to flooding potential and maintains personal safety at all times.

There is a portion of the lot located outside the Flood hazard overlay which has an area in excess of 17 metres by 17 metres. The proposed development is substantially different in size to the existing Dwelling house and will be located within the Flood hazard overlay. As such, compliance with the Acceptable outcome cannot be achieved. The applicant states:

Although located within the mapped flood hazard area, the proposal responds to flood constraints by incorporating a mix of engineered posts/footings, and flood resilient building design elements such as permeable vertical timber battens, and rendered concrete block walls, particularly along the southern elevation. The new Dwelling House incorporates a raised storey built form, The proposed driveway is located outside of the mapped areas. The proposed measures are considered to assist in providing appropriate flood mitigation measures.

The proposed plans indicate that habitable rooms within the Dwelling house will be primarily located between 785 metres AHD and 785.5 metres AHD. It is noted that Council's current flood mapping was completed 10 years ago in 2014. Whilst there has been considerable development in the catchment since this time, new mapping has not yet been completed and evaluation of the proposal is based on the existing mapped flood levels which indicate that in a one in one hundred year flood event, the following flood depths would apply:

- At 785 metres AHD, flood depth is estimated to be between 0.50 to 1.0 metres in height.
- At 785.5 metres AHD, flood depth is estimated to be up to 0.25 to 0.50 metres in height.

The applicant has indicated that the proposed finished floor level is 786.2 metres AHD and has stated that this is approximately 800 millimetres above the highest flood level. However, based on the assessment above, the maximum flood depth of 1.0 metre at 785 metres AHD would result in a potential flood height reaching 786 metres AHD. This means the proposed finished floor level in some areas would be approximately 200 millimetres above the potential flood height during a one in one hundred year flood event. Whilst this is less than the estimate provided by the applicant, it is considered that the construction will result in the finished floor level to be outside of the Flood hazard overlay.

Access to and from the Dwelling house is not within the overlay area. The proposed development appears to be designed in a way which responds to flooding potential, on this particular site, in a one in one hundred year flood event, achieved by the installation of vertical timber battens to screen the void under the house, spaced in a way to enable the flow through of flood water. As access to and from the Dwelling house is not impacted by the overlay, it is considered that persons residing within the Dwelling house could evacuate the site during a flood event of this size.

Whilst the design of the Dwelling house will generally maintain personal safety for occupants, it is clear that there is sufficient area on the lot that is not within the Flood hazard overlay on which the proposed Dwelling house could be located. As the applicant is seeking an alternative location, primarily within the Flood hazard overlay, the development siting is not considered to respond to flooding potential on the site. Therefore, the development cannot comply with the Performance outcome.

AO2.1 Residential buildings:

- (i) are not constructed as single storey slab on ground;*
- (ii) do not involve the filling of land to achieve flood immunity;*
- (iii) use screening to ensure that the understorey is not substantially visible from the street;*
- (iv) are not excessively high or out of character with the area;*
- (v) orient to the street by ensuring that the stairs to the dwelling and at least one habitable room overlook the street;*
- (vi) have ground floors that allow for the flow through of flood water; and*

(vii) electrical meter boxes, switchboards, power points and switches are located above the Defined Flood Event (DFE) flood level.

Note: The Building Regulation 2006 and associated Queensland Development Code address the floor levels of habitable rooms in relation to flood levels. The definition of habitable rooms is in the Building Code of Australia.

Note: The highset "Queenslander" style house is a resilient low-density housing solution in floodplain areas. Higher density development should ensure only non-habitable rooms (e.g. garages laundries) are located on the ground floor.

PO2 Development is resilient to flood events by ensuring that design and construction account for the potential risks of flooding.

A portion of the residential development will be constructed as a single storey slab on ground. The rear of the building will include a swimming pool, including pool fencing, and an alfresco area constructed on concrete slabs which will not allow for the flow through of flood water. Compliance with the Acceptable outcome cannot be achieved.

The applicant states:

The proposal incorporates a mix of slab on ground and raising the rear portion of the dwelling through the use of engineered posts/footings. Vertical batten screening is proposed to screen the understorey from adjoining dwellings. The proposal is not considered to be excessively high or out of character with the area. Stairs to the front entry, one bedroom and an office is oriented towards the street, resulting in opportunities for casual surveillance. Electrical meter boxes, switchboards, power points and switches can be located above the Defined Flood Event (DFE) flood level.

A flood impact assessment was provided in response to Councils information request. The report states:

The results of our calculations show limited impact from the construction of the residence. Specifically, the calculated difference between the existing and developed state was less than a 1% increase in depth of flow and/or a 1.5% variation in flow rate.

Analysis of flow rates comparing a predevelopment situation of a clear site, and post development house and pool (2 and 3) is provided in the table below:

Development case	Depth at Weir (m)	Flow Rate (unitless)
Clear site (1)	3	592.2
House + pool (2)*	3	583.4
House + pool (3)**	3.024	592.2

* The post development house and pool flow rate, 583.4, is based on a comparison of pre development normalised depth of flow.

** The post development house and pool water depth, 3.024m, is based on a comparison with pre development normalised flow rates on a clear site (1).

The following additional information has been provided within the flood impact assessment:

- *It is noted the calculations are based on flood information on the Southern Downs Regional Council website.*
- *This data does not account for any reduction in flood levels that have been achieved through stream works carried out by Council and/or the Stanthorpe River Improvement Trust. These include:*
 - *clearing of the stream bed between Lock Street and Corundum Street (Council's flood impact study of 2014 calculated these works to provide a reduction in flood levels of 140-180mm),*
 - *Corundum Street and Britannia Street (calculated to reduce flood levels by 200-240mm), and stream widening works downstream of Britannia Street.*

- *Additionally, these calculations do not factor the following mitigating effects:*
 - *the choke point of the stream bed downstream;*
 - *the locality of the proposed house and pool in a reduced flow velocity section of the stream (flow velocity based on Manning's equation are averaged across the entire channel);*
 - *the impact of the skate park and other park infrastructure in reducing flow velocity;*
 - *the directional change of the stream at this location, further reducing flow velocity at the obstruction.*

Hence, the calculations determined above are considered conservative.

The consultant engineer confirmed that the inclusion of design elements such as battening could be incorporated whereby the battens fold down or lift up when water reaches a certain depth to maximise the ability of flood waters to flow freely beneath the Dwelling house. Alternatively, the consultant is suggesting the removal of any underfloor battening as noted below.

In order to further mitigate any effects of the proposed development it is recommended that any subfloor treatment (such as battening or screening between posts) be constructed to maximise passage of flood water. This could be achieved by the provision of a hinge joint with a release pin on any screening Alternatively, not requiring screening in the subfloor would eliminate any potential for obstruction. This would not have any negative aesthetic impact as the frontage to the street will be low and the subfloor at the rear will be obscured by the proposed pool and deck.

Information provided by the consultant engineer indicates that the proposed development may result in a maximum change of a 1% increase in depth of flow and/or a 1.5% variation in flow rate during a one in one hundred year flood event. It seems evident that habitable rooms within the home can be constructed above the flood level during an event at this scale, based on the 2014 Flood hazard mapping, however, it remains unclear as to how this might impact the alfresco and pool area or the potential flood implications to adjoining properties.

As the habitable rooms within the proposed Dwelling house can be constructed above the inundation level for a one in one hundred year event and design elements such as battening (applicable to the area beneath the floor level of the Dwelling house and the pool fencing) can be applied to maximise the passage of flood water, it is considered that the development as designed, can be resilient to flood events of this scale and compliance can be achieved with the Performance outcome when considering the Flood hazard overlay map.

AO5.1 *Works in urban areas associated with the proposed development do not involve:*

(a) Any physical alteration to a watercourse or floodway including vegetation clearing; or

(b) A net increase in filling.

Note: Berms are considered to be an undesirable built form outcome and are not supported.

PO5 *Development directly, indirectly and cumulatively avoids any significant increase in water flow, velocity or flood level, and does not increase the potential for flood damage either on site or on other properties.*

Whilst there is adequate room to construct a Dwelling house on the lot outside the Flood hazard overlay, the applicant confirmed that this was not the preferred location as they wish to live in the existing house whilst construction of the new Dwelling house is underway. Council acknowledges that a number of flood mitigation measures have been included in the proposed design, however, the use of concrete block walls at the rear of the site, to support the pool and garden beds, will not allow for the free flow of water and may result in an alteration to the watercourse and a worsening of flooding impacts should the development proceed.

It is relevant to note that ancillary structures can be constructed on the area within the Flood hazard overlay regardless of whether or not the proposed development proceeds and therefore consideration of the consequences of potential cumulative impacts is pertinent. In this instance, consideration of potential flood damage, either on site or on other properties, is only applied to the proposed Dwelling house and pool structure. However, if the development is approved, minor extensions to the Dwelling house may occur without requiring planning review, and the building footprint of the structure can also be increased.

Council issued an information request requiring the applicant to provide a flood impact assessment from a suitably qualified RPEQ in support of the development. Council confirmed that the assessment should detail the methodology used, and quantify the offsite impacts.

A flood impact assessment of the proposed works was conducted by C Consulting Engineers. The results were outlined in a report dated 13 November 2023 and further clarified in a report received by Council on 12 February 2024. Discussions between Council, the applicant and owner occurred in March 2024 and amended plans were subsequently provided along with a third update to the report. This information was received by Council on 25 March 2024. The following methodology was used:

- Construct a cross section of the flow path at the location of the proposed development;
- Utilising the existing flood mapping data, calculate a depth and flow rate for the flow path at the nominated cross section;
- Superimpose the proposed residence only (no pool/garden structures) on the cross section and determine a new depth and flow rate;
- Recalculate the new depth and flow rate for the case of residence including pool and garden area;
- Compare the variation in flow rate or depth to determine the effect of the proposed development.

According to C Consulting Engineers, the calculations demonstrate:

The results of our calculations show limited impact from the construction of the residence. Specifically, the calculated difference between the existing and developed state was less than a 1% increase in depth of flow and/or a 1.5% variation in flow rate.

Council's Development Engineer reviewed the flood impact assessment data and provided the following response:

The revised report clarifies the interpretation of the base case and the scenario's being compared.

The report [received in February 2024] finds that a theoretical flood afflux of 60mm may be caused by the development during the defined flood event. This number is consistent with my hand-calculations which indicated that for a complete blockage of the house and pool area, an afflux of 55mm could be expected.

Update 2 April 2024: The most recent version of the flood report has moved the development further from the central channel and re-calculated the impact of the development to an afflux of between zero and 24 millimetres. Given the previous review of the RPEQ's work showed that the calculations were realistic, confidence is placed in the RPEQ that the new number is also correct.

The report identifies a series of factors that would reduce this calculated flood afflux but does not quantify the reduction, presumably because this would require computer modelling that is beyond the scope of the report. The factors are nonetheless plausible and I don't contest that they are mitigating factors.

These calculations have been made against the defined flood event (Q100) flood level. In a more severe flood event, the development may be within a relatively more sensitive part of the flow path and so may have a higher relative impact. In lesser flood events, the development may be out of the flow path and have nil impact on flood levels.

The Performance outcome requires consideration of how the proposed development directly, indirectly and cumulatively avoids any significant increase in water flow, velocity or flood level, and whether or not the development increases the potential for flood damage either on-site or on other properties.

In this instance, it is relevant to consider the potential cumulative impacts of on-going development within the Flood hazard overlay. The location of the development within the overlay has potential to

alter the level of inundation to Dwelling houses upstream, particularly during larger scale flooding events.

Based on the information provided, it is likely that the proposed development will increase both the depth of flow and vary the flow rate and the level of potential impact, as calculated by the consultant engineer is in the range of 1% to 1.5%. Whilst this amount is not considered significant, potential flood damage levels either on site or on other properties has not been provided and therefore, the Performance outcome cannot be achieved.

As the development cannot comply with the relevant Performance outcomes of the Code, the relevant Overall outcomes must be considered. The relevant Overall outcomes are as follows:

- a) *Development maintains the safety of people on the development site from flood events and minimises the potential damage from flooding to property.*
- b) *Development does not result in adverse impacts on people's safety, the environment or the capacity to use land within the floodplain.*

The proposed development is to be located on a lot with an area of 5,565 square metres. Of this area, there is approximately 750 square metres not contained within the Flood hazard overlay. Although unaffected area is partially disrupted by a Council sewer main, advice has been received from Council's Water Department that in this instance, they would accept construction over the sewer main if the main is replaced by an iron ductile pipe and encased in cement. As a result of this advice, the applicant has moved the position of the proposed Dwelling house approximately 5.0 metres to the north which reduces the potential flood afflux from 60 millimetres to 24 millimetres.

The location of the proposed Dwelling house has been located as close to the existing Dwelling house as possible. Advice from the applicant has confirmed that the land owners wish to live in the existing Dwelling house while the new Dwelling house is being constructed. Access to and from the site is not impacted by the Flood hazard overlay and therefore the safe evacuation of onsite residents, from habitable rooms, in the event of a one in one hundred year flood ensures compliance with Overall outcome (a).

The most recent information stated in the flood impact assessment report association notes that *'the calculated difference between the alternative proposals was less than a 1% increase in depth of flow and/or a 1.5% variation in flow rate'*. Whilst the percentage change increase may appear to be low, the question really relates to what is an accepted range of risk, particularly when considering a location within an urban area.

As noted earlier, it is important to acknowledge that the current flood mapping was completed in June 2014. It is likely that modification of creek corridors, historical land clearance and the construction of infrastructure has changed the distribution and movement of water and therefore flood water behaviour is also likely to be different. Historical instream works in proximity to the site may or may not have been completed and their relevance to flood levels of today are unknown. Recognition of these factors has resulted in Council commissioning new Flood Study's for the region, including Quart Pot Creek, which will provide Council with an up-to-date flood profile for this catchment area. This data is likely to be available by July 2024.

Given the level of development which has occurred in the catchment since the flood study was completed in 2014, it is considered probably that the location of the development within the Flood hazard overlay will alter the level of inundation likely to be experienced by properties in the vicinity of the subject land, particularly during larger scale flooding events. Furthermore, potential cumulative impacts of on-going development within the Flood hazard overlay is likely to result in adverse impacts to the environment and capacity to use land within the floodplain.

As item (b) of the Overall outcomes cannot be achieved, the development is unable to comply with the relevant Overall outcomes of the Code.

Recommendation

THAT the application for Material Change of Use for the purpose of a Dwelling house (within Flood hazard overlay) on land at 49 Connor Street, Stanthorpe, described as Lots 1 & 2 S16814, be refused for the following reasons:

There is adequate area to construct a Dwelling house on the lot, outside the Flood hazard overlay; the applicant confirmed that this was not the preferred location. Council acknowledges that a number of flood mitigation measures have been included in the proposed design, however, the use of concrete block walls at the rear of the site, to support the pool and garden beds, will not allow for the free flow of water and may result in an alteration to the watercourse and a worsening of flooding impacts should the development proceed. The potential impact of pool fencing must also be considered.

There is insufficient information to determine whether the development will increase the potential for flood damage either on-site or on other properties. The location of the development within the Flood hazard overlay will alter the level of inundation likely to be experienced by properties in the vicinity of the subject land, particularly during larger scale flooding events.

It is relevant to consider the potential cumulative impacts of on-going development within the Flood hazard overlay which is likely to result in adverse impacts to the environment and capacity to use land within the floodplain.

Therefore, compliance cannot be achieved with the following provisions of the Southern Downs Planning Scheme, v.5 and compliance cannot be achieved by imposing development conditions:

Part 8 Overlays

8.2 Overlay Codes

8.2.5 Flood hazard overlay code

8.2.5.2 Purpose

- (1) *The purpose of the Flood hazard overlay code is to manage development outcomes in the floodplain so that risk to life, property, community and the environment during future flood events is minimised, and to ensure that development does not increase the potential for flood damage on site or to other property.*
- (2) *The purpose of the Code will be achieved through the following Overall outcomes:*
 - (a) *Development maintains the safety of people on the development site from flood events and minimises the potential damage from flooding to property.*
 - (b) *Development does not result in adverse impacts on people's safety, the environment or the capacity to use land within the floodplain.*
 - (c) *Land that is identified as subject to flood hazard is conserved for sustainable rural use or sport, recreation and open space purposes and when located adjacent to the Warwick urban area contributes where possible to the Warwick greenbelt.*

AO1

- (a) *With the exception of farm sheds and outbuildings associated with an existing dwelling, new buildings are not located within the overlay area; or*
- (b) *New buildings are located within the overlay area only where the local government has confirmed in writing that the following criteria are met:*
 - (i) *There is no part of the lot that is outside of the Flood hazard overlay area;*
 - (ii) *New buildings are located on the highest part of the lot to minimise entrance of floodwaters;*
 - (iii) *New buildings are located in areas of low flood hazard only as follows:*

- Maximum flood depth is 0.3 m; and
- Maximum flood velocity is 0.4 m/s.

(iv) Direct access is available to low hazard evacuation routes as follows:

- Maximum flood depth is 0.3 m;
- Maximum flood velocity is 0.4 m/s; and
- Evacuation distance is less than 200 m.

Note: An extension to an existing dwelling, and the replacement of an existing dwelling house with a new dwelling house, are not considered to be a material change in use of the premises (unless the increase in floor area of the dwelling house is substantial) and therefore does not require assessment against the planning scheme.

PO1 Development siting and layout responds to flooding potential and maintains personal safety at all times.

A05.1 Works in urban areas associated with the proposed development do not involve:

(c) Any physical alteration to a watercourse or floodway including vegetation clearing; or

(d) A net increase in filling.

Note: Berms are considered to be an undesirable built form outcome and are not supported.


PO5 Development directly, indirectly and cumulatively avoids any significant increase in water flow, velocity or flood level, and does not increase the potential for flood damage either on site or on other properties.

ATTACHMENTS

Nil

13.2 Material Change of Use - Homestead Road, Rosenthal Heights

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Manager Planning and Development	ECM Function No/s: MCU\02538

APPLICANT:	Janice & Annalise Moir
OWNER:	Janice & Annalise Moir
ADDRESS:	Homestead Road, Rosenthal Heights
RPD:	Lots 12, Lot 13 and Lot 14 RP31031
LAND USE AREA:	Rural (Alluvial plains precinct)
PROPOSAL:	Short-term accommodation (Two (2) cabins, up to eight (8) people)
LEVEL OF ASSESSMENT:	Impact
SUBMITTERS:	Eleven (11)
REFERRALS:	Not applicable
FILE NUMBER:	MCU\02538

REPORT

Council has received a Development Application for a Material Change of Use to establish Short-term accommodation (Two (2) cabins, up to eight (8) people) on the subject site. The subject site is comprised of three (3) separate lots, with a total area of 4.705 hectares. The site is located in the Rural zone, Alluvial plains precinct, and is currently vacant.

The site gains access to Homestead Road via an unconstructed section of road reserve. Homestead Road is a 5.0 metre wide gravel road on an 8.0 metre formation. Rosenthal Creek forms the northern and western boundaries of the site.

The site is located in the Rural zone and is not in proximity to any of Council's reticulated infrastructure networks. It is noted that a reticulated water main is provided along Homestead Road, however no connection is proposed for the site.

Adjoining the site to the east, west and south are Rural zoned allotments. Lots to the east and south have been developed with single residential dwellings, where lands to the west, across Rosenthal Creek, are currently vacant. Land to the north of the site is located in the Low density residential zone and contains Rosenthal Homestead, a Local Heritage listed property. The site and immediate surrounding uses are shown in Figure 1.

In the broader locality, the site is located on the southern side of Warwick, approximately 3.5 kilometres south of the Warwick CBD, as the crow flies. The site is also approximately 2.0 kilometres north-west of Morgan Park and 230 metres from the New England Highway. The site context is shown in Figure 2.

No development is proposed on Lot 14 RP31031.



Figure 1 – Site Locality

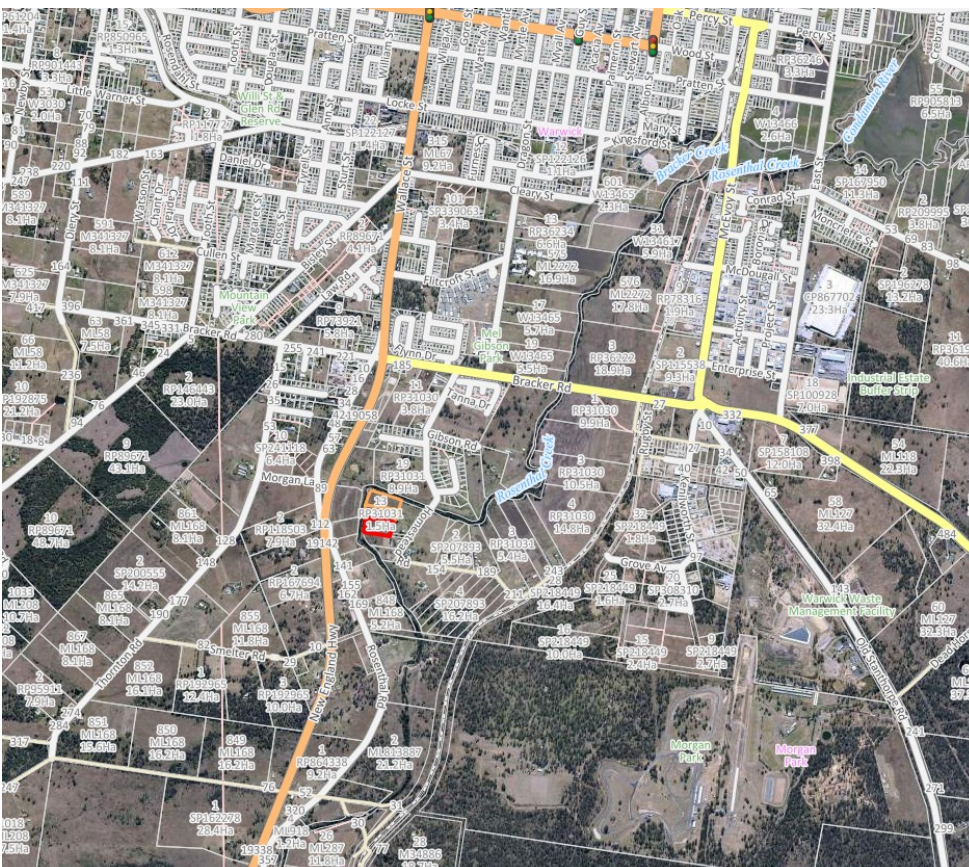


Figure 2 – Site Context

Proposed Development

The applicant proposes to construct two (2) Short-term accommodation cabins on the subject site. The applicant states that a workers cottage and shearers quarters building will be relocated to the site to be converted into the accommodation cabins. The final floor plan and elevations of the proposed cabins will be determined upon selection and relocation of the structures.

Each cabin will be provided with one bedroom, with an option for additional sleeping in the common area, such that each cabin will accommodate a maximum of four (4) people.

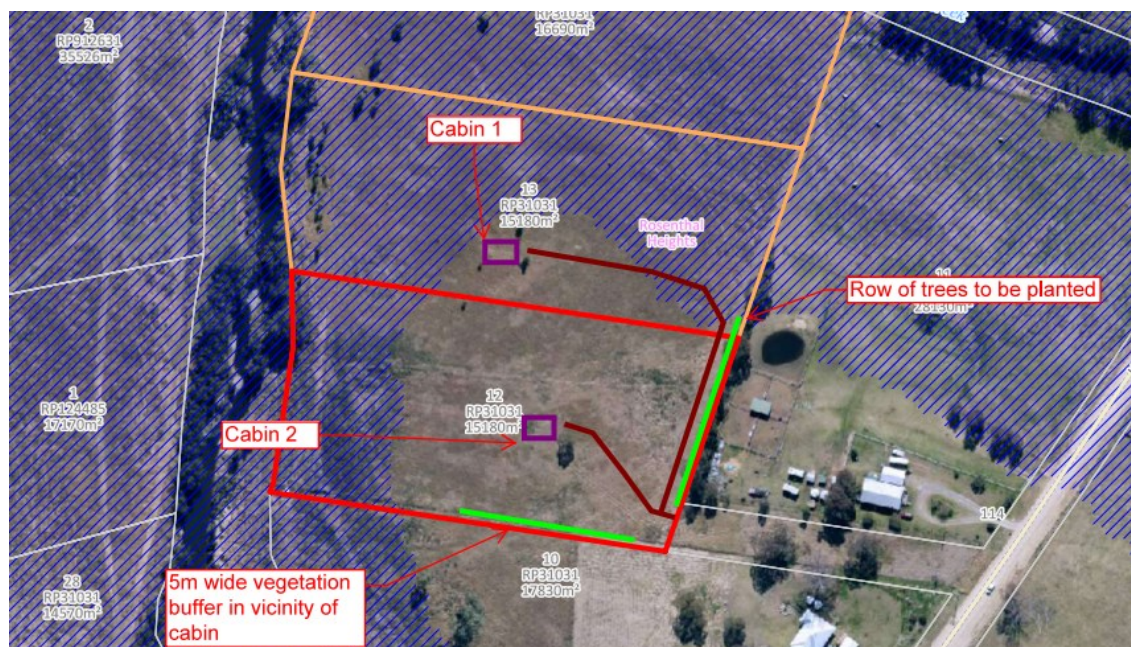


Figure 3 – Site Layout

Access to the site will be via the unconstructed road reserve connecting the site to Homestead Road. An internal access driveway will be constructed to provide separate access to each of the cabins. The applicant also proposes to provide landscape screening along part of the eastern and southern boundaries to screen nearby residences.

Public Notification and Submissions

The development application was subject to Impact Assessment. The applicant undertook public notification in accordance with the requirements of the *Development Assessment Rules*.

Public notification was undertaken from 25 January 2024 to 16 February 2024. The notice was published in the Town and Country Journal newspaper on 26 January 2024. A notice was placed on the premises on 24 January 2024 and adjoining land owners were notified on the 23 January 2024.

The advertisement was placed in the newspaper one day after the commencement of public notification, which did not comply with the requirement of Section 53(5) of the *Planning Act 2016*. This section requires the public notification period to commence the day after the last action being completed, in this circumstance, being the notice in the newspaper.

Section 53 (3) of the *Planning Act 2016*, enables 'the assessment manager to assess and decide a development application even if some of the requirements of the development assessment rules about the notice have not been complied with, if the assessment manager considers any non-compliance has not

- (a) Adversely affected the public's awareness of the existence and nature of the application; or

(b) *Restricted the public's opportunity to make properly made submissions about the application.*

All other steps associated with the public notification were undertaken correctly. The notice in the newspaper was published one day after the commencement of the public notification period and there are 11 submissions to the application. In this instance, given that all other actions were undertaken correctly and notice was published one day later, it is considered that the public were not restricted in their ability to make a submission and there was no impact on the public's awareness of the application.

Eleven (11) properly made submissions were received in relation to the proposed development. The matters raised in the submissions are summarised below.

Matters raised in submissions	Applicants Response
<p>Noise and Disruption</p> <ul style="list-style-type: none"> • Short-term accommodation attracts a transient population, leading to increased noise levels • Development will compromise the existing quiet, safe, rural character • Characteristic of use lends itself to more noise, rubbish issues, loud music, parties and extra visitors • Impacts from noise disturbances, lighting 	<p><i>Noise and parties:</i> These are 1 bedroom cottages with the potential for a sleepout option. It is not anticipated that parties will be carried out within these cottages. We will be happy to provide an information sheet and outline on our website that no parties are to be carried out and for music to be turned off at a certain time. Our residence is directly above the cabin over the creek and the property will be constantly monitored. Our days of monitoring young people having parties are well and truly over. Our clientele will consist of friends, family, direct ancestors of Rosenthal and people whom we know and have accommodated in the past.</p> <p><i>Lighting:</i> Yes, we would need to provide lighting at key locations for access and safety, i.e. the car parking area, entrance to cabins, etc. These would be sensory lighting with a lower lux where we can direct all lighting away from adjoining neighbours. We don't believe lighting will be a nuisance and will do everything possible to reduce the impacts.</p> <p><i>Maintenance and rubbish:</i> The cabins will be thoroughly cleaned and the grounds meticulously maintained after each stay. We will be providing suitable rubbish bins with appropriate signage. We will not tolerate any rubbish being left anywhere. We have managed accommodation for many years and this area is extremely crucial for the ongoing success of the business.</p> <p><i>General comment:</i> These are one bedroom cabins with a sleepout option and will definitely not be a party house. Patrons will be advised of the conditions required to be upheld while staying on Rosenthal and one of these conditions will be the maximum number of people. The impacts raised here are clearly from situations outside of our region in populated tourist locations. While Warwick is a tourist destination, I have not heard of these situations occurring here.</p>
<p>Council response: The subject site is comprised of three (3) separate lots. Due to the mapped flood hazard, Dwelling houses could reasonably be constructed on two of the three lots. Therefore, the potential amenity impacts noted by the submitters could also reasonably occur, irrespective of the short or long term occupation of the dwellings.</p> <p>Conditions can be imposed to restrict the scale of the use. Noise from regulated devices (music) is limited in accordance with the <i>Environmental Protection Act</i>.</p>	

Matters raised in submissions	Applicants Response
<p>Increased Traffic, Access</p> <ul style="list-style-type: none"> • Influx of visitors result in higher traffic volumes and increase dust • Council poorly maintain road • Use of the unmade road reserve 	<p><i>Traffic:</i> Yes, traffic would be increased compared to the current situation as these blocks are vacant and only used for animals. However, I raise the questions as to whether the short term accommodation use would increase traffic more than if we were to build two houses on the flood free blocks. The area has farming operations that also use the unsealed road using trucks that create more dust nuisance than cars coming into the cabins. An Earthworks business currently operates past the property. We know we need to construct appropriate access within the road reserve to gain access to these blocks. We have requested a lower standard of road within this section of road reserve as the scheme requires a gravel constructed road. We believe that a formed track would create less of a dust nuisance than a gravel formed road and this is due to construction requirements. To my understanding for a gravel road, the ground to be compacted to a thickness, raising the height of the road above what a formed track would be. This road reserve was there when we purchased the blocks. One cannot expect blocks to remain vacant forever so surely the adjoining property owners would have known that a road reserve may be constructed at some point. We are not changing the current configuration of the road reserve.</p> <p><i>Use of the unmade road reserve:</i> We have not asked for the covenant over council owned land. It is only requested over the properties that form part of the application. We have requested that access be provided in the road reserve via a formed track but council will determine the standard of track to be constructed in the unconstructed road reserve.</p>
<p>Council response: The extrinsic material for the Southern Downs Regional Council Local Government Infrastructure Plan references traffic volumes detailed in the RTA Guide to Traffic Generating Developments. This guide specifies traffic rates for a Dwelling house as nine (9) vehicle trips per day, with 'casual accommodation' uses as 3 vehicle trips per unit per day.</p> <p>As noted above, the subject site could reasonably be developed for two dwelling houses, which would have an assumed trip generation of 18 vehicle trips per day. The proposal, for two Short-term accommodation cabins, has an assumed trip generation rate of 6 vehicle trips per day. As a result, the proposal is not considered to unreasonably increase traffic generation in the area.</p> <p>The level of maintenance of Homestead Road is not considered to be a relevant matter.</p>	

Matters raised in submissions	Applicants Response
<p>Concerns Security</p> <ul style="list-style-type: none"> • Open rural aspect makes it easy for people to trespass and scope out properties • Open nature of lots and rural fencing gives patrons an easy view into adjoining properties • Inappropriate location of cabins on a battleaxe lot creates challenges in monitoring patron activity • Standard privacy fencing not being proposed. 	<p><i>Security:</i> I understand the concerns of the property owners but it is considered a statement. There is no evidence to suggest that any of the short-term accommodation within Warwick has increased crime. We are also residents of the area and don't want increased crime. All guests are required to provide full details when booking and a record will be kept of all bookings. We intend to monitor the property regularly and meet guests upon arrival. Anybody can access these properties along the public land alongside Rosenthal creek and have a clear view into backyards. Based on our rate we hope to attract retirees, middle to high income earners. The people who will respect our conditions of stay.</p> <p><i>Privacy:</i> I understand that the current privacy of residents will be altered by this development but this is due to the blocks currently being vacant and have been for several years. Substantial, tiered tree planting is proposed along the boundaries with property that contain a house. The setback from the eastern boundary is 55m and 40m from the southern boundary for cabin 2. The cottages are also intended to face the creek and not at adjoining properties. Orientation and setback combined with tree planting will assist in reducing overlooking. The houses on the adjoining properties are located closer to Homestead Road and are located approximately 170 meters away from a cabin 1. 114 Homestead Road house is completely blocked due to shipping containers, a shed and a water tank. I have planted a frost hardy Jasmine along our fence on the Road Reserve that will be trellised on 8ft pickets creating a 6ft high screening for 122 Homestead Rd. I have also planted 5 native Pungens in front of that to further enhance the screening. There is a Eucalyptus on the other side of the gate with 2 more pungens. These are 3 to 5 metre shrubs especially used for screening purposes. Many more will be planted come Spring and if 122 Homestead Rd could assist with maintaining the bottom paddock it would be appreciated to lessen the fire hazard</p> <p><i>Battle-axe blocks:</i> Lot 12 has direct access to an unconstructed road reserve and the other 2 blocks are landlocked which is why we are planning to do a boundary realignment in the future to rectify this historical configuration. The proposed access location seems to be the most logical place for a future access easement to the road reserve. We are still in discussion with our surveyor about options but nothing is decided at this point. But we have requested an ownership covenant be provided on the lots until this can be finalized.</p> <p><i>Monitoring patrons using battle-axe blocks:</i> Both cabins are located directly below, in our line of sight, from the Homestead in which we reside.</p> <p><i>Access to neighbouring properties:</i> This property has always had two road reserves on each side and we are not changing this. While I understand the driveway will be close to their boundary, it is only going to be used by cottage 1, with a separate access for cottage 2.</p> <p><i>Transient visitors, transient population, transient nature:</i> By using the term transient regarding an individual it suggests to be homeless, unsheltered or of no fixed address, not considered a member of a household, a person that moves from place to place. The type of visitor we hope to attract will not fall into this category. Our guests will comprise of retirees, people with a love of history, descendants of past families, guests we have accommodated in the past, Classic car enthusiasts, friends and family. Middle to high income people who can afford the quaint, pleasant accommodation we hope to provide.</p> <p><i>Trespass risk:</i> 114 Homestead Rd can be "scoped out" from 3 boundaries. Rosenthal Creek, Homestead Rd and the public road reserve. At least two dogs reside on this property and hopefully would warn the tenants to anyone approaching from any boundary, not just our one boundary. Many properties along Homestead Road have signs stating that Security cameras are in use on their premises.</p>

Matters raised in submissions	Applicants Response
<p>Council response: The Planning Scheme contemplates Short-term accommodation uses in the Rural zone. It is considered that through conditioning, in relation to fencing and landscaping, security concerns of adjoining landowners can be reasonably addressed.</p>	
<p>Animals</p> <ul style="list-style-type: none"> • Guests bringing pets, compromise safety of neighbouring livestock and pets • Short-term guests and visitors not having experience with horses. <i>"Do not want people treating our animals as a tourism experience."</i> 	<p><i>Pets disturbing livestock:</i> We understand that domestic pets, particularly when they are not from a country environment can get over excited and chase livestock. We also understand they can cause stress among the livestock.</p> <p>We would be happy to include a condition upon stating that no dogs are allowed on the premises.</p> <p><i>Risk to nearby horses:</i> The access was chosen parallel to a boundary to cater for further easement or boundary realignment to rectify the landlock situation. We are happy for a suggested new access to be provided for consideration. We will be underplanting the already established gumtrees along the boundary. We will place signs along the driveway saying "drive slowly" or a particular speed limit and also along the fence line stating "Do not feed or touch the horses". It will also be in our Rules of staying on the property. Lot 14 will be fenced from lot 13 and I will still use that for grazing my horses. I currently have a variety of horses, A Friesian, Clydesdale, broodmare with a filly at foot, two pintos, a stockhorse, and 5 retired thoroughbreds, from young to aged. Guests will be most welcome to interact with our people friendly horses to enhance their rural experience and I see no reason to go near the boundary.</p>
<p>Council response: It is considered that through conditioning, in relation to fencing and landscaping, appropriate separation can be provided between the proposed development and adjoining rural lifestyle lots.</p>	
<p>Impact on Property Values</p> <ul style="list-style-type: none"> • Short-term visitors could lower property values 	<p><i>Property values:</i> This is considered a statement. We also live in the area and would not want to create a development that would devalue properties. We have planted many hundreds of various native trees and shrubs on Rosenthal and will be doing the same with this block which will only beautify and therefore enhance the area with the increase of birds and wildlife.</p>
<p>Council response: This is not a valid planning matter. No further consideration is provided.</p>	
<p>Flood Zone</p> <ul style="list-style-type: none"> • Paddock is not suitable for short-term accommodation as it is mainly in a flood zone. 	<p><i>Flooding risk:</i> We have chosen the location of the cabins based on the mapping that is available. Our intention is not to locate the cottage in the flood area. In case of a discrepancy in the mapping, the cottage will be stumped one meter high thereby increasing the height above the flood level. We have not seen the water come over the creek into Lot 14 to date.</p>
<p>Council response: The proposed cabins have been sited to be located on parts of the site that are not mapped as being subject to flood inundation.</p>	

<p>Incompatible Land Uses</p> <ul style="list-style-type: none"> • Having short term accommodation built directly behind housing goes against why people have bought these lifestyle blocks. • Short-term accommodation is a direct conflict with rural character and community values. • Location is not suitable for the development and will have a major impact on the scenic amenity of the area. • Use more suitable to be located on Lot 19 (Rosenthal Homestead). 	<p><i>Rural character:</i> We have taken the size of the cabins, the orientation and location into consideration in great detail to ensure the rural character of the locality is still maintained. The structures are in the form of historic cottages and are small in scale, like the Pioneer cottages in Fitzroy Street. I have seen many short-term accommodations similar to ours also located within a rural zone.</p> <p><i>Scenic amenity:</i> As mentioned by some of the submitters already, the property is set back from the road and the contours of the land clearly show this property is not located as high as other properties in the area. There is already established vegetation along the creek and therefore I am curious to understand how would this property with structures, be no different to houses affect the scenic amenity of the area. As mentioned above, short term accommodation in a rural zone which is common throughout the region.</p> <p><i>Location:</i> Our property located on the homestead block adjoins 9 houses and subject lots adjoin 2 houses. If these cabins are considered suitable by the submitter on the homestead block adjoining 9 houses, wouldn't one assume that the proposed two cabins adjoining 2 houses is considered acceptable.</p> <p><i>Housing crisis:</i> We agree that there is a housing crisis, however, how is this development affecting it? Currently the blocks are vacant and we are proposing a use for these two blocks. I would agree with the statement if these were two existing houses and we were proposing to change them to short term accommodation. Many of the houses in the area could potentially also apply to change their house to short term accommodation and we wouldn't even know about it. Major events in Warwick are facing a critical shortage of overnight accommodation. Jumpers and Jazz suffered last year as visitors could not secure accommodation.</p> <p><i>Compromise the existing character of the location:</i> We had to provide a response to council as we are in the Morgan Park overlay area. We had to address this code because of the noise and nuisance that can be caused by events happening at the facility. We are a supporters of this facility as it benefits Warwick and its surrounding towns greatly, but surely short term accommodation will not produce as much noise as Morgan Park Raceway and Warwick Drag strip, which operated from Saturday morning until 10pm and Sunday all day this past weekend.</p> <p>We are also within one kilometre of the Target and Sporting shooting Clay clubs which also operate on the weekends. We attend, and are supportive of these clubs and realise their significance to this local economy. The New England Highway is also within a 2 kilometre radius of which we have planted many trees on that boundary and big Eucalypts throughout the paddock. Our guests will be informed in advance of these event weekends. I do not believe we are compromising the 'existing quiet, safe rural character of the area'.</p> <p><i>Compromise the long-term use of the land:</i> We have used these blocks since 2016 for grazing horses and cattle. I had approached farmers to share farm the block but they were not interested as it was too small. Our main vision for Rosenthal is to revegetate the land, I purchased five cattle but they consumed all the young trees. The Box Apple trees are finally recovering, we currently agist two horses but it does not cover the rates on the 3 blocks. Water Access Restricted flow Unconnected on each block is charged at \$415 per year alone, then rates on top of that amount Cropping on these blocks would not earn enough to cover rates. Also we have located the cabins outside of the good agricultural land layer on the State Mapping. Lot 14 does not have any development so it can still be used for some rural purposes. Cottage structures could be removed in the future and the blocks can go back to been vacant rural blocks if need be.</p> <p><i>Benefits to the community:</i> I believe this proposed development will be of great benefit to our local community. Visitors will have the chance to experience one of Warwick's original properties in Rosenthal. To stay in a unique, interactive and interesting accommodation, encouraging a sense of connection and belonging within larger Warwick community. To hopefully leave our region with a personable, memorable travel experience.</p> <p>Visitors spend money at the local shops, restaurants and services, helping to stimulate the local economy, thereby boosting local employment, funding infrastructure enhancements and public services.</p> <p>They will share their experience with friends and family bringing more people to enjoy what Warwick and its surrounding towns has to offer.</p> <p>It can help alleviate the strain on traditional accommodation when the popular events are been held and the demand is high.</p>
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<p>Council response: The Planning Scheme contemplates tourism activities in the Rural zone. While the development is not associated with a rural use on the site, the scale of the development is not considered to conflict with the surrounding rural lifestyle lots.</p> <p>Rosenthal Homestead (Lot 19) is not subject to this application and is located in the Low density residential zone.</p>	
<p>Setbacks</p> <ul style="list-style-type: none"> Cabin 2 does not comply with setbacks in Short term accommodation code. Property is not suitable for development as it does not meet standard requirement to minimise impacts. 	<p><i>Proximity to adjoining properties:</i> We located the cabins outside of the mapped flood area and the shortest setback from the boundary is 40m. While the code talks about a 60m setback, we have provided planting in all locations where the setback is slightly reduced. There is only a small portion of the access in the flood area and we can modify this access completely out of the flood if required.</p>
<p>Council response: The Short-term accommodation code identifies setbacks of 60 metres to site boundaries as an Acceptable outcome. Cabin 2 is proposed to be located 55 metres from the eastern boundary and 40 metres from the southern boundary. While strict compliance with the setbacks could be achieved, it is considered the proposed alternative outcome can be accepted through the application of suitable screening and landscaping conditions.</p>	
<p>Landscaping</p> <ul style="list-style-type: none"> No indication that a suitably qualified landscape designer has designed planting. Proposed planting plan does not meet minimum widths. One row of trees does not make a buffer. 	<p><i>Vegetation buffer:</i> We assumed that vegetation along the boundaries would be more effective in buffering the development from adjoining properties but we would be happy to remove the vegetation proposed along the boundaries and provided vegetation around the cottages. If council wishes to relocate the proposed vegetation, can you please let me know prior to any decision been made.</p> <p><i>Landscaping:</i> Correct, the landscaping has not been done by a qualified person and was done by myself. The proposal put forward was a concept plan and we are happy to engage a qualified person if the application is supported. Can something like this be conditioned for a later date? We are happy to do it, we just don't want to spend the money now if council doesn't support the development as a whole. I would like to add that we started regenerating Rosenthal in 2017. Many years of cattle grazing, especially on Lots 12 to 14, had restricted the new growth of young Eucalypts and other native species. We have planted hundreds of trees and shrubs, lost many in the process, mainly due to the drought and the severe frost of last year. We have learnt much, holes are now dug with the tractor auger, giving maximum aeration while loosening and breaking up the soil maximizing root growth. We fertilize, stake and mulch to provide protection. We know the species that thrive on these grounds and avoid the ones that don't, our new trees are constantly watered until established, and still provide water if needed.</p> <p><i>Success of vegetative plantings:</i> As this house has been tenanted for the last few years and not actively managed by the owners the gardens can tend to fall away for a number of reasons, lack of water, fertilizer, etc. A huge tree has died a long time ago on Lot 10 adjacent to the road reserve. When the fires approached in October 2023, Chris with the tractor cleaned up many of it's limbs that had fallen in the road reserve, we are the only ones actively maintaining the road reserve. It would be great to see it removed permanently. The acreage below the house has not been slashed for many years, nor had animals grazing. It is very dense with lovegrass which was a major concern during the 2023 fires. We will provide constant maintenance to all new trees planted on Lot 12 and 13 to ensure optimum growing conditions. I will be investing in established trees so a buffer, or a full slashing in the bottom paddock with help out greatly in the case of fire and snakes.</p>
<p>Council response: Conditions can be applied to ensure a landscaping plan is submitted by an appropriately qualified person and that suitable landscape buffers are established and maintained on site.</p>	

Assessment against the Planning Scheme

Benchmarks applying to the development

The following codes of the Southern Downs Planning Scheme are benchmarks applying to the development:

- Part 3 Strategic Framework
- 6.2.10 Rural zone code
- 8.2.2 Biodiversity areas overlay code
- 8.2.5 Flood hazard overlay code
- 8.2.7 Morgan Park environs overlay code
- 9.3.10 Short term accommodation code
- 9.4.2 Carparking and loading code
- 9.4.4 Landscaping code
- 9.4.5 Outdoor lighting code
- 9.4.6 Physical infrastructure code

Strategic Framework

Theme	Response
Settlement Pattern	<p>The proposed development is located in the Rural zone with Lot 14 and parts of Lot 13 are mapped as Class A and B Agricultural Land. The layout of the development is clear of the mapped agricultural land and maintains this land for rural activities. Appropriate buffering can be conditioned between the site and adjoining lifestyle lots.</p> <p>The proposed development supports the role of Warwick as the one of the key regional centres in the Southern Downs.</p> <p>The scale of the proposed use is not considered to be inconsistent with the locality. Further, the use of the site for Short-term accommodation improves the economic value of the rural land.</p> <p>The site is impacted by flood and development on the site has been designed to address this risk. The site is also within the Morgan Park overlay. The proposal does not support permanent accommodation and therefore external impacts can be managed.</p>
Natural Environment	<p>The subject site is not mapped as containing any areas of environmental significance.</p> <p>No clearing of vegetation will be undertaken to facilitate the proposed development. The site is adjoined by Rosenthal Creek and the proposed development is not considered likely to release contaminants that would impact the biological integrity of the waterway. Conditions can be applied to ensure on-site wastewater disposal systems are appropriately designed and located.</p>
Community Identity and Diversity	<p>The proposed development is for a tourism activity in the Rural zone. It is considered the proposal will create a compatible mix between adjoining rural lifestyle lots and the site.</p> <p>While the site is not directly adjoining Rosenthal Homestead, the development site is visible from this local heritage place and will be designed to be respectful to the heritage character.</p>

Rural zone code

The proposal is considered to comply with the Overall outcomes of the Rural zone as:

- Parts of the site identified as Class A or B Agricultural Land will remain undeveloped. The land is part of a larger holding used for grazing purposes. The buildings are proposed to be setback from the boundaries adjoining other landowners by at least 40 metres. This results in the buildings being located fairly central on the lots. Whilst the central location of the buildings may impact any cultivation type activities which could be undertaken in the future, the footprint of the buildings will have limited impact on any grazing activities. The proposed tourism development will not prejudice any existing economic activity or agricultural productivity.
- The site is not identified as having landscape character or scenic amenity value that would be impacted by the development.
- The development will not impede farming practices as the site is adjoined by lifestyle allotments.
- The site is not mapped as containing any ecologically significant areas and no vegetation is required to be cleared to facilitate the development.
- The site layout has been designed to avoid natural hazard impacts.
- The development is not considered to contribute to urban sprawl. The site is located in close proximity to land in the Low density residential zone to the north and is surrounded by residential land uses to the south and east.
- The development will not impact flow patterns or the velocity and turbulence of stormwater runoff.

Following is an assessment of the development against the Performance and Acceptable outcomes of the Rural zone code.

PO1 *The rural or natural environment character of the land is retained. Uses established in the Rural zone do not conflict with rural land uses or the natural, scenic and community values of the area. No development is to proceed within the area defined as the proposed Emu Swamp Dam.*

The proposed development for Short-term accommodation is not considered to conflict with the scenic values of the area. However, it is noted that, based on submissions received, the development is not in keeping with community values for the area. The subject site is comprised of three small rural land holdings, upon which two dwellings could reasonably be constructed. Council would have limited controls over the size and location of these dwellings and on any landscaping or screening required. A number of the concerns raised by the submitters could also occur if these lots were developed for Dwelling houses.

Therefore, through the application of reasonable and relevant conditions, the proposal for two (2), one (1) bedroom Short-term accommodation cabins is considered to be able to retain the character of the locality.

AO4.1 *All uses are on lots that have frontage to a constructed road.*

The site gains access to Homestead Road via a currently unconstructed road reserve.

PO4 *The safe and efficient operation of roads and access is maintained having regard to the nature of vehicles using the road, the location of uses that may be adversely affected by noise or dust generated by the use of the road and the location and design of access.*

Conditions will be applied that require the developer to construct the road reserve to a suitable standard. Traffic generation to the site will generally be light vehicles only and, in accordance with the RTA Guide to Traffic Generating Developments, is not considered likely to create significant dust impacts

AO8 *In partial fulfilment of this PO -*

- (a) *All new industrial buildings are set back at least 100 m from the Cunningham Highway and New England Highway and 60 m from all other roads.*

- (b) *All other buildings are located at least 20 metres from any sealed road and at least 60 metres from any gravel road.*

Cabin 2 is located 55m from the eastern boundary of the site, including the unconstructed road reserve.

PO8 *Development is sensitive and responsive to the scenic amenity of the area. The appearance and siting of buildings, other structures, carparking areas or signage is compatible with the scenic character of the area, particularly when viewed from roads. The development is sensitive to the design of any nearby structures and is respectful and sympathetic to any Local heritage place.*

The applicant states that a workers cottage and shearers quarters building will be relocated to the site to be converted into the accommodation cabins. This is considered to be sensitive to the surrounding rural environment and respectful to the nearby Rosenthal Homestead, visible from the premises. The current lot layout results in the site having limited visibility from roads.

The buildings will be sited to be setback from nearby residences and mapped hazard areas. Landscaping will be conditioned in proximity to the nearby residences to maintain visual amenity when viewing the sites from these locations.

PO11 *Uses are limited to uses that add value to the productive use of the land and do not conflict with or reduce the productive capacity, hydrological functions or scenic values of the land. In particular –*

- (a) *The use is associated with rural activities on or nearby the subject land;*
- (b) *The use is not likely to cause conflict with agricultural practices;*
- (c) *The use has low visual impact particularly where located on highways, main roads or tourist routes;*
- (d) *The development is located on cleared land and there is no proposed clearing of remnant vegetation;*
- (e) *Development is sited on the least productive, lower agricultural quality parts of the site; and*
- (f) *The use does not increase built infrastructure or earthworks in the flood plain.*

The proposal is not associated with rural activities on or nearby the subject land.

However, the proposed development is not considered to reduce the productive capacity of the site. The site is comprised of three small rural allotments that are surrounded by dwellings and Rosenthal Creek. Further, surrounding land is used as lifestyle lots and the development is not likely to cause conflict with any agricultural practices on these areas.

The development will consist of two (2), one (1) bedroom cabins that will have a low visual impact. The cabins will be located on part of the site that has previously been cleared and no further clearing is required. All built infrastructure will be located outside the mapped flood hazard areas. No earthworks are proposed that would impact the hydrological function of the site.

On balance, the proposal is considered to achieve compliance with the Performance outcome.

Short-term Accommodation Code

AO1.1 *The land is not located in a Flood hazard area as shown on the Flood hazard overlay maps.*

The proposed built infrastructure is not located on land in a flood hazard area.

PO3 *The built form and size and scale of the short-term accommodation is complementary to the locality in which it is located.*

The applicant is proposing to relocate a workers cottage and shearers quarters to the site to be converted for accommodation purposes. The built form and scale of the proposed buildings is considered to be complementary to the surrounding rural zoning and sympathetic to Rosenthal Homestead, which is visible from the site, across Rosenthal Creek.

AO5 *Buildings, carparking areas, accesses and other infrastructure are set back at least 60 m from all boundaries.*

The proposed buildings, parking areas and accesses are not more than 60m from all boundaries.

PO5 *Uses are located and designed that:*

- *An adequate visual buffer is provided between the use and adjoining uses;*
- *Noise, odour, traffic and lighting impacts on adjoining properties are minimised; and*
- *The visual impact of the use is minimised.*

Cabin 2 is proposed to be located 55 metres from the eastern boundary and 40 metres from the southern boundary of the site. This siting addresses other site constraints, including flood hazard and site contours.

The applicant states that a row of trees will be planted along the eastern boundary of the site to screen the internal access driveway and proposed cabins. A row of trees is considered an adequate visual buffer and therefore conditions will be imposed of that nature. Given the local amenity, the erection of a screen fence is not considered appropriate.

The scale of the development, for two (2) one (1) bedroom cabins, is not considered to result in significant noise, traffic or lighting impacts to adjoining premises. Conditions can be applied to manage any potential lighting impacts and, as stated above, traffic generation is expected to be less than if residential dwellings were constructed on the site.

AO9 *The use is connected to all urban services including reticulated water, sewerage, stormwater, electricity and communications services available in the locality.*

No reticulated water or sewerage services are available in the locality. The site will be connected to reticulated electricity and telecommunications services.

PO9 *The use is serviced with appropriate infrastructure.*

The site is located in the Rural zone and will be appropriately serviced by on-site potable water and wastewater disposal systems.

Carparking and loading code

Table 9.4.2.4 requires that car parking for short-term accommodation be provided at a rate of one (1) space per guest bedroom, plus one (1) space per every four guests able to be accommodated in any cabin. Therefore, the development will be required to provide four (4) car parking spaces on site. The submitted proposal plan does not delineate car parking spaces. Conditions can be applied in relation to the provision of car parking spaces. There is adequate area on site to cater for the expected car parking demand.

Landscaping code

AO1 *In partial fulfilment of the PO –*

Landscaping is carried out in accordance with a planting plan prepared by a suitably qualified landscape designer that:

- (a) *incorporates all proposed planting, paving, fences, recreational facilities and other landscape elements necessary to meet the performance outcomes; and*
- (b) *incorporates the following information:*
 - (i) *Location and species of existing trees, including street trees;*
 - (ii) *Location and species of proposed plants and a schedule of plants and plant size;*
 - (iii) *Soil type;*
 - (iv) *Location of drainage, sewerage and other underground services and overhead power lines;*
 - (v) *Irrigation details;*
 - (vi) *Proposed surfaces;*
 - (vii) *Fence height and material;*
 - (viii) *Location of doorways and windows of buildings on the site;*

- (ix) *Location of any existing or proposed solar collectors on the site;*
- (x) *Contours or spot levels as required;*
- (xi) *Scale and north point.*

The applicant has not submitted a landscaping plan, prepared by a suitably qualified person. It is considered that conditions can be applied for a suitable plan to be submitted prior to commencement of construction on the site.

In order to maintain visual amenity to surrounding residences, landscaping buffers will be conditioned to be provided along the eastern and southern boundaries of the site. The buffer should be a minimum of 5.0 metres wide and include low, medium and high profile plants, endemic to the area, to provide a suitable visual screen. In addition, screen fencing along part of the boundaries will be conditioned.

Outdoor lighting code

Conditions will be applied to ensure any external lighting complies with the requirements to protect the amenity of surrounding uses.

Physical infrastructure code

The subject site is located in the Rural zone. On-site water storage and wastewater disposal systems will be provided on site in accordance with relevant standards.

Conditions will be applied to ensure access to the development is constructed to a suitable standard.

Biodiversity areas overlay code

The site is mapped as containing remnant vegetation intersecting a watercourse. Cabin 2 is located more than 50 metres from the mapped vegetation.

The proposal is not considered likely to impact the biodiversity values of Rosenthal Creek, or the mapped ephemeral waterway, as the layout maintains adequate separation and does not result in the clearing of any vegetation on site.

Flood hazard overlay code

All proposed built infrastructure is located on parts of the site that are not mapped as being subject to inundation during the defined flood event. Further, no earthworks are proposed that would impact flood conveyance through the site.

The proposal is for Short-term accommodation uses and does not include the manufacture or storage of hazardous or noxious materials.

The proposal is considered to comply with the relevant outcomes of the Flood hazard overlay code.

Morgan Park environs overlay code

AO2 *Premises that are not used for an industrial, business activity or rural purpose incorporate noise attenuation measures including:*

- *Acoustic grade windows >Rw30;*
- *Mechanical ventilation;*
- *Concrete or masonry external walls >Rw40; and*
- *Roof/ceiling with noise insulation >Rw38*

OR

The external envelope of habitable rooms in a residential building is constructed in a manner that provides a 30dB(a) reduction for all habitable rooms.

Note: To determine whether the components of the building's external envelope can achieve the required reduction reference may be made to MP4.4 of the Queensland Development Code – Buildings in a Transport Noise Corridor - Category 2 construction.

OR

A report prepared by a suitably qualified person is submitted demonstrating that the external habitable rooms in a residential building will be constructed to achieve a maximum noise level of 45 dB(A) during a motor racing event at Morgan Park.

The applicant is seeking a performance solution as “...we are wanting to utilise older style buildings, it may be difficult to modify the buildings to achieved the noise attenuation measures without compromising the rustic old character of the structures...”

The applicant further states that cabins will be air conditioned, and insulation installed in the walls and roof cavity.

PO2 Development does not introduce uses that are sensitive to noise interference or nuisance unless adequate, practicable, mitigation measures are incorporated into the development.

As stated by the applicant, insulation will be installed and air conditioning provided which will achieve a level of noise mitigation. As the site is proposed to be used for Short-term accommodation, adequate nuisance mitigation measures can be achieved through notices to occupants in relation to expected noise from Morgan Park.

It is recommended that conditions be applied requiring all insulation to be to a suitable acoustic standard and that acoustic grade windows are installed. This is considered to achieve a suitable level of noise mitigation, acknowledging the nature and intent of the use.

Infrastructure Charges

Charges Resolution (No. 4.2) 2023 commenced 13 December 2023.

Development Type	Network	Charge Rate	Proposed	Credit	Charge
Short term accommodation	Parks & Transport	18% of \$10,750/suite	2 x \$1,935.00	3 x rural lots = \$11,610.00	Nil
					Nil

Officer's Check List (Internal use only & not to be included in the Infrastructure Charges Notice)		
Officer	IC Calculations Checked	Date
Assessing Officer		
Coordinator		
Manager	✓	8 April 2024

Recommendation

THAT the application for Material Change of Use for the purpose of Short-term accommodation (Two (2) cabins, up to eight (8) people) on Lots 12, Lot 13 and Lot 14 RP31031, located at Homestead Road, Rosenthal Heights, be approved subject to the following conditions:

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
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Access and vegetation planting plan	-	n.d.
Boundary Setbacks Plan	-	n.d.
Cabin 1 in relation to the Flood Hazard overlay area	-	n.d.
Cottage & Shearers Quarters	-	n.d.

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.

Staging

3. The development may proceed in stages, provided that any road access and infrastructure services required to service a particular stage are constructed with that stage. Unless otherwise expressly stated, the conditions must be read as being applicable to all stages. The approval stages are as follows:
 - Stage 1 – Cabin 1
 - Stage 2 – Cabin 2

Easements and Covenants

4. The existing allotments, Lots 12, 13 and 14 RP31031, are to be amalgamated into one allotment and a new Certificate of Title issued to cover the newly created allotment prior to the use of the site commencing.

Alternatively,

A statutory covenant is to be provided over Lots 12, 13 and 14 RP31031 to retain these lots in the same ownership until such time as the lots are amalgamated or the approved use of the land ceases. The covenant documentation is to be submitted to Council for approval.

Land Use and Planning Controls

5. This approval allows for the use of the two proposed cabins for the purpose of Short-term accommodation only, as defined in the Southern Downs Planning Scheme.
6. The maximum number of guests accommodated at any one time in any one cabin is four (4). The total number of guests must not exceed eight (8) persons.
7. No person is to reside in any building identified for short term accommodation for more than 45 days consecutively, or more than 90 days in any 12 month period. The approved accommodation must not be occupied by persons for the purpose of permanent accommodation.

Building and Site Design

8. The dwelling is to include the following noise attenuation measures, to reduce noise impacts from Morgan Park Recreational Grounds:
 - (i) Full insulation (ceiling and walls (where accessible)), which achieves >Rw38 in the ceiling;
 - (ii) Mechanical ventilation, i.e. air-conditioning; and
 - (iii) Any broken windows or other windows which are being replaced at any time, are to be replaced with Double glazed or laminated windows.
9. The design, colours and materials of the buildings are to be in accordance with the rural character of the area. **Details of the design, colours and materials of the building are to be submitted to and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work.** The building is to be constructed in the approved design, colours and materials.
10. A copy of the Certificate of Compliance for Plumbing and Drainage Works is to be provided to Council. (See advisory note below.)

11. A copy of the Form 11 (Certificate of Classification) issued for the building works is to be provided to Council prior to the use commencing. (See advisory note below.)

Amenity and Environmental Controls

12. During the construction phase of the development, all wastes must be separated into recyclables (where possible) and landfill wastes, and disposed of at an approved waste management facility.
13. A sufficient number of suitable waste receptacles must be provided on site at all times. Waste receptacles must be regularly serviced to prevent unsightly accumulations of waste or environmental harm being caused.
14. All wastes are to be suitably collected and disposed of so as not to adversely impact on the environment.
15. Advertising Devices relating to the Short-term accommodation use may **only** be erected on the subject land. The location, size, type and content of any advertising sign or device located on the land is to be compatible with the rural character of the surrounding area. No advertising signs or devices are to be located on any other land, unless all applicable approvals are obtained under the Planning Scheme and the relevant local laws. No advertising signs or devices are to be located within the road reserve.
16. Any external lighting must be installed so that light shines down and away from adjacent properties and roads, and does not exceed 8 lux at the property boundary.
17. Lighting is to be provided within the development including adjacent to the internal driveways. Any lighting is to be located such that there is no interference with any residences. Details of the proposed lighting are to be submitted to and approved by Council's Planning Department prior to the issuing of any Development Permit for Building Works. Lighting is to be provided in accordance with the approved plan.

Fencing, Landscaping and Buffers

18. All earthworks, including batters must be fully contained within the site.
19. A 5.0 metre wide landscaped buffer, including irrigation, is to be provided along the eastern and southern boundaries of the site adjacent to the screen fence so as to provide a visual buffer. This area is to be densely planted with trees and shrubs suitable to grow to heights of between 1.5 to 4 metres at maturity.
20. The landscaped buffer referred to in Condition 19 shall be planted and maintained in accordance with the approved Landscaping Plan.
21. **A Landscaping Plan is to be submitted to and approved by Council's Planning Department prior to the issue of any Development Permit for Building Work or planting of the treed buffers, whichever occurs first.** The Landscaping Plan is to be prepared by an appropriately qualified person, and must include details of the location and species of plants, the irrigation system and the height and material of fencing. Plants are to be generally frost resistant and drought hardy, and must not include weed species. Root barriers are to be installed around trees that are located within 3 metres of any underground infrastructure. The site is to be landscaped and maintained in accordance with the approved Landscaping Plan.

Roadworks, Car Parking and Vehicle Access

22. The section of road reserve between Homestead Road and the subject site is to be constructed to a suitable gravel standard with a carriageway width of 5.0 metres on an 8.0 metre formation, formed grass verges and table drains.

Alternatively,

An application is to be made to the Department of Resources (DR) to close the unmade gazette road located between Homestead Road and the subject site. If the application is approved, the area of the road reserve is to be amalgamated in to: Lot 12 RP31031 if a covenant is in place in accordance with Condition 4; or the newly amalgamated lot. If the

application to close the road is refused, a copy of the advice from the DR stating that fact must be submitted to Council prior to the use commencing

If a road closure approval is granted, construct a 3.0 metre wide all-weather driveway from Homestead Road to connect to the cabins, as outlined in Condition 25.

23. Vehicle access from Homestead Road is to be constructed to the site in accordance with Council's standard. (Council's Development Engineer can provide details regarding Council's standard.)
24. Internal driveways are to be set back a minimum of 10 metres from external boundaries.
25. A 3.0 metre wide all-weather driveway is to be constructed from the entrance to Lot 12 to each cabin. The driveways may remain gravel, provided they are setback 10 metres from external boundaries and are appropriately maintained and do not cause a dust nuisance. If complaints are received (which in the opinion of an authorised person is not frivolous, vexatious nor based on mistaken belief) or the vehicle entrance and driveway become eroded with material becoming deposited outside of the site or potholes form that would increase noise associated with vehicle movements, the dust suppression treatments shall be applied to Council's standards.
26. At least two (2) car parking spaces are to be provided adjacent to each Cabin on site. Provision is to be made for disabled parking.
27. The car park area is to be defined by a low physical barrier along the edge of the car parking area and driveways.
28. All car parking, driveway and loading areas shall be constructed in gravel or similar materials, drained, laid out and regularly maintained.

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

Stormwater Drainage

29. The proposed development must have a lawful point of discharge determined in accordance with the *Queensland Urban Drainage Manual* (QUDM). A stormwater management plan, including plans for any proposed stormwater infrastructure, may be required to demonstrate compliance with QUDM. Any required stormwater management plan must be prepared by a suitably qualified RPEQ and submitted for endorsement by Council prior to the commencement of the use.

For any proposed use where it cannot be satisfactorily demonstrated that storm-water associated with the use can be directed to the frontage kerb or alternative lawful point of discharge, an inter-allotment drainage system must be designed and constructed in accordance with QUDM.

Inter-allotment drainage systems and overland flow paths, including those affecting adjacent properties, must be wholly contained within easements. Easements are to have a minimum width of three (3) metres, and be provided to Council at no cost to Council.

Water Supply and Waste water

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

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

31. 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 2003.

32. Prior to the issue of building approval for any building, a report demonstrating that adequate provision has been made for the supply of water, including a drinking water supply, is to be submitted to and approved by Council's Planning Department. If water is to be supplied for the development from a spring/bore/dam on the site, written advice must be supplied from the Department of Resources that water may be lawfully supplied from that source. A water supply is to be provided in accordance with the approved report.

Electricity, Street Lighting and Telecommunications

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

Alternatively,

An adequate on-site energy supply with a system capacity of at least 6.5kWh/day and back up for at least 4 days. Fuel generators are not provided for required energy supply or required back up

34. In accordance with the Federal Government's National Broadband Network (NBN) initiatives, the Developer (at the Developer's expense) is to install telecommunications infrastructure, such as lead-in conduits (LIC) or a fibre ready pit and pipe network (including trenching and ducting, design and third party certification), to NBN Co's specifications, to allow for the installation of Fibre-to-the-Premises (FTTP) broadband services. Any fibre provider may be used, provided they meet NBN specifications and open access requirements. Ownership of the infrastructure is to be transferred to Telstra in exchange for the provision of fibre within that infrastructure network. Prior to commencement of the use, written advice is to be provided from Telstra that the telecommunications infrastructure network has been installed in accordance with NBN Co's specifications.

Operational Works

35. All operational works are to be accepted on-maintenance prior to the use of the land commencing. (See advisory note below.)

Advisory Notes

- (i) Unless otherwise stated, all conditions of this approval are to be complied with to the satisfaction of the Director Planning and Environmental Services, prior to the use commencing, and then compliance maintained at all times while the use continues.
- (ii) Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the *Planning Act 2016* and would have to comply with the requirements of the Planning Scheme.
- (iii) It is your responsibility to notify Council when a development, or part of, is nearing completion and ready for commencement of the use. The commencement of use is when the Infrastructure Charges associated with your development are to be paid, unless paid earlier.
- (iv) It is encouraged that you arrange for a free compliance inspection to be carried out prior to the use commencing. This will involve a physical inspection of the premises along with an internal audit of Council's records. Written advice will be provided for your records advising if compliance with the conditions has been achieved.
- (v) 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.
- (vi) **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.

- (vii) **Building Approval is to be obtained** for a Class 1b 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 11 (Certificate of Classification) must be issued for the building works prior to the use commencing.**
- (viii) The applicant is to permit Council officers access to the site in accordance with the powers of entry provisions of the *Local Government Act 2009*, subject to 48 hours notice and reasonable security and health restrictions on access, so as to ensure the use is being conducted in accordance with the conditions of the approval.
- (ix) The supply of water for human consumption, food preparation, food utensil washing or personal hygiene, including the supply of water for drinking water, showers, baths, hand basin and kitchen sinks, must be connected to a drinking water supply, in accordance with the *Plumbing Code of Australia* and the *Australian Drinking Water Quality Guidelines* produced by the *National Health and Medical Research*.
- (x) No clearing of remnant vegetation or regulated regrowth vegetation is to occur under this approval. A Development Permit for Operational Works must be obtained from the Department of Infrastructure, Local Government and Planning for the clearing of any remnant vegetation, unless exempt under Schedule 21 of the *Planning Regulation 2017*.
- (xi) 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.
- (xii) The noise attenuation measures used in the construction of this activity may not eliminate the noise impacts from Morgan Park Recreational Grounds, therefore the occupants of this site may still be impacted.
- (xiii) 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.
- (xiv) If the road reserve is not closed, a Development Permit for Operational Works associated with the development must be obtained in accordance with the *Planning Act 2016*. This application must be submitted with the following:
 - DA Form 1;
 - The relevant fee in accordance with Council's Schedule of General Fees and Charges;
 - Detailed design drawings, schedules and specifications for all Operational Works, certified by a Registered Professional Engineer in Queensland (RPEQ);
 - An internal access plan showing the location and dimension of all parking areas, details of the proposed surface treatment, and full engineering specifications of layout, construction and drainage;
 - If the development involves new roads, the proposed names for new roads; and
 - An Erosion and Sediment Control Plan.

Operational Works shall be subject to a 12 months Defect Liability Period commencing from the day the works are accepted on-maintenance. A bond will be held by Council as security, and refunded following a defect-free inspection at the end of the Defect Liability Period.

- (xv) An Erosion and Sediment Control Plan (ESCP) must be submitted for approval with the application for Operational Works. The ESCP must demonstrate that release of sediment-laden stormwater is avoided for the nominated design storm, and minimised when the nominated design storm is exceeded, by addressing the objectives in Table A (Construction phase - stormwater management design objectives) in Appendix 2 of the State Planning Policy for drainage control, erosion control, sediment control and water quality outcomes.
- (xvi) Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure.
- (xvii) All Development Permits for Operational Works and Plumbing and Drainage Works should be obtained prior to the issue of a Development Permit for Building Works.
- (xviii) 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.
- (xix) This approval for Short-term accommodation may potentially affect your rates and charges levied on your property. The potential impact may include, but is not limited to:
 - General Rates may change to a commercial category
 - State Emergency Management Levy may change classes
 - Sewerage Access Charges may change to a different category
 - Domestic Waste Collection may be removed and require a separate waste collection direct from a waste collection provider

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

Telecommunications in New Developments

- (xx) For information for developers and owner builders, on important Commonwealth telecommunication rules that need to be complied with, visit www.infrastructure.gov.au/tind

Aboriginal Cultural Heritage

- (xxi) 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

Schedule 2 – Department of State Development, Infrastructure, Local Government and Planning's conditions as a Concurrence agency


Nil

ATTACHMENTS

Nil

13.3 Pest Management Advisory Committee Meeting

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 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, 29 February 2024.

REPORT

Background

The quarterly meeting of the Pest Management Advisory Committee met in Stanthorpe on Thursday, 29 February 2024.

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 29 February 2024 are attached (Attachment 1). Officer's reports referred to in the minutes are also attached (Attachments 2 and 3).

The tenure of the Pest Management Advisory Committee is for the term of the Council and is to be reviewed at the commencement of the next term of Council. Therefore no further meetings have been scheduled at this stage.

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

Goal 2 Our Places

Outcome: 2.3 Our natural and agricultural environments are healthy, resilient and sustainable.

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.

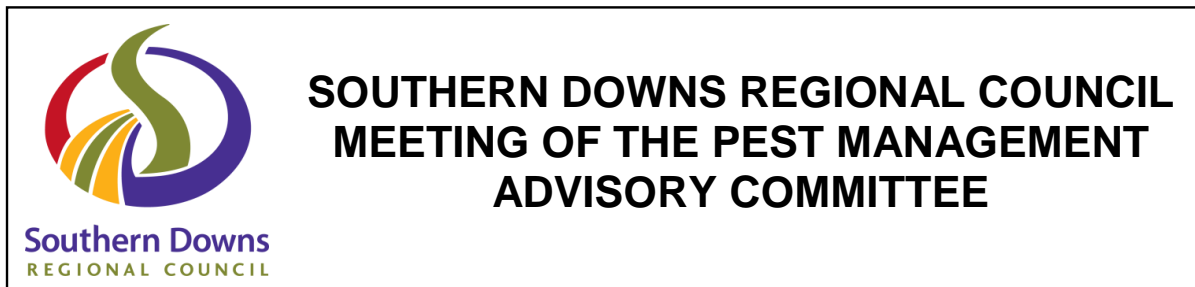
Policy / Strategy

Southern Downs Environmental Sustainability Strategy 2021-2031

Southern Downs Invasive Pests Strategic Plan 2021-2024

ATTACHMENTS

1. Minutes of the Pest Management Advisory Committee - 29.02.2024 [↓](#)
2. Darling Downs & Moreton Rabbit Board Report [↓](#)
3. SDRC Pest Management Report [↓](#)



MINUTES OF PEST MANAGEMENT ADVISORY COMMITTEE

Held in the Council Chambers, Stanthorpe

Thursday 29th February 2024 at 11:00am

THURSDAY 29 FEBRUARY 2024

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.....	5
10. CLOSURE	5

1. PRESENT

Cr Cameron Gow (Chair), Lachlan Marshall (SQL), Mat Warren (DDMRB), Nicole Collett (SDRC Manager Environmental Services), Ray Lambert (SDRC Local Laws Coordinator), Bryan Potter (SDRC Environmental Compliance Officer), Clive Smith (Southern Downs Wild Dog Management Advisory Committee), Ted Vinson (Department Agriculture & Fisheries), Angus Ferrier (GBGA), Ken McCray (TMR), Olivia Lack (Minute Secretary) and Michelle Anderson (Minute Secretary).

Via Teams: Timothy Baker (NP)

2. APOLOGIES

Scott Riley, Dave Burges, Mayor Vic Pennisi, Cr Jo McNally, Nathan Willis, Cr Marco Giori, Cr Andrew Gale, Cr Stephen Tancred and Peter Sparshott.

3. BUSINESS ARISING FROM PREVIOUS MINUTES

a) Minutes of Last Meeting

Item 13.7 of the Ordinary Council Meeting held on 25 October 2023.

Resolution

Moved Cr C Gow

Seconded Cr A Gale

CARRIED

THAT Council receive the Minutes of the Pest Management Advisory Committee meeting held in Stanthorpe on Thursday, 14 December 2023.

The minutes of the Pest Management Advisory Committee meeting held on Thursday 14 December 2023 were endorsed.

Moved: Clive Smith

Seconded: Matt Warren

Carried

b) Review of Actions:

- Tracking- a work experience student is coming to Council soon. It is intended to engage them in a review and update of what has been done in the past and to establish a new plan for future work.
- Stalls at Local Shows – Too short of notice for the Stanthorpe Show, however, Bryan has discussed with Toowoomba Regional Council their strategies around information booths at shows and will consider for next year.
- Scott Riley unavailable to provide an update on update from Council's Economic Recovery Hub or on the Rabbit Board being part of the LDMG & Disaster Recovery group – **Action:** update to be provided next meeting.
- Boxthorn Pullers – Bit more paperwork to complete and then they will be available for hire. Safety assessment has been done.

4. SOUTHERN DOWNS WILD DOG MANAGEMENT ADVISORY COMMITTEE

Clive advised that Jack Hindmarsh has been nominated as a new member for the Wild Dog Management Committee. Council confirmed Wild Dog Payment Policy has been updated to include Jack.

Clive advised that during the recent bushfires in the Region the Dog fence was utilised as a fire break. The track that services the dog fence has since been widened and will be maintained for QFS access should the need arise again in the future.

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.

6. UPDATE BY MEMBERS GROUPS

Lachlan Marshall (SQL)

Lachlan has now replaced Natasha Mylonas as the SQL representative for this committee. Lachlan advised that SQL is currently going through a restructure and currently activity has dropped off until the restructure is complete. If the Committee had any suggestions or required anything from SQL, he would happily take them back to his organisation for discussion.

Ted Vinson (DAF)

- Staff have surveyed and collected Harrisia cactus biological control for distribution with local governments in the SW.
- Staff are working on the coordination on the South Region Land Officers Group meeting to be held in St George 9-10 April. The meeting aims to connect Council and State Government staff in that work in the field of biosecurity, pest and stock route management from across this southern Queensland region.
- Staff worked with the TRC on some social media sales of restricted plant species namely water lettuce and bunny ears cactus.

Clive Smith (Southern Downs Wild Dog Management Advisory Committee)

Clive advised that Accionia employ Eco Services for pest management being dogs, deer & pigs.

Mat Warren (DDMRB)

Mat Warren provided the meeting with a report on current activities from the Darling Downs-Moreton Rabbit Board. Copy will be circulated with the Minutes.

Council has endorsed the DDMRB business plan & budget and a letter will be issued soon.

Ken McCray (TMR)

Ken advised that the program between SDRC & TMR is going well as they now reach the 20% completed stage of the program.

Ray Lambert (SDRC Local Laws Coordinator)

This is the quietest year we have had in a long time for the flying foxes in the Region. The little reds haven't arrived. Potentially as a result of the bushfires, this may have impacted on the available flowers/nectar.

Angus Ferrier (GBVG)

- Application submitted for funding to purchase 2 x Pig traps. The traps come with a 3 year program to teach the user all aspects of the trap. At the end of the 3 year period, the user retains the trap for continued use.
- The benefit of trapping pigs successfully can have an effect on surrounding properties for up to 10 years.

Timothy Baker (NP)

Recent activities include:

- Treatment of Coolalite at Girraween National Park;
- Treatment of Mother of Millions;
- Ground baiting of dogs in Sundown National Park;
- Participating in aerial baiting with Council in Sundown National Park; and
- Monitoring of deer population in Sundown National Park by use of cameras, data and funding for aerial shot next year.

Cameron Gow (Councillor)

Cameron reminded the Committee that it is the end of term for the current Council with elections set for 16 March 2024. He suggested that each member reflect on how Southern Downs Regional Council approaches pest management going forward. Is there an opportunity to review what we do? Nicole advised Council's strategy is from 2021-24 so will be reviewed in the next financial year; and consultation will occur as part of that.

7. GENERAL BUSINESS

- **Gun Licences – Wild Dog Bounty Claims** – this is a Police matter. Parent would need to be supervising underage operator. Form should be completed by the ABN holder and submitted to Council for payment. It is not our concern or for us to police this matter.

Cr Gow thanked everyone for their service to the community via this committee. Ray Lambert offered a vote of thanks to Cr Cameron Gow for his leadership and efforts for the Pest Management Advisory Committee.

NEXT MEETING

The next meeting will be scheduled after the elections have been completed and forming of the new Pest Management Advisory Committee based on Council's decision.

Meeting Closed at 12:00pm



DDMRB Report for SDRC PMAC

Reporting Period: 9th December to 26th February 2024

Compliance Activities

- A total of 83 properties were visited in the Southern Downs Regional Council (SDRC) local government area (LGA) between 9th December and 26th February 2024. **Map 1** shows the location of the property inspections.
- The inspected sites comprised 21 new properties and 62 follow-ups.
- The 21 new properties supported 22 breeding places.
- A total of 54 breeding places were removed.
- DDMRB has been engaged by SDRC to remove rabbit harbour in the road reserve of McClure Lane at the Summit. Staff are hoping to complete the works in early to mid-March.

Rabbit Barrier Fence

- Staff are working to repair a major washout near Sorrento Lane at Dalveen caused by recent heavy rains (**Plate 1 and 2**).
- Patrol staff are busy trying to stay on top of vegetation management along the fence. The recent warm and wet conditions have seen an explosion in vegetation growth along the fence along with numerous fallen trees in the more timbered sections (Cottonvale to The Head).
- DDMRB is undertaking maintenance and repair works at all grid complexes across our operational area on behalf of TMR. Cottonvale is scheduled for 14-15th March 2024.
- Twice yearly audit of all DDMRB grids has been undertaken. Includes 7 grids in Southern Downs Regional Council area.
- A monitoring camera and siren have been installed at the QR inspection pit at Karara where it meets the Karara Cluster fence (**Plate 3**). The unit is being used to ensure the pit covering is effectively keeping rabbits and wild dogs from entering the Karara Cluster.

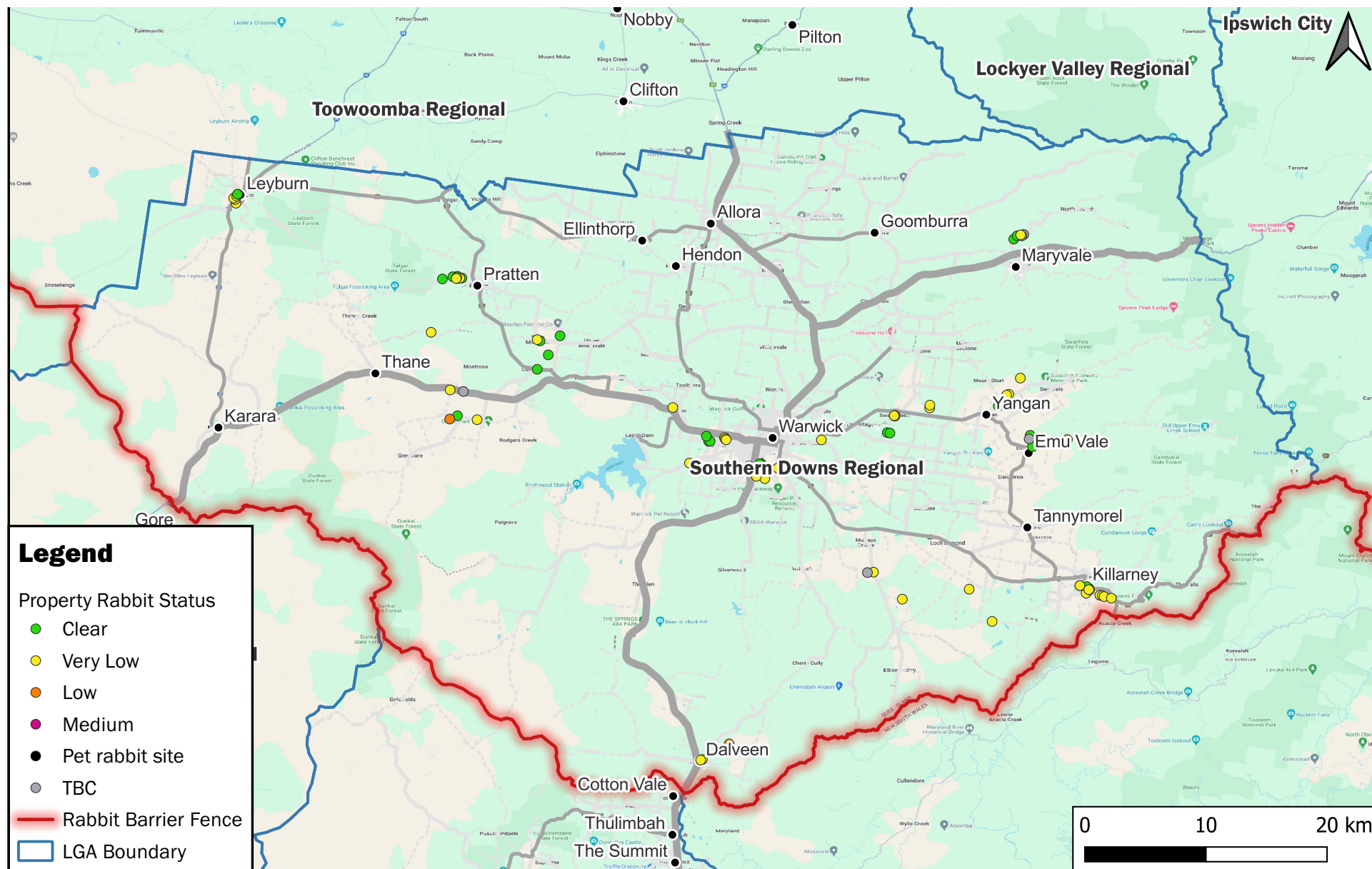
Board Activities and Governance

- The Board has sent out its draft 2024/2025 budget and operational plan to our partner local governments for feedback along with an invitation to deliver a presentation relevant to Councils, committees etc. Feedback closes on 14 March 2024.
- The next DDMRB Board meeting is scheduled for 18th April.



DDMRB Report for SDRC PMAC

-
- The construction of our new office accommodation is almost complete. We hope to move in to McEvoy Street in April.
 - DDMRB has been notified its application to QFPI 7 has been successful. The project will aim to raise awareness of feral rabbits using a variety on new media, educate the community and landholders in rabbit detection and best practice management, and build capacity in local government in areas outside of the Boards traditional operational area.





DDMRB Report for SDRC PMAC



Plate 1. Location and indicative images of the scouring along the rabbit fence near Dalveen.



DDMRB Report for SDRC PMAC



Plate 2. Shot rock being used to fill and stabilise the scour.



DDMRB Report for SDRC PMAC



Plate 3. Siren and IR camera at QR inspection pit, Karara.

Southern Downs Regional Council
Pest Management Advisory Committee Meeting 29 February 2024
Pest Management Report



Invasive Weeds

- Current road side weed program focusing on spraying Blackberry, Lantana, Boxthorn, Rag weed and St John's Wort.
- Chilean Needle grass control continues to be monitored at known locations mainly in the northern section of the region, however, its presence is lower than previous years. Toowoomba Regional Council has also noted a low presence, possibly related to current weather conditions.
- SDRC safety team are conducting safety risk assessments on boxthorn pullers for hire to public.
- Quik spray replacement program is progressing and moving to more compact units, process currently sits with Fleet Services staff.

Invasive Animal Control Programs and Activities:


- Wild dog bounties January – 44 dogs (\$4400) Financial Year to Date (\$17800)
- Wild Dog Aerial baiting planning for 17/18 April 2024 has commenced with approximately 350km of bait lines approved by participating landholders. The utilisation of a suitable aerial cat bait was investigated (Eradicate), however the product is only currently registered in WA and in one specific National Park in Queensland.
- Wild Dog ground baiting dates for 2024 dependant on the success of aerial baiting program and community demand for baiting products, however, likely to be May, August and November

Wild Dog Spur and Cluster Fences.

- Works on replacement sections of Stanthorpe Wild Dog Spur Fence are completed and bottom foot netting replacement has progressed well and nearing completion.
- Replacement works on Killarney Spur fence is progressing with materials on site awaiting construction.
- Tender for SWDSF maintenance contract has been awarded to Warwick Fencing, for an initial period of 4 years with the option for another 2 years extension.
- Wild dog cluster fence inspections have been carried out on several properties in the Stanthorpe area to verify cluster closure and audit fence specifications.

13.4 Shaping Southern Downs Advisory Committee Meeting Minutes - 5 March 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Manager Planning and Development	ECM Function No/s: NA

Recommendation

THAT Council :

1. Receive the minutes of the Shaping Southern Downs Advisory Committee meeting held in Warwick on 5 March 2024 and decide in relation to the following motion from the meeting:
2. Continue the Shaping Southern Downs Advisory Committee after the appointment of a new Council, as it has been a very beneficial source of information for the Community and give the Community an option to work closely with Council to achieve progress within the Region.

REPORT

Background

A meeting of the Shaping Southern Downs Advisory Committee was held in Warwick on 5 March 2024.

Report

The minutes of Council's Shaping Southern Downs Advisory Committee are submitted for Council's consideration following each meeting. The minutes of the meeting held on 5 March 2024 are attached.

As detailed in the recommendation of this report, one motion was passed at the meeting and is included in the attached meeting minutes.

The tenure of the Shaping Southern Downs Advisory Committee is for the term of the Council and is to be reviewed at the commencement of the next term of Council. Therefore no further meetings have been scheduled at this stage.

Conclusion/Summary

That Council receive the Minutes from the Shaping Southern Downs Advisory Committee meeting.

FINANCIAL IMPLICATIONS

Staff costs to organise, host and administer the Shaping Southern Downs Advisory Committee.

RISK AND OPPORTUNITY

Risk

Nil.

Opportunity

Increased community involvement.

Progress in relation to Shaping Southern Downs.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

The Shaping Southern Downs Advisory Committee was a community consultative committee and is convened for the purposes of providing Council with strategic guidance.

LEGAL / POLICY

Legislation / Local Law

Nil.

Corporate Plan

Goal 1 Our People

Outcome: 1.1 Communities trust us to engage with them and advocate on their behalf.

Objective: 1.1.2 Implement effective and genuine community consultation processes that enable participation, engagement and collaboration.

1.1.3 Build confidence in our communities by being visible, empathetic and by actively listening.

Goal 2 Our Places

Outcome: 2.1 Public places and open spaces are safe, well maintained and liveable.

Objective: 2.1.2 Identify, facilitate and promote community-led place making, activation of public places and opportunities to enhance and activate the urban environment.

Policy / Strategy

Shaping Southern Downs


Southern Downs Planning Scheme, v5

ATTACHMENTS

1. Shaping Southern Downs Advisory Committee meeting minutes from 5 March 2024
(Excluded from agenda - Provided under separate cover)⇒

13.5 Reconfiguration of Lot – Kevin Kearney: New England Highway, Glen Aplin

Document Information

 Southern Downs <small>REGIONAL COUNCIL</small>	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Planning Officer	ECM Function No/s: RC\02010

APPLICANT:	Kevin Kearney
OWNER:	John, Kerrie & Kevin Kearney
ADDRESS:	New England Highway, Glen Aplin
RPD:	Lots 129 & 130 RP803158, Lot 1 RP105445 and Lot 131 RP12321
LAND USE AREA:	Rural (Granite Belt precinct)
PROPOSAL:	Realignment of boundaries (Four (4) lots into four (4) lots)
LEVEL OF ASSESSMENT:	Impact
SUBMITTERS:	Nil
REFERRALS:	Department of State Development, Infrastructure, Local Government and Planning
FILE NUMBER:	RC\02010

RECOMMENDATION SUMMARY

THAT application for Reconfiguring a Lot for the purpose of Realignment of boundaries (Four (4) lots into four (4) lots) on land located at New England Highway, Glen Aplin, described as Lots 129 & 130 RP803158, Lot 1 RP105445 and Lot 131 RP12321 be refused.

REPORT



Figure 1: Subject land

The subject land consists of four adjoining lots, located between the localities of Glen Aplin and Severnlea. The land contains rocky outcrops and mature stands of Category C regulated vegetation. Each lot is currently vacant. Three of the lots address the New England Highway and the remaining lot separates the western boundary of the three lots and the Severn River as illustrated in Figure 1. This lot, Lot 1 RP105445, currently has frontage to an unmade road reserve to the north and is completely inundated by the Flood hazard overlay which extends across the western boundary of the remaining three lots. Furthermore, the Severn River has encroached on the lot meaning that the actual land that is not generally inundated by the River, has reduced by approximately 35 per cent.

Table 1 illustrates current and proposed lot sizes, proposed road frontages and proposed access points.

Lot & plan	Existing area	Frontage	Proposed Lot & size	Proposed Frontage and Access
Lot 129 RP803158	3.1 ha	New England Highway & unmade road reserve (northern boundary)	Lot 1: 2.53 ha	New England Highway
Lot 130 RP803158	2.9 ha	New England Highway	Lot 2: 2.75 ha	New England Highway
Lot 131 RP12321	3.2 ha	New England Highway	Lot 3: 2.32 ha	New England Highway
Lot 1 RP105445	1.4 ha	Unmade road reserve (northern boundary)	Lot 4: 2.98 ha	New England Highway

Table 1: Existing and proposed lot sizes

The proposed realignment of boundaries is illustrated in Figure 2 and proposed building envelopes are identified showing distances from boundaries and the Flood hazard overlay. Each of the proposed building envelopes meet the minimum boundary setbacks required by the Planning Scheme.

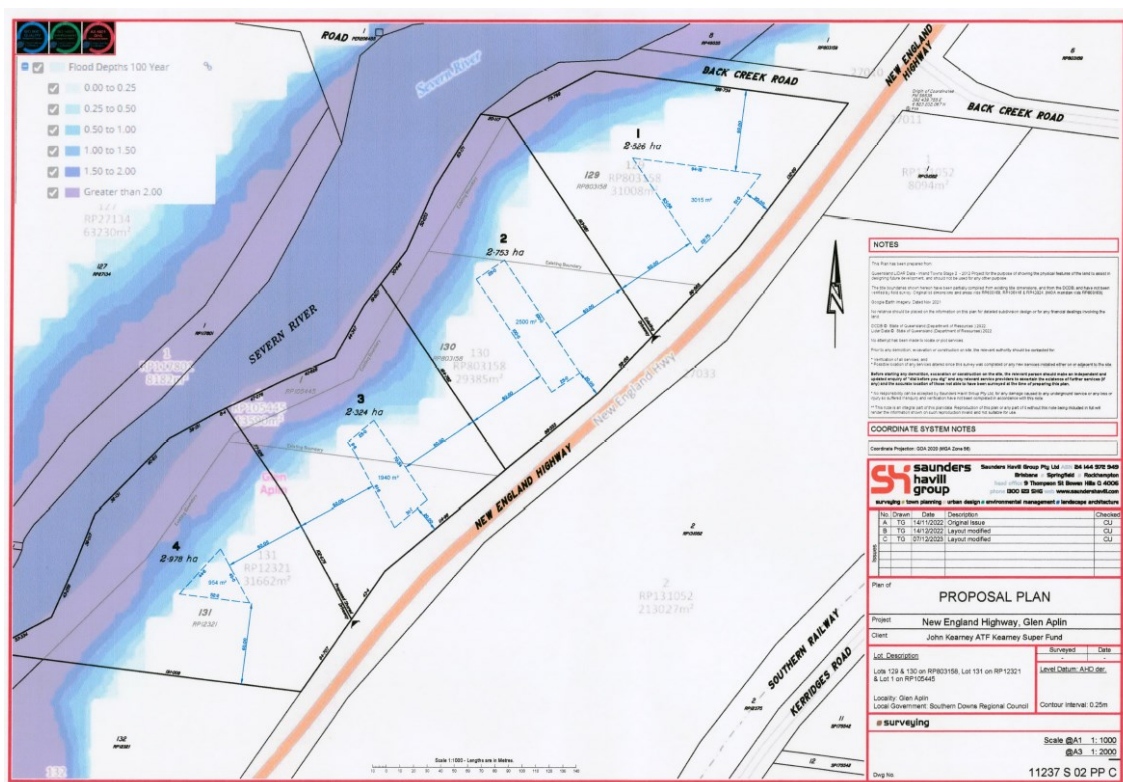


Figure 2: Proposed plan of subdivision

AO37 (c) of the Reconfiguring a lot code states that a lot that is wholly constrained by flood liability, may be amalgamated with other lots but will not be counted in the total number of original lots. As the lot located immediately adjacent to the Severn River is wholly constrained by flood liability, Council Planning Officers discussed the option to amend the application to realign boundaries of four (4) lots into three (3) lots, whereby the applicant could simply amalgamate the unusable lot adjacent to the Severn River with those to the east. The applicant confirmed that they wished to proceed with the proposed lot layout as submitted. As a result, the potential recommended outcome was also discussed with the applicant.

Referral

The application required referral to the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) as the subject land is near a state transport corridor and is in proximity to a state-controlled road intersection. The DSDILGP requires conditions to be attached to any approval which relate to the proposed lot access points.

The referral included an application for a road access location, under section 62A(2) of *Transport Infrastructure Act 1994*. The application for a road access was approved with conditions on 16 February 2024.

Public Notification and Submissions

Public notification was undertaken over 17 business days, from 1 February 2024 to 26 February 2024. The following actions were undertaken on 1 February 2024:

- The notice was published in the Warwick Today newspaper;
- A notice was placed on the premises; and
- Adjoining land owners were notified.

A site inspection confirmed that two notices were placed on the premises. One addressed the New England Highway on Lot 130 RP803158 and the other addressed the unmade road reserve adjoining Lot 129 RP803158.

Compliance with the notification process has been achieved.

No submissions were received during the public notification period.

Assessment against the Planning Scheme

Benchmarks applying to the development

As the proposed development is Impact Assessable, it is assessable against the entire Planning Scheme. The following codes of the Southern Downs Planning Scheme are benchmarks applying to the development:

- 8.2.2 Biodiversity areas overlay code
- 8.2.3 Bushfire hazard overlay code
- 8.2.5 Flood hazard overlay code
- 9.4.7 Reconfiguring a lot code

Biodiversity areas overlay code

There is a small area in the south-west corner of the subject land that is impacted by the Biodiversity areas overlay, extending over existing Lot 1 RP105445 and Lot 131 RP12321 as illustrated in Figure 3. This area is identified as category B remnant vegetation and wetland areas of high ecological significance. Any clearing of this land, should it be required, is guided by the *Vegetation Management Act 1999*.

Based on the proposed plan of subdivision, it is considered unlikely that the removal of vegetation within the Biodiversity areas overlay will be required. The proposed plan will result in the areas identified as having biodiversity values being wholly contained within a single lot and no additional boundary fencing will be required in proximity to the area of ecological significance.

Council mapping shows a biodiversity drainage line extending into Lot 1 RP105445 from the Severn River, however State mapping shows the drainage line wholly within the waterway. In this instance, it is considered the most appropriate location of the biodiversity drainage line is located within the riverine corridor and therefore will not be impacted by the proposed reconfiguration.

Compliance with the Code can be achieved.



Figure 3: Biodiversity areas overlay

Bushfire hazard overlay code

The intent of the proposed development is to create land parcels for future residential use in the Rural zone. The Bushfire hazard overlay impacts each of the lots as the Potential impact buffer

extends along the eastern boundaries of the lots with frontage to the New England Highway. The southern portion of Lot 1 RP105445 is also affected by the Medium potential bushfire intensity layer and the Potential impact buffer as is the majority of Lot 131 RP12321.

Figure 4: Bushfire hazard overlay

- (a) Land that is subject to bushfire hazard is not subdivided for residential or rural residential purposes; OR
- (b) Land that is subject to bushfire hazard is only subdivided for residential or rural residential purposes where:
 - (i) Proposed lots are sited on land that is determined as having low bushfire hazard by a site specific bushfire hazard assessment; and
 - (ii) Additional lots are not created where the only vehicular access route is through a bushfire hazard area; and
 - (iii) Lots are designed so that their size and shape allow for:
 - Efficient emergency access to buildings for fire fighting appliances (i.e. by avoiding narrow lots with long access drives to buildings); and
 - Setbacks and building siting in accordance with AO3.1; and
 - (iv) Critical or potentially hazardous infrastructure such as water supply, electricity and telecommunications, are underground.

A site specific bushfire hazard assessment has not been provided and justification of the Performance outcome is required.

All proposed access points are located within the area identified as Potential impact buffer, as are the building envelopes identified on the lots. The applicant has stated:

The western boundaries of each of the proposed lots are impacted by the Flood hazard overlay and as such, the siting of buildings and structures in this area is not a desired outcome. The proposed building envelopes have been identified to demonstrate that compliance can be achieved with the required boundary setbacks and be located on land least impacted by natural hazards as illustrated in Figure 5.

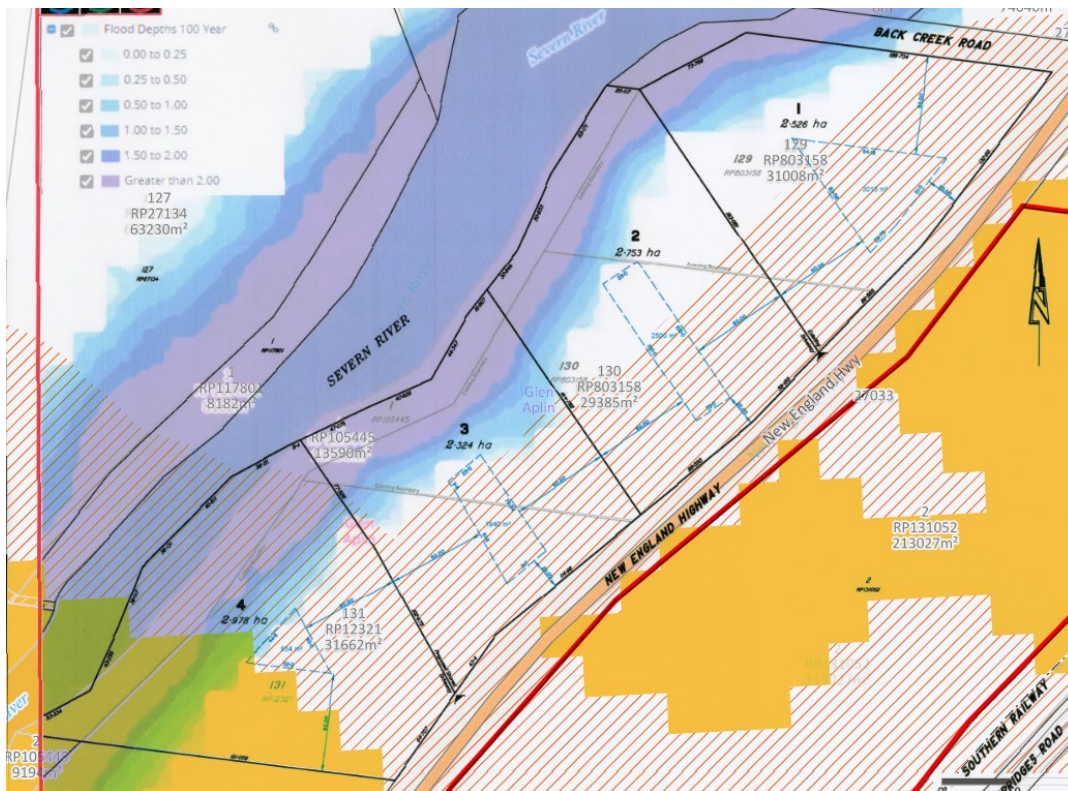


Figure 5: Proposed lot areas impacted by the Bushfire and Flood hazard overlays

As proposed building envelopes for each lot are located within an area of least impact on the site, and they will have frontage to a State-controlled road, it is considered in this instance, that the safety of people and property can be maintained if the reconfiguration is to proceed as emergency access to and from the site will not be compromised.

PO9 Lot design and building siting minimises bushfire hazard to people and property having regard to slope, aspect, existing vegetation and adequate separation from hazardous vegetation.

Lots are designed to allow buildings to be sited on the down slope of hills away from the most likely direction of the fire front or on a flat site at the base of any slope.

As illustrated in Figure 5, much of the subject land is impacted by both the Flood hazard and Bushfire hazard overlays. The proposed building envelopes are located downslope of the increased fire risk on the eastern side of the New England Highway. The increased fire risk to the south appears to be due to the density of vegetation. Whilst the slope of the land is similar, the mapping indicates that the building envelope on the southernmost proposed lot is located within the area of lowest bushfire risk and will be away from the direction of a potential fire front. Therefore, compliance with the Performance outcome is considered to be achieved.

Flood hazard overlay code

Lot 1 RP105445 is wholly located within the Flood hazard overlay, along with a portion of the other three lots, adjoining the SEVERN RIVER.

the fragmentation of riverine habitat will increase. As such, compliance with the Performance outcome cannot be achieved.

PO23 *The impacts of development on the natural environment are mitigated appropriately and there are no significant adverse effects on biodiversity, native vegetation, habitat or landscape quality including those related to*

- *changes to natural drainage;*
- *disturbance to a wetland;*
- *mitigation of natural hazards including bushfire risk and flood;*
- *erosion and transport of sediments off site;*
- *waste water disposal.*

The subject land is impacted by the Flood hazard overlay, Biodiversity areas overlay and the Bushfire hazard overlay. It is not considered that the proposed realignment will significantly alter the extent of the natural hazards experienced on the site as the lots are relatively small in size and three (3) of the four (4) lots had existing capacity for residential development. The proposed development includes an additional lot that can be used for residential development, which would result in an additional waste water disposal system.

As the number of lots containing significant MSES wetlands in the south-west corner will reduce from two to one, and the area aligns with that identified as category B regulated vegetation, it is likely that the biodiversity values of this site will be retained as it is unlikely that the vegetation will be cleared in this location. Figure 7 outlines the regulated vegetation, as also mapped by the State government.



Figure 7: Regulated vegetation (Blue – Category B; Light blue – Category C)

The intent of the development is to create more land available for housing. If this development proceeds, it will result in additional allowable vegetation clearing within and immediately adjacent to the proposed building envelopes, which will mitigate the current risk of impact from bushfire. Once any new lot layout is approved, the construction of a single Dwelling house on a lot can occur and any associated clearing can occur without a permit required. The clearing associated with a Dwelling house will likely involve Category C, regulated vegetation which is generally understood to be high value regrowth vegetation, located in an area that has not been cleared (other than for relevant clearing activities) for at least 15 years if the area is (i) an endangered regional ecosystem; or (ii) an of concern regional ecosystem; or (iii) a least concern regional ecosystem.

Category C areas may also include areas of vegetation which the chief executive decides to show as Category C.

The proposed lot design enables building envelopes and accesses to be located outside of the Flood hazard overlay thereby ensuring habitable rooms are not impacted by flood waters and onsite residents are able to evacuate if required. However, future development on the lots will require a reduction in native vegetation, impacting local habitats and landscape qualities. It is considered that compliance with the Performance outcome cannot be achieved.

AO37

- (a) The number of new lots including the balance area is equal to or less than the total number of original lots.*
- (b) The rearrangement involves only lots that are adjoining lots, or lots adjacent to each other (i.e. on the opposite side of a road).*
- (c) Unless the rearrangement is a minor change to a boundary to overcome an encroachment of a building, a lot:
 - (i) with an area of less than 4,000 m²; or*
 - (ii) that physically cannot be used for development (e.g. it is wholly constrained by flood liability or slope); or*
 - (iii) that was formerly a road reserve, rail corridor or the like;*
*may be amalgamated with other lots but will not be counted in the total number of original lots as referred to in (a) above.**
- (d) Except where use of a lot is prevented by (c) above, the newly created lots are generally the same size as the existing lots, or the rearrangement will result in lots that are more suited to the rural use of the land (see note below).*
- (e) All new lots with an area of less than 4 ha are located on the least productive portion of the site.*
- (f) Unless the rearrangement is a minor change to a boundary to overcome an encroachment of a building, building envelopes of at least 20m x 20m can be provided on all new lots. The building envelope:
 - (i) excludes land which is located within 50 m of a watercourse; and*
 - (ii) complies with the setbacks required for a dwelling house in accordance with the Assessment criteria in this planning scheme**
- (g) Where possible, new lots with an area of less than 4 ha are located to form a logical extension of an existing community.*

Note: Rearrangement of boundaries that results in lots more suited to the rural use of the land include the following:

- (i) Agricultural land is consolidated into larger lots.*
- (ii) Smaller lots are not created in highly productive areas where the potential for conflict between agricultural uses and potential new residential uses is increased.*
- (iii) The new boundaries of the land have consideration of existing soil conservation works, the topography of the land and infrastructure.*

The number of proposed lots is equal to the total number of original lots and all lots are adjoining. However, one of the lots cannot be used for development as it is wholly constrained by flood liability and the proposed development is not a minor change to overcome an encroachment of a building.

Therefore, compliance with the Acceptable outcome (AO37(c)) cannot be achieved and compliance with the Performance outcome must be assessed.

PO37 Rearrangement of the boundaries of existing lots:

- (a) results in new lots that are generally the same size as the existing lots, or the rearrangement results in a more sustainable rural land resource;*
- (b) involves only lots that are adjoining lots, or lots adjacent to each other (i.e. on the opposite side of a road);*
- (c) does not lead to increased fragmentation of rural land;*
- (d) does not increase the potential for conflict between rural and non-rural land uses;*

- (e) allows for coordinated land management (e.g. ensuring water resources and the land to be irrigated are on the same lot);
- (f) avoids hazards (such as bushfire prone areas); and
- (g) results in improved environmental outcomes.

Whilst all four (4) lots are adjoining, the proposed lot design will not result in lots that are generally the same size as the existing lots as illustrated in the table below.

Lot & plan	Existing area	Proposed Lot & size	Proposed change in land size
Lot 129 RP803158	3.1 ha	Lot 1: 2.53 ha	Decrease by 18%
Lot 130 RP803158	2.9 ha	Lot 2: 2.75 ha	Decrease by 5%
Lot 131 RP12321	3.2 ha	Lot 3: 2.32 ha	Decrease by 27.5%
Lot 1 RP105445	1.4 ha	Lot 4: 2.98 ha	Increase by 213%

The land is currently vacant and not used for agricultural production. The proposed lot design will result in all four (4) proposed lots having an area of land outside of the Flood hazard overlay so future development can occur. However, as Lot 1 RP105445 is located immediately adjacent to the Severn River, a portion of the lot is inundated as a result of the natural migration of the riverine network, reducing the usable land of this lot by approximately 35 percent. This lot is wholly inundated by the Flood hazard overlay and this, combined with the shape and width of this lot, means that the lot is generally unusable for any purpose. As such, it is not appropriate to use this lot as part of the boundary reconfiguration.

The proposed development involves adjoining lots. Whilst the lot sizes are considered small for rural productivity, the proposed boundary realignment will generally reduce the size of each of the existing larger lots resulting in the fragmentation of rural land. It is considered unlikely however, that the proposed development will increase the potential for conflict between rural and non-rural land uses as the land is bounded by a State-controlled road to the east and the Severn River to the west.

The proposed design will increase the number of lots located within areas impacted by both the Flood and Bushfire hazard overlays. In addition, the potential risk for riverine biodiversity values to be compromised as a result of the proposed design increases.

As the proposed development will further fragment land in the Rural zone and create more usable lots impacted by natural hazards, compliance with the Performance outcome is unable to be achieved.

PO38 *When lots smaller than 4 hectares are created, a buffer with a width of 60 m planted in accordance with PO9 of the Landscaping code is provided within the small lots to buffer the small lots from nearby agricultural activity.*

The applicant has indicated building envelopes which can achieve the required 60 metre setback from side and rear boundaries. As the proposed lots are smaller than 4.0 hectares, compliance with the Performance outcome requires landscaping to be used as a buffer from nearby agricultural activities.

The applicant has confirmed that there is no intent to increase the existing vegetation on the lots should the development proceed. The applicant has stated:

All lots have a 60m buffer from the building envelope and given the existing vegetation, no additional landscaping would be deemed necessary.

It is acknowledged that future development of structures on the proposed lots may require clearing of vegetation to comply with any bushfire assessment which may reduce the vegetation cover of the site. It should be noted that part of the vegetation is regulated, Category C vegetation. However, the provision of a landscaped buffer in this instance is not considered to be required as:

- Existing regulated vegetation occurs throughout the subject land which will act as a vegetative buffer between adjoining lots;

- Adjoining lots are unlikely to be used for agricultural production due to the lot size
- The subject land is impacted by the existing bushfire hazard; and
- Building envelopes provided by the applicant are located 60 metres from the side and rear boundaries.

As the development cannot comply with the relevant Performance outcomes of the Reconfiguring a lot code, the purpose and relevant Overall outcomes of the code must be considered.

The purpose of the Reconfiguring a Lot code is to ensure that reconfiguring a lot results in development that is consistent with the purpose and outcomes of the zone or precinct in which the land is located and minimises impacts on the environment. The land is located in the Rural zone and therefore the purpose and overall of the Rural zone code must be considered.

The purpose of the Rural zone code is to:

- Provide for rural uses including cropping, intensive horticulture, intensive animal industries, animal husbandry, animal keeping and other primary production activities.
- Provide opportunities for non-rural uses that are compatible with agriculture, the environmental features, and landscape character of the rural area where the uses do not compromise the long-term use of the land for rural purposes
- Protect or manage significant natural resources and processes to maintain the capacity for rural production.

There are a number of Overall outcomes sought for the Rural zone and those relevant to this application are as follows:

- (i) *Land identified as Agricultural Land Classification (ALC) Class A or Class B is protected from alienation and diminished productivity. This protection is to take precedence over all development interests, except in exceptional circumstances. Development is managed to avoid, minimise and mitigate impacts on agricultural land.*

Overall outcome (i) relates to the potential use of the land. In this instance, the entire area of the subject land is identified as Agricultural Land Classification (ALC) Class A or Class B. Whilst there is no agricultural activity currently occurring on the land, this classification indicates the land is capable of this type of activity and therefore should be protected. Further fragmentation of the existing lots will diminish any potential for agricultural productivity in the future. The proposed reconfiguration to use of a non-usable lot, which is fully constrained by the Flood hazard overlay, to a usable lot for residential development in the Rural zone is not considered to be an exceptional circumstance. Compliance with this Overall outcome cannot be achieved.

- (iii) *The integrity of the rural landscape is protected. This includes agricultural and grazing land as well as land that may be constrained for agriculture and grazing that has a more natural environmental character. The landscape character and its associated visual and scenic amenity is protected by ensuring that development is sensitive and responsive to the scenic amenity of the area, vegetation cover is maintained in significant areas, and signage is controlled.*

As the land has not been used for agricultural activities, the existing vegetation on the land contributes to the visual and scenic amenity of the site. This vegetation has been identified as high value regrowth vegetation. If future residential development on this land is to occur, as the land is currently vacant, clearing of this vegetation can occur where it is necessary to build a house and associated outbuildings without a permit. Furthermore, due to the risk of bushfire, additional clearing along boundary fences is also considered to be acceptable clearing. It is considered that the creation of additional lots will result in clearing of the existing vegetation, thereby reducing the visual and scenic amenity of the site. Compliance with this Overall outcome cannot be achieved.

- (iv) *The potential for land to be subdivided is generally precluded by the existing fragmentation of lots. Further subdivision would result in decreased viability of the land for rural purposes and increasing difficulties with land management as well as potential for conflict between adjoining land uses. Further subdivision could also fragment areas of environmental*

significance and impact negatively on scenic amenity. The minimum lot sizes specified in the Reconfiguring a lot code reflect the need to minimise additional fragmentation and protect the productive capacity of rural land.

The proposed development will result in further fragmentation of rural land, further decreasing any capacity for any type of agricultural production to be carried out. The minimum lot size specified for this locality in the Reconfiguring a lot code is 100 hectares. Whilst there are numerous lots of a much smaller size in the vicinity of the proposed development, the further fragmentation of the land means that Overall outcome (iv) cannot be achieved.

- (v) The productive capacity of all rural land is protected for rural use and associated value adding activities. The productive and potentially productive areas of land are protected for ongoing agricultural use. This land is not built on unless there is an overriding need for development and incompatible uses are not located in a manner that inhibits normal farming practice.*

The proposed development seeks to utilise what is considered to be an unusable lot, due to the existing Flood hazard, to realign boundaries to reduce lot sizes within the Rural zone. Whilst the land is not currently used for agricultural production, it has been identified as a potentially productive area and is identified as Agricultural Land Classification (ALC) Class A or Class B. The applicant has indicated that there is a need for additional housing in the region, but has not demonstrated that there is a housing shortage in this location. The proposal does not comply with the Overall outcome as it has not been demonstrated that there is an overriding need for small lot development in the Rural zone which has potential to further fragment rural land.

- (vii) Impacts on significant vegetation and habitat areas are minimised by the location of non-rural uses outside of areas of remnant vegetation. Where rearrangements of boundaries occur lots contain building envelopes that exclude areas of remnant vegetation and include any required firebreak from remnant vegetation.*

Compliance is unable to be achieved with Overall outcome (vii) as the proposed design identifies building envelopes within areas identified as containing category C regulated vegetation. Any future development, such as a Dwelling house, would require clearing of this significant vegetation. Additional clearing would also be required for firebreaks reducing habitat areas and vegetation connectivity through the landscape.

- (xx) Dwelling houses are located on lots where they can be adequately accessed and where there is minimal impact on existing vegetation and limited potential for conflict with farming activity, extractive industry, roads or other existing uses in the locality. Residential uses established in the rural areas do not compromise the continued use of rural land for rural purposes.*

As previously noted, and confirmed by the applicant, clearing of existing vegetation would be required for the future construction of Dwelling houses. Compliance is unable to be achieved.

- (xxii) There is limited reduction in the vegetative cover within the zone and ecological corridors are protected*

Future development of the land will require the removal of existing vegetation. The existing western most lot is currently partially inundated by the Severn River due to natural migration within the riverine corridor. The proposed boundary realignment design will result in each of the proposed lots having access to the riverine corridor. Currently, the corridor is generally wholly contained within the western most lot, Lot 1 RP105445. The relocation of this lot will increase general access and management of the riverine corridor from one land owner to four landowners. This has the potential to further fragment habitat along the Severn River, impacting the function of the ecological corridor. Compliance with this Overall outcome is unable to be achieved.

The subject land is located wholly within the Granite Belt precinct. The relevant Granite Belt precinct outcome is:

- (ii) Agriculture constitutes the predominant activity in the precinct. The productive capacity of the land is protected and maintained.*

The land is currently vacant and not used for agricultural activities. The proposed development will further fragment the usable land, reducing any potential productivity. Compliance with the Overall outcome is unable to be achieved.

Recommendation

THAT Council refuse the application for Reconfiguring a Lot for the purpose of Realignment of boundaries (Four (4) lots into four (4) lots) on land at New England Highway, Glen Aplin, described as Lots 129 & 130 RP803158, Lot 1 RP105445 and Lot 131 RP12321.

The development will be recommended for refusal for the following reasons:

- The applicant is proposing to realign boundaries of an unusable lot to create a usable lot.
- The proposed design will encourage development which will require the clearing of remnant vegetation.
- Whilst the land is not currently used for agricultural production, it has been identified as a potentially productive area.
- The applicant has indicated that there is a need for additional housing in the region, but has not demonstrated that there is a housing shortage in this location which is separated from the village of Glen Aplin to the south of the town of Stanthorpe in the north.

Therefore, compliance cannot be achieved with the following provisions of the Southern Downs Planning Scheme, v.5 and compliance cannot be achieved by imposing development conditions:

Part 9 Development codes

9.4 Other development codes

9.4.7 Reconfiguring a lot code

9.4.7.2 Purpose

- (1) The purpose of the Reconfiguring a Lot code is to ensure that reconfiguring a lot results in development that is consistent with the purpose and outcomes of the zone or precinct in which the land is located and minimises impacts on the environment.

AO5 *Urban and rural residential subdivision does not encroach upon rural land.*

PO5 *There is no expansion of the urban or rural residential areas into the Rural zone.*

PO17 *Lots and roads are effectively drained and drainage has regard to:*

- (a) maintaining pre-existing or natural flow patterns;*
- (b) effective management of stormwater quality and quantity; and*
- (c) ensuring no adverse impacts on receiving water and the surrounding environment.*

PO23 *The impacts of development on the natural environment are mitigated appropriately and there are no significant adverse effects on biodiversity, native vegetation, habitat or landscape quality including those related to*

- *changes to natural drainage;*
- *disturbance to a wetland;*
- *mitigation of natural hazards including bushfire risk and flood;*
- *erosion and transport of sediments off site;*
- *waste water disposal.*

AO37

- (a) *The number of new lots including the balance area is equal to or less than the total number of original lots.*
- (b) *The rearrangement involves only lots that are adjoining lots, or lots adjacent to each other (i.e. on the opposite side of a road).*
- (c) *Unless the rearrangement is a minor change to a boundary to overcome an encroachment of a building, a lot:*
 - (ii) *with an area of less than 4,000 m²; or*
 - (iv) *that physically cannot be used for development (e.g. it is wholly constrained by flood liability or slope); or*
 - (v) *that was formerly a road reserve, rail corridor or the like;**may be amalgamated with other lots but will not be counted in the total number of original lots as referred to in (a) above.*
- (d) *Except where use of a lot is prevented by (c) above, the newly created lots are generally the same size as the existing lots, or the rearrangement will result in lots that are more suited to the rural use of the land (see note below).*
- (e) *All new lots with an area of less than 4 ha are located on the least productive portion of the site.*
- (f) *Unless the rearrangement is a minor change to a boundary to overcome an encroachment of a building, building envelopes of at least 20m x 20m can be provided on all new lots. The building envelope:*
 - (iii) *excludes land which is located within 50 m of a watercourse; and*
 - (iv) *complies with the setbacks required for a dwelling house in accordance with the Assessment criteria in this planning scheme*
- (g) *Where possible, new lots with an area of less than 4 ha are located to form a logical extension of an existing community.*

Note: Rearrangement of boundaries that results in lots more suited to the rural use of the land include the following:

- (i) *Agricultural land is consolidated into larger lots.*
- (ii) *Smaller lots are not created in highly productive areas where the potential for conflict between agricultural uses and potential new residential uses is increased.*
- (iii) *The new boundaries of the land have consideration of existing soil conservation works, the topography of the land and infrastructure.*

PO37 Rearrangement of the boundaries of existing lots:

- (a) *results in new lots that are generally the same size as the existing lots, or the rearrangement results in a more sustainable rural land resource;*
- (b) *involves only lots that are adjoining lots, or lots adjacent to each other (i.e. on the opposite side of a road);*
- (c) *does not lead to increased fragmentation of rural land;*
- (d) *does not increase the potential for conflict between rural and non-rural land uses;*
- (e) *allows for coordinated land management (e.g. ensuring water resources and the land to be irrigated are on the same lot);*
- (f) *avoids hazards (such as bushfire prone areas); and*
- (g) *results in improved environmental outcomes.*

Part 6 Zones

6.2 Zone codes

6.2.10 Rural zone code

6.2.10.2 Purpose

- (1) The purpose of the Rural zone code is to:
 - provide for rural uses including cropping, intensive horticulture, intensive animal industries, animal husbandry, animal keeping and other primary production activities

- provide opportunities for non-rural uses that are compatible with agriculture, the environmental features, and landscape character of the rural area where the uses do not compromise the long-term use of the land for rural purposes
- protect or manage significant natural resources and processes to maintain the capacity for primary production.

(2) The overall outcomes sought for the zone code are as follows:

(a) Zone outcomes

- (i) Land identified as Agricultural Land Classification (ALC) Class A and Class B is protected from alienation and diminished productivity. This protection is to take precedence over all development interests, except in exceptional circumstances. Development is managed to avoid, minimise and mitigate impacts on agricultural land.
- (iii) The integrity of the rural landscape is protected. This includes agricultural and grazing land as well as land that may be constrained for agriculture and grazing that has a more natural environmental character. The landscape character and its associated visual and scenic amenity is protected by ensuring that development is sensitive and responsive to the scenic amenity of the area, vegetation cover is maintained in significant areas, and signage is controlled.
- (iv) The potential for land to be subdivided is generally precluded by the existing fragmentation of lots. Further subdivision would result in decreased viability of the land for rural purposes and increasing difficulties with land management as well as potential for conflict between adjoining land uses. Further subdivision could also fragment areas of environmental significance and impact negatively on scenic amenity. The minimum lot sizes specified in the Reconfiguring a lot code reflect the need to minimise additional fragmentation and protect the productive capacity of rural land.
- (v) The productive capacity of all rural land is protected for rural use and associated value adding activities. The productive and potentially productive areas of land are protected for ongoing agricultural use. This land is not built on unless there is an overriding need for development and incompatible uses are not located in a manner that inhibits normal farming practice.
- (vii) Impacts on significant vegetation and habitat areas are minimised by the location of non-rural uses outside of areas of remnant vegetation. Where rearrangements of boundaries occur lots contain building envelopes that exclude areas of remnant vegetation and include any required firebreak from remnant vegetation.
- (xx) Dwelling houses are located on lots where they can be adequately accessed and where there is minimal impact on existing vegetation and limited potential for conflict with farming activity, extractive industry, roads or other existing uses in the locality. Residential uses established in the rural areas do not compromise the continued use of rural land for rural purposes.
- (xxii) There is limited reduction in the vegetation cover within the zone and ecological corridors are protected.

(e) Granite Belt precinct outcomes

- (ii) Agriculture constitutes the predominant activity in the precinct. The productive capacity of the land is protected and maintained.

ATTACHMENTS

Nil


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

Nil

15. NOTICES OF MOTION

15.1 Notice of Motion - Request to State Government to Pause the Sale Action of Camp Leslie Dam

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 April 2024
	Chief Executive Officer	ECM Function No/s:

Notice of Motion – To Be Moved by Cr Richters

THAT the Chief Executive Officer write to the Minister for Tourism and Sport requesting that the State Government pause the sale action of Camp Leslie Dam while the new Council considers its position regarding the potential use of the facility.

Report

In accordance with Section 8.6 of Council Meetings Policy PL-CS036, Cr Richters has submitted the attached Notice of Motion in relation to the proposed sale of the Camp Leslie Dam facility by the State Government.

The Notice of Motion provides the following background information:

“Camp Leslie Dam is owned by the State Government and they have made it known they intend to list this asset for sale in April 2024. In Feb 2021, this facility was offered to council for its consideration. It was discussed briefly at one council meeting, however no council decision was made in relation to the offer.

There is an alarming homelessness issue across our region as brought to council's attention by the Principal of Warwick State High School. The use of this facility or part of this facility as crisis homelessness accommodation could be considered by council. Irrespective of the immediate use, this facility is a great community asset. It has served our community well through school camps, evacuation sites, youth development etc.”

Council is requested to consider the proposed Motion.

ATTACHMENTS

1. Notice of Motion - Request to State Government to Pause the Sale Action of Camp Leslie Dam [↓](#)



Notice of Motion by Councillors

Councillor: Joel Richters

Date: 8 April 2024

Motion:

THAT

the CEO write to the Minister for Sport and Tourism requesting that the State Government pause the sale action of Camp Leslie Dam while the new council considers its position regarding the potential use of the facility.

Relevant Background Information

Camp Leslie Dam is owned by the State Government and they have made it known they intend to list this asset for sale in April 2024. In Feb 2021, this facility was offered to council for its consideration. It was discussed briefly at one council meeting, however no council decision was made in relation to the offer.

There is an alarming homelessness issue across our region as brought to council's attention by the Principal of Warwick State High School. The use of this facility or part of this facility as crisis homelessness accommodation could be considered by council. Irrespective of the immediate use, this facility is a great community asset. It has served our community well through school camps, evacuation sites, youth development etc.

Signature

A handwritten signature in black ink, appearing to read 'Joel Richters', is written over a horizontal line.

Council Meetings Policy – Section 8.6 Notice of Motion

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

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

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

16. GENERAL BUSINESS

17. CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS

Nil