



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 **Wednesday, 19 June 2024 at 9:00AM**.

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

Dave Burges

CHIEF EXECUTIVE OFFICER

17 June 2024

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WEDNESDAY, 19 JUNE 2024 Ordinary Council Meeting

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ACKNOWLEDGEMENT TO COUNTRY

1. PRAYER & CONDOLENCES

2. ATTENDANCE

3. APOLOGIES

4. READING AND CONFIRMATION OF MINUTES

4.1 Ordinary Council Meeting - 15 May 2024

Recommendation

THAT the minutes of the Ordinary Council Meeting held on Wednesday 15 May 2024 be adopted.

4.2 Special Council Meeting - 12 June 2024


Recommendation

THAT the minutes of the Special Council Meeting held on Wednesday 12 June 2024 be adopted.

5. ACTIONS FROM COUNCIL MEETINGS

5.1 Actions from Ordinary Council Meeting 15 May 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 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 15 May 2024.

A copy of the Actions Report is attached.

ATTACHMENTS

1. Actions from Ordinary Council Meeting 15 May 2024 [↓](#)



ACTIONS FROM ORDINARY COUNCIL MEETING 15 MAY 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
15/05/2024	5.1	Actions from Ordinary Council Meeting 19 April 2024	Burges, Dave	04 Jun 2024 1:16pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 04 June 2024 at 1:16:23 PM - Noted.	4/06/2024
15/05/2024	8.1	Correspondence	Burges, Dave	04 Jun 2024 1:16pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 04 June 2024 at 1:16:38 PM - Noted.	4/06/2024
15/05/2024	10.1	Organisation Information Reports May 2024	Burges, Dave	04 Jun 2024 1:16pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 04 June 2024 at 1:16:53 PM - Noted.	4/06/2024
15/05/2024	10.2	LGAQ Policy Executive 2024 - 2028	Burges, Dave	04 Jun 2024 1:17pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 04 June 2024 at 1:17:05 PM - Nomination lodged with LGAQ.	4/06/2024
15/05/2024	10.3	ALGA National General Assembly 2024	Burges, Dave	04 Jun 2024 1:17pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 04 June 2024 at 1:17:36 PM - Noted - conference registration, flights and accommodation organised.	4/06/2024
15/05/2024	11.1	Financial Services - Financial Report as at 30 April 2024	Dowie, Brooke	20 May 2024 10:25am Dowie, Brooke - Completion Completed by Dowie, Brooke (action officer) on 20 May 2024 at 10:25:54 AM - Finance Report for April 2024 noted.	20/05/2024
15/05/2024	11.2	Operational Plan Update - Third Quarter Update	Armstrong, Belinda	04 Jun 2024 1:37pm Keir, Dianna - Completion Completed by Keir, Dianna on behalf of Armstrong, Belinda (action officer) on 04 June 2024 at 1:37:46 PM - Council resolution noted.	4/06/2024
15/05/2024	11.3	Application for Permanent Road Closure and Purchase State Land - Porter Road, Allan - Adjacent to Lot 2 on RP36379	Watt, Mark	04 Jun 2024 1:38pm Keir, Dianna - Completion Completed by Keir, Dianna on behalf of Watt, Mark (action officer) on 04 June 2024 at 1:38:25 PM - Council resolution noted. Advice provided to the Department.	4/06/2024



ACTIONS FROM ORDINARY COUNCIL MEETING 15 MAY 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
15/05/2024	11.4	Regional Arts Development Fund 2023/24 - Applications for Recommendation	Doyle, Alexis	17 May 2024 12:09pm Doyle, Alexis - Completion Completed by Doyle, Alexis (action officer) on 17 May 2024 at 12:09:12 PM - Funding Offer & Agreement (FOA) emailed to Applicants 17/5/2024.	17/05/2024
15/05/2024	11.5	Council Meetings Policy PL-CS036	Keir, Dianna	20 May 2024 9:31am Keir, Dianna - Completion Completed by Keir, Dianna (action officer) on 20 May 2024 at 9:31:37 AM - Council deferment noted.	20/05/2024
15/05/2024	12.1	Water Service Areas May 2024	Sweetlove, Graham	27 May 2024 9:28am Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 27 May 2024 at 9:28:55 AM - Manager Water is in the process of revising the Water Infrastructure Policy and the Rural Water Connection Policy and revisions will be presented at the next Council Information Session for clarification of any changes made.	27/05/2024
15/05/2024	12.2	Update to Water Infrastructure Policy	Sweetlove, Graham	27 May 2024 9:30am Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 27 May 2024 at 9:30:59 AM - Manager Water is in the process of revising the Water Infrastructure Policy and the Rural Water Connection Policy and revisions will be presented at the next Council Information Session for clarification of any changes made.	27/05/2024
15/05/2024	12.3	Stanthorpe Irrigators Recycled Water Agreement 2024	Sweetlove, Graham	21 May 2024 1:01pm Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 21 May 2024 at 1:01:21 PM - Chief Executive Officer to meet with Stanthorpe Irrigators' solicitor and the portfolio Councillors to obtain further advice, consult with the affected irrigators and progress towards finalisation of the Stanthorpe Irrigators Recycled Water Agreement 2024.	21/05/2024
15/05/2024	13.1	Request to Reduce Security Bond for Removal Dwelling - PID36615	Cobon, Scott	04 Jun 2024 2:25pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Cobon, Scott (action officer) on 04 June 2024 at 2:25:30 PM - Noted - refer to Item 13.1.2 for final decision.	4/06/2024



ACTIONS FROM ORDINARY COUNCIL MEETING 15 MAY 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
15/05/2024	13.1.1	Amendment - Request to Reduce Security Bond for Removal Dwelling - PID 36615	Cobon, Scott	04 Jun 2024 1:18pm Seymour, Marion - Reallocation Action reassigned to Cobon, Scott by Seymour, Marion 04 Jun 2024 2:25pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Cobon, Scott (action officer) on 04 June 2024 at 2:25:40 PM - Noted - refer to Item 13.1.2 for final decision.	4/06/2024
15/05/2024	13.1.2	Request to Reduce Security Bond for Removal Dwelling - PID 36615	Clough, Wendy	04 Jun 2024 2:24pm Seymour, Marion Customer advised of Council's resolution. Bond has been paid and application processed.	4/06/2024

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 June 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. **Premier of Queensland** in response to correspondence from Council in relation to the Regional Water Assessment for the Southern and Darling Downs (copies attached).

Action: Noted.

2. **Federal Minister for Regional Development, Local Government and Territories** in relation to Council's "Speaking up for the Southern Downs Advocacy Plan" (copy attached).

Action: Noted.

ATTACHMENTS

1. Correspondence from Premier of Queensland [↓](#)
2. Correspondence from Mayor to Premier of Queensland [↓](#)
3. Correspondence from Federal Minister for Regional Development, Local Government and Territories [↓](#)



Premier of Queensland

For reply please quote: EPP/NL – TF/24/9367 – DOC/24/95313

06 JUN 2024

Councillor Melissa Hamilton
Mayor
Southern Downs Regional Council
melissa.hamilton@sdrc.qld.gov.au

1 William Street Brisbane
PO Box 15185 City East
Queensland 4002 Australia
Telephone +61 7 3719 7000
Email ThePremier@premiers.qld.gov.au
Website www.thepremier.qld.gov.au

Dear Councillor

Thank you for your letter of 1 May 2024 regarding the Regional Water Assessment (RWA) for the Southern and Darling Downs (SDD).

The RWA process provides an opportunity to work with local stakeholders to identify potential ways to meet future water needs. The Queensland Government appreciates the importance of tapping into local knowledge and I thank Southern Downs Regional Council for its contributions.

Your support for recommendations in the draft SDD RWA, that was released in late 2023 for consultation, including proposed innovative solutions to reduce on-farm evaporation through use of dam covers is acknowledged.

The Queensland Government is currently reviewing the findings of the SDD RWA, with the aim of releasing the final SDD RWA in the coming months.

It is understood you recently met with representatives of the Department of Regional Development, Manufacturing and Water to discuss SDD RWA outcomes and next steps, and I encourage you to continue this dialogue.

I also encourage the Southern Downs Regional Council to continue advocating to the Federal Government for funding to support key water security initiatives.

Again, thank you for taking the time to write to me.

Yours sincerely

STEVEN MILES MP
PREMIER OF QUEENSLAND

Office of the Mayor



1 May 2024

The Hon. Steven Miles MP
Premier of Queensland
1 William Street
BRISBANE QLD 4000

Email: thepremier@premiers.qld.gov.au

Dear Premier

It was a pleasure to meet you at the recent Mayoral Forum in Brisbane.

I would like to thank your government for funding the recent Regional Water Assessment for the Southern and Darling Downs, conducted by the Department of Regional Development, Manufacturing and Water.

Southern Downs Regional Council appreciated the opportunity to be involved in this process, and participated in the consultation and submission process.

The draft Regional Water Assessment made a number of recommendations, and we hope that the recommendations to proceed with business cases on some of the options for the Southern Downs will be funded in the upcoming budget.

One particular recommendation was for innovative solutions to reduce on-farm evaporation, principally through the use of dam covers. This option was estimated to save up to 4,500ML per year of water if utilised on half of the on-farm storages in the Granite Belt, more than the annual allocation envisaged for Emu Swamp Dam.

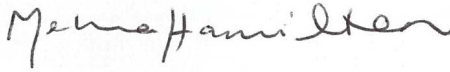
This option is supported both by our growers, as has been expressed by the Granite Belt Growers Association to the Minister, and Council.

Given the identified water savings and the need to trial water saving initiatives to increase water availability for horticultural production in our region, we would request that you give consideration to allocating the necessary funding for this option in the 2024-2025 Queensland budget, so that it can be advanced in the short term.

-2-

As I mentioned when we met, the Southern Downs would be honoured to host another Community Cabinet in Warwick, as the Stanthorpe one on 14 June 2022 was very well received by our community.

Yours sincerely



Melissa Hamilton
Mayor

C/c Hon Glenn Butcher MP, Minister for Regional Development and Manufacturing and Minister for Water
regionaldevelopment@ministerial.qld.gov.au

Hon Mark Furner MP, Minister for Agricultural Industry Development and Fisheries and
Minister for Rural Communities
agriculture@ministerial.qld.gov.au



The Hon Kristy McBain MP

Minister for Regional Development, Local Government and Territories
Member for Eden-Monaro

Ref: MC24-002672

██████████
Mayor
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370

via: marion.seymour@sdrc.qld.gov.au

Dear Mayor

Thank you for your letter of 20 December 2023 regarding Southern Downs Regional Council's *Speaking up for the Southern Downs* advocacy plan. I apologise for the delay in responding. I note that you wrote to a number of my ministerial colleagues and as well as for myself I will be responding on behalf of the Hon Julie Collins MP, Minister for Housing, Minister for Homelessness and Minister for Small Business.

I'd also like to acknowledge your letter to the Prime Minister, the Hon Anthony Albanese MP, regarding the Local Roads and Community Infrastructure Program (LRCI). I was very glad to hear of the excellent projects the Southern Downs Regional Council has undertaken with the Australian Government's support through the LRCI. The Government has committed \$3.25 billion to the program over its four phases and examples such as yours demonstrate the significant impact it has had in supporting communities right across Australia.

I commend the Southern Downs Regional Council on developing the *Speaking up for Southern Downs* advocacy plan. Local councils deliver the essential services our communities rely on. That's why the Government is committed to partnering with local government through programs like Financial Assistance Grants, and Roads to Recovery, as well as providing opportunities through the new Safer Local Roads and Infrastructure Program and the Black Spot Program. It is also why the Government is committed to bringing councils back to the table, as a trusted delivery partner, to help inform how all levels of government can work together to deliver the strong, vibrant and liveable communities every Australian deserves.

On 21 March 2024, (following a referral from the Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government) the House of Representatives Standing Committee on Regional Development, Infrastructure and Transport announced that it will inquire into and report on local government sustainability (the Inquiry). The Government welcomes the Inquiry as it will provide an opportunity for all perspectives on the issues affecting local government to be heard, and help inform how the Government can strengthen councils' capacity to deliver better outcomes in our communities.

Given the scope of the Inquiry, I encourage you to make a submission so that your experience and perspective can be included in this important work. Written submissions may be provided to the Inquiry until 31 May 2024. The Terms of Reference and information regarding the Inquiry, including how to make a submission, are available on the Parliament of Australia website at:

https://www.aph.gov.au/Parliamentary_Business/Committees/House/Regional_Development_Infrastructure_and_Transport/Localgovernmentsustaina. Any questions in relation to a written submission should be directed to the Committee Secretariat at: <mailto:rdit.reps@aph.gov.au>.

Thank you for taking the time to write to me on this matter.

Yours sincerely



Kristy McBain MP

9/5/2024

Cc The Hon Julie Collins Minister for Housing, Minister for Homelessness, Minister for Small Business


9. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS

Nil

10. EXECUTIVE SERVICES REPORTS

10.1 Chief Executive Officer - Status Report

Document Information

 Southern Downs <small>REGIONAL COUNCIL</small>	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Chief Executive Officer	ECM Function No/s:

Recommendation

THAT Council receive and note the Chief Executive Officer's Status Report.

REPORT

1. Questions on Notice

At the Ordinary Council Meeting held 15 May 2024, the following Questions on Notice were raised by Councillors. Officers' advice in relation to those questions is outlined below:

Councillor	Agenda Item	Question on Notice	Response
Cr Richters	10.1 – Infrastructure Services Monthly Report	T2W Pipeline – Reservoir for Allora – are there any further details, and has it been communicated with Allora Show Society as to location?	Council now have plans showing the location and details of the Allora reservoir. SEQ Water have had discussions with the Allora Show Society and provided details of the land that would be used for this reservoir and associated assets. Refer to Attachment 1 and Attachment 2 for further details.
Cr Windle	11.2 Operational Plan – Objective 1.3.1 Quarter 3 Status	Can we elaborate on "Needs Attention"?	<i>1.3.1 Finalise the review of the Local Heritage Register, bringing it in line with the requirements of the Queensland Heritage Act.</i> Recruitment was finalised in November 2023. This delayed the commencement of the project by almost 12 months. The citation cards for Warwick have been completed, with Stanthorpe now commencing. This project will be pending budget for 2024/25 to be completed.
Mayor	11.2 Operational Plan – Objective 1.1.2 and 1.3.3 Quarter 3 Status	The End Date is stated as 30 Sept 23 and Quarter 3 Status is "On Track". Is this correct, and if so, is there a reason for the delay?	<i>1.1.2 Develop a Community Engagement Strategy</i> <i>1.1.2 Review Council's existing 2018 Media and Communications Engagement Strategy</i> These projects should both be marked

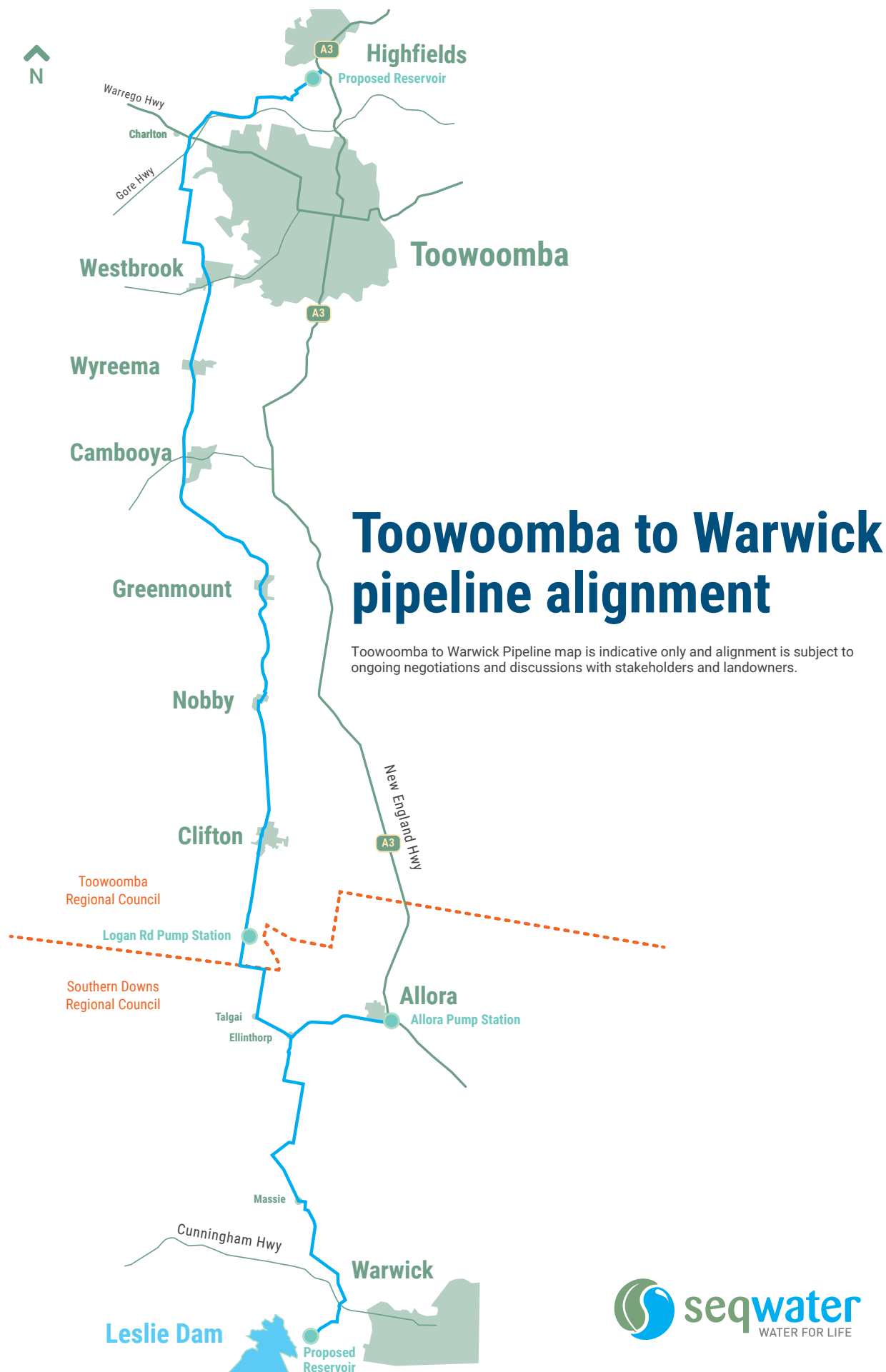
			<p>as complete as Council has adopted the Communications and Community Engagement Strategy with its associated policy and implementation guide.</p> <p><i>1.3.3 Develop an artificial intelligence integration with the SDGB App and an associated marketing plan</i></p> <p>The delay related to an external funding application being approved. Council applied for this funding in winter 2023, however it only came through in 2024. Currently awaiting a cost centre number from Ec Dev who are holding the funding in trust. Completion date will probably be closer to December 2024 and will include all the upgrades as has already been approved.</p>

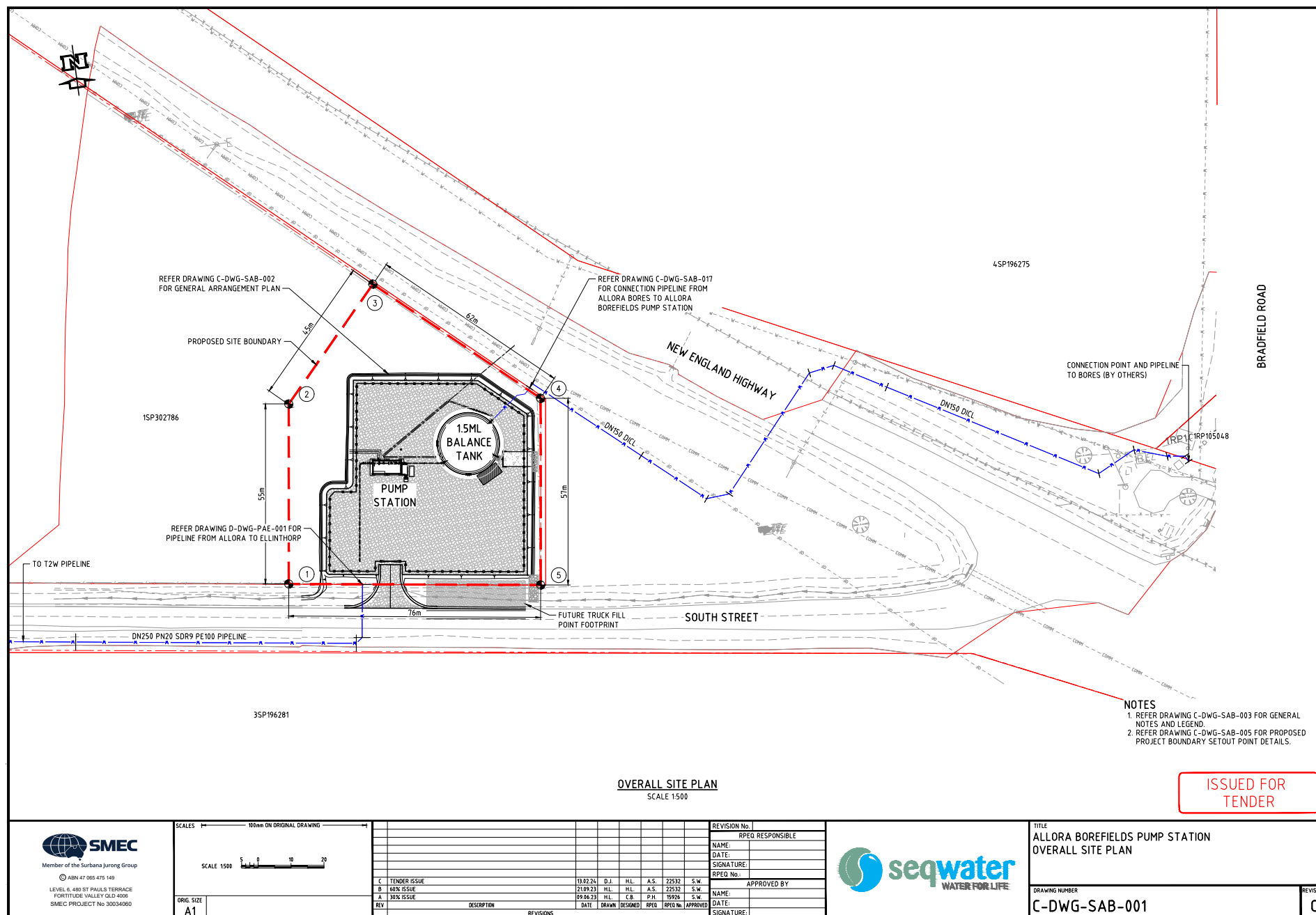
2. Other Business

Nil

ATTACHMENTS


1. Alignment Map[↓](#)
2. Reservoir Location[↓](#)





10.2 Organisation Information Reports June 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 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 May 2024
2. Warwick Art Gallery Report March to May 2024
3. Stanthorpe Regional Art Gallery Report May 2024
4. YMCA Monthly Report April 2024
5. Grants Status Report
6. Infrastructure Services Monthly Status Report May 2024
7. Planning and Environmental Services Monthly Status Report May 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 May 2024 [↓](#)
2. Warwick Art Gallery Report March to May 2024 [↓](#)
3. Warwick Art Gallery Financials (Confidential - Provided to Councillors only)
4. Stanthorpe Regional Art Gallery May 2024 [↓](#)
5. Stanthorpe Regional Art Gallery Financials (Confidential - Provided to Councillors only)
6. YMCA Monthly Report [↓](#)
7. YMCA Financials (Confidential - Provided to Councillors only)
8. Grants Status Report [↓](#)
9. Infrastructure Services Monthly Status Report May 2024 [↓](#)

10. Planning and Environmental Services Monthly Status Report May 2024 [↓](#)

INFO REPORT | Customer & Organisational Services Monthly Status Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 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 May 2024.

REPORT

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

Major Projects Update

Project Name	Status
Stanthorpe Art Gallery/Library Expansion	<ul style="list-style-type: none"> Practical completion achieved 31 May 2024. The full Occupation Certificate issued 7 June The Building has been handed back to Operations for fitout The completed cost of 'Take Out' contract was \$1.852M vs the estimate of \$1.893M and delivered 4 weeks ahead of schedule. Library will open in July, date TBC Official opening is currently being negotiated with the Commonwealth Government who provided part of the funding, with an official opening likely to take place sometime in August.
Warwick Saleyards Redevelopment	<ul style="list-style-type: none"> Stage 1 reached practical completion on 24/05/2024. The first sale in the new yards occurred on 28/05/2024. Once in use minor defects were noted and suggested improvements have been provided by users. Overall, it was a successful day. Operational staff and the PM continue to work with agents and transport operators to address issues and defects where they arise. Contractors have been on site to quickly to fix issues prior to next sales to allow for a more efficient and effective operation. Stage 2 has commenced with demolition of western holding yards/ramps. Works is expected to be completed by 31 July. Stage 2 will connect to the scales exit point and includes earthworks, drainage, cattle lanes, holding pens with troughs, processing area, soft shade, double and single ramp, lighting.



Warwick Saleyards Construction Progress 16/05/2024. Stage 1 Complete



Warwick Saleyards Construction Progress 06/06/2024. Stage 2 Commenced

Community Services

Community Development

1. National Volunteering Week

Council took the opportunity to shine a light on the region's army of volunteers by hosting a free morning tea event in Warwick and Stanthorpe to celebrate National Volunteer Week, which ran 20 – 28 May. The events were well attended, with close to 120 volunteers attending from across 40 volunteer groups

Established in 1989, National Volunteer Week is the premier celebration of volunteers and volunteerism in Australia and this year's theme 'Something for Everyone' highlights that there's a place for everyone in the world of volunteering.



2. Southern Downs Elder Abuse Forum

UnitingCare's Elder Abuse Prevention Unit (EAPU) and Southern Downs Regional Council (SDRC) have partnered again to deliver the Southern Downs Elder Abuse Response Forum on 23 May 2024 in Warwick, to discuss how, as a community, we can better respond to elder abuse situations.

The forum discussed current responses to elder abuse by the participant organisations, their strengths and limitations when responding and suggestions for improved responses. The group discussed what the Southern Downs does well when responding to elder abuse, what an improved elder abuse response would look like for the region and what the participants would see as useful going forward.

In the discussion about what the Southern Downs does well, one of the participants highlighted SDRC's investment in making sure community is networked and connected, particularly through coordination of the Southern Downs Regional Interagency Network. It was noted that cross-collaboration between agencies and different levels of government is of key importance.

3. Aerodromes

Works to address several CASA findings continue, with the removal of vegetation airside, fixing some boundary fencing issues and addressing the issues with the Warwick Aerodrome Taxiway, designation Echo, which needs to be widened to be compliant. A photo of this taxiway widening work at has been provided (see right).

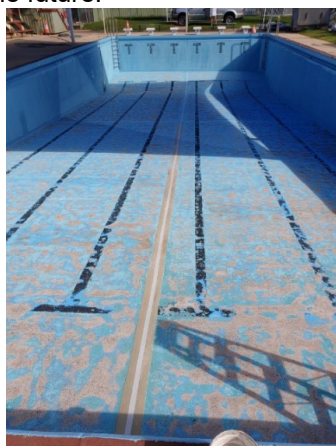


4. Allora Community Hall

The work on the Allora Community Hall continues, with the work to address the non-compliant septic system now underway as a result of the [Figure 1: Warwick Aerodrome Taxi way](#) plumbing approval being granted. With the defect work now being addressed, the forecast opening date has been pushed back to accommodate.

5. Pools

With the outdoor season now at an end, Council is taking the opportunity to assess the pool assets and address urgent maintenance issues. During the winter period, the pools will be emptied, re-caulked and painted to ensure these assets continue to serve our community well into the future.



6. WIRAC

Work to address the poor and outdated ventilation system continued in the Hydrotherapy area of the centre, with ducting being brought in. The project is currently tracking ahead of time and likely to be completed well before the August/September practical completion forecast.

Disaster Management

Council's disaster management team attended an evacuation centre exercise in Toowoomba, providing an opportunity to work with other Councils and agencies. The day was highly successful, allowing officers to see how others approach setting up and operating evacuation centres in times of need.

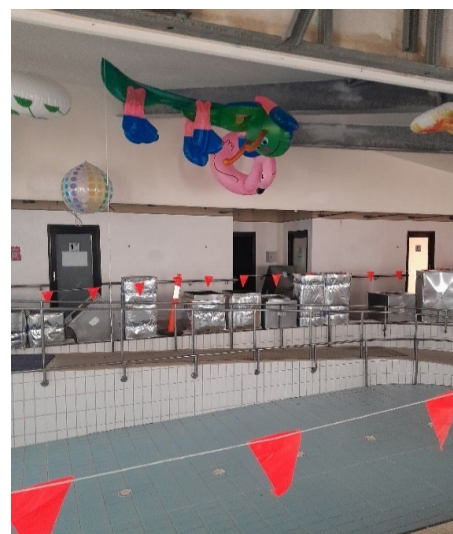


Figure 2 WIRAC Hydrotherapy HVAC

Library Services

Update on activities and delivery against a number of Library Services' KPIs (as of May) 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		92%	Continued maintenance, evaluation and purchasing of digital resources, updates of OPAC and Library page on Council's website. OPAC announcements updated with Library closed days (show holidays, Easter, ANZAC Day, Labour Day etc.)
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		92%	Programming plans; Tech assist, Crafternoon, holiday activities & treasure hunts (ongoing), and Turing Tumbles (STEM); Author visit Heather Reyburn, Kids Korner fortnightly storytime, Assumption College fortnightly visit. Book Week. Qld Health – Baby Rhymetime; Storytime; Kids Korner fortnightly storytime 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. Author visit Georgia Harper. SDIEA library orientation. St Patricks information literacy session Allora. Supervise external exams.
7.1.3	Promote library services to reflect an increase in usage	Library Branch Coordinator	1 July 2023	30 June 2024		92%	Social media promotion ongoing: (1-30 May 2024) Southern Downs Library Facebook – 2 posts , 359 post reach, 4 interactions Instagram – 14 posts, 190 post reach, 2 interactions Social media promotion ongoing: cumulative figures (July 2023 – June 2024) Southern Downs Library Facebook – 88 posts , 45,779 post reach, 3,435 interactions Instagram –168 posts, 4,123 post reach, 526 interactions Southern Downs Library Facebook followers: 1094 Instagram followers: 272 Advertisement and editorial in Southern Living Monthly Your Southern Downs eNews Holiday activities information sent to local schools Library statistics May 2024 (to 4.30pm 31 May) Loans: 12,200 Returns: 9,144 Reservations placed: 2,303 New members: 139 Current membership as of 30 Apr 2024: 9,498 Library visitors: 4,686 (up to 28 May for Allora)
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		92%	Delivery; Outreach; Requests for purchase; Bookseller visit; Tech assist (user needs based program); First5forever outreach ; Regional & Requested Delivery service; Homerun service ongoing; Institutional delivery
7.1.5	Measure effectiveness of program delivery through 1 survey per year	Library Branch Coordinator	1 July 2023	30 June 2024		90%	Anticipated annual survey being finalised. Library survey conducted 1-28 August. Survey results being analysed. Allora region survey conducted including

							Library elements.
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		92%	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
7.1.7	Ensure best practice management of our facilities and services	Library Branch Coordinator	1 July 2023	30 June 2024		92%	<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; QGCDC 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; OLT meetings; Firewardens meeting. Meeting with suppliers (BorrowBox & Ulverscroft)</p> <p>Stanthorpe Library/Art Gallery renovation is continuing. IntraSpace quote received for feedback (shelving and furniture); Shelving/furniture items ordered.</p> <p>Previous information received – electrical drawings approved, returns chute options provided Adilam selected, joinery concerns for front counter – design already signed off on.</p> <p>Entrance & foyer precast panels assembled. Front extension slab laid and roofing laid/replaced. Construction continues. Continued transition of collection allocation to Storm King for eventual relocation to Stp Library building. Visit to Stp Library – view of interior – photos and measurements taken. Blinds ordered.</p> <p>Additional shelving delivered to Killarney Coop for book exchange.</p>
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		92%	<p>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. ALIA course; Library officer regular visit from Stp to Wck library; Upskilling of Wck lib officer in Allora tasks.; ECM training.; Skytrust training; Planning</p>

							commenced for next All of Staff PD Day. Interviews Allora PPT. Travel & expenses training-Library Coordinators. First aid training. Psychosocial risks in the workplace session.
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Corporate Services

Land Management

The Land Management Team continue to respond to various queries from internal and external stakeholders regarding land matters, leasing, road re-alignments and easements.

Settlement procedures are continuing for freehold vacant land recently approved for disposal by Council.

Lease Category	Current Leases
Aerodrome	4
Commercial	3
Community	92
Grazing	36
Special Purpose	12
Telecommunication	9
Total Current Leases	156

Note: 18 of the above are under negotiation/draft stage for renewal

Aerodrome - 2 long term Leases have progressed to being purchased by Lessee.

2 executed leases since the April report

Land Sales	Note	Number
Settlements		1
Under negotiation/contract stage	1	3
Total for period		4

Note 1: 1 x Warwick Aerodrome, 1 x Stanthorpe Industrial Estate, 1 x vacant land Yangan.

Warwick Saleyards

May 2024 saw a total of five (5) 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 May

Date	Number
07/05	1286
14/05	1179
21/05	1186
28/05	1003

Sheep for May

Date	Number
01/05	2072
08/05	1845
15/05	1712
22/05	2187
29/05	1722

Heavy Yearling Steers averaged 326.5c/kg for the month of May. Details of all sales are available on the MLA website.

Governance

Training

- Good Decisions Training facilitated by the Queensland Ombudsman is being attended by Senior Management and the Executive Team ongoing.
- Collins Biggers Paisley – Seminar Series 2024 – calendar invitations extended to Senior Manager and Executive; most recently a workshop on RTI/IP was held.

Complaints, Right to Information, Information Privacy Matters

Request type	Internal status	Date last status update
Administrative action complaint	1 current	
Ombudsman matter for review	0 current	
Right to Information	0 current	

Policies and Procedures status as at 28/05/2024

Details	Current	Past Review Date	Under Review	Draft	To be rescinded
Policies- strategic and Operational	62	27	41	5	1
Procedures – strategic and Operational	26	62	8	6	0

Insurance

The governance team is continuously 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 – Motor Vehicles	Number
Motor vehicle claims – In progress	11
Claims – new for the month of April 2024	0
Existing claims carried over from the previous month	11
Deemed complete (claim is accepted by Council's Insurer)	9

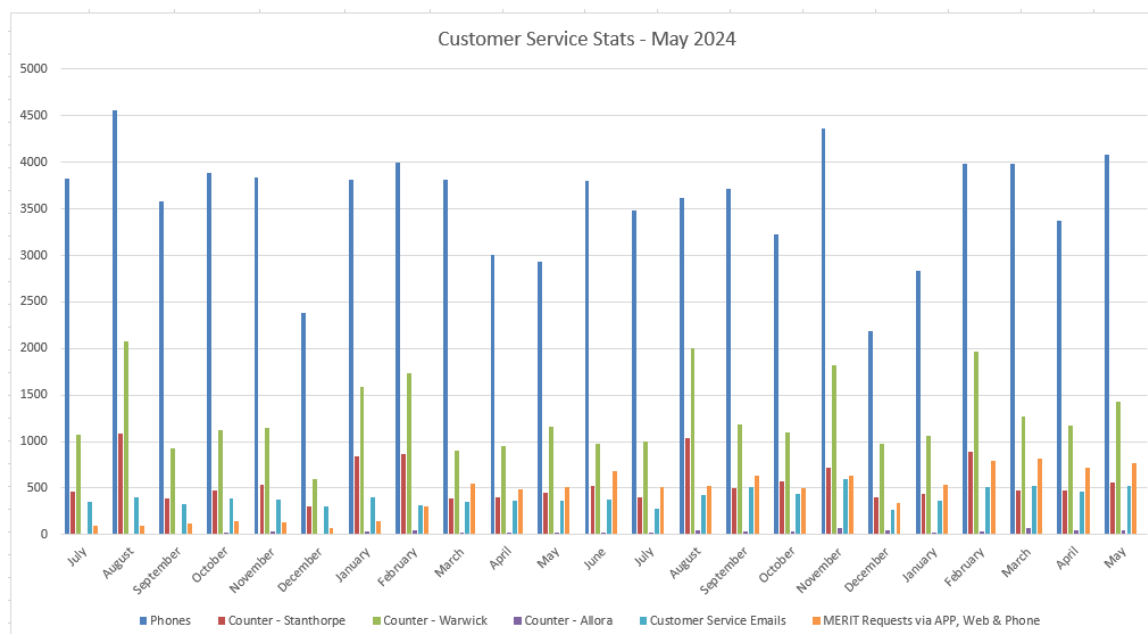
Claim Description - Property	Number
Property claims – In progress	4
Claims – new for the month of April 2024	0
Existing claims carried over from the previous month	4
Deemed complete (claim is accepted by Council's Insurer)	2

Customer Service

Statistics for the month of:	May 2024
Phones	4088
Counter – Stanthorpe	562
Counter – Warwick	1426
Counter – Allora	43
Customer Service Emails	524
MERIT Requests vi app, web and phone	764

MERIT via after hours provider

88



Sustainability & Strategy

Asset Management

As we reach the end of the Financial Year, Asset Management focus will be to Capitalise the constructed assets. Our aim is to reduce the Work In Progress (WIP) value to as low a value as possible. Development of Asset Management Plans (AMPs) continue with internal and external resources delivering the work. The team are supporting the TechnologyOne asset management module configurations (EAM, PLM and SAM) as well as the process of adoption for the new abilities the modules will afford Council.

Flood Studies

AECOM are working closely with the QRA Peer Reviewer to finalise the model parameters ready to run the models for the final output. We are continuing to work with Transport and Main Roads for their Darling Downs wide Flood Modelling study. The program is 1 – 2 weeks behind schedule based on availability of the QRA Peer Reviewers. This is being addressed with now a weekly programmed meeting to tick off enquiries and comments as they are raised between all parties. The QRA Peer Review process is extremely valuable to Council and we have indicated this directly to the QRA.

GIS

SDRC IntraMaps is now configured to the spacial cloud environment. It will be changed over at a planned point that fits in with our whole ICT program. The data for the draft planning scheme mapping has been received from consultants. Currently, this information is being integrated into SDRC IntraMaps systems. The team have continued the processing of As Constructed drawings for capital works as part of the asset capitalisation process, recognition of replaced water meters and services, capture of constructed assets imagery through survey tools, Unmanned Aerial Vehicles (UAV) and other tools.

Project Management Office (PMO)

The Project Management office continues to manage two projects directly given the size and complexity of the projects.

The Stanthorpe Regional Art Gallery and Library Expansion project has been issued with a Certificate of Practical Completion on 31 May 2024.

The Warwick Saleyard is reported elsewhere in this report. Certificate of Practical Completion for Stage 1 was issued on 24 May 2024.

The PMO will also now project manage all built environment projects of Council including DOLA, 4 Amenities block projects, Yangan Waste transfer Station and Depot works.

The PMO continues to support the rollout of the Project Management Framework and the paths to enhancement of our management of projects to reduce risk.

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.
- Council has considered the recommendations from rating review (high-level) and incorporated the recommendations as part of the FY24/25 budget.
- Fuel Tax Credit review stage 2 is on hold due to competing priorities and lack of resources available to collate the required information.
- The FY24/25 budget is scheduled to go out for Community Consultation in June and for adoption in July 2024.
- Council staff are working with Valuers to get the comprehensive revaluation (land, water, waste water, building) reports finalised.
- Position papers for indexation and landfill have been provided to the Queensland Audit Office for review.
- Staff will commence work with the assistance of an external resource to progress Business Improvement Initiatives identified within the Revenue Team.
- The Finance Team is working with an external service provider to improve supplier payment processes to mitigate risk of fraud.

Information Technology

- Work on Business Continuity Plans and Sub Plans is on hold and will recommence in the new financial year.
- Operational Level Agreement has been drafted for Water and IT to assist with management of SCADA systems. 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 continuing to 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 – the Enterprise Asset Management Module (EAM) and Project Lifecycle Management (PLM) configuration is complete with training to be scheduled over the coming weeks. Work on Strategic Asset Management (SAM) has commenced.
- Council has completed the configuration of the Purchase Card Module with a user pilot group currently assisting with the rollout.
- IT has handed over the ELMO project to HR who are now in the process of rolling out the module to users.
- Other IT related initiatives or projects are progressing and being monitored.

Procurement

- Procurement Team is currently reviewing the Procurement Policy and the Handbook. The draft Fuel Management Procedure has been circulated for review.
- The Team is continuing to work 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. A session has been scheduled with Local Buy in June.


May 2024 Reporting - Procurement	
Procurement Stats	
Number of Tenders Released	0
Contract number	Description
Number of Tenders in progress	3
Contract number	Description
23_010A	Register of Pre-Qualified Suppliers for Wet and/or Dry Hire - Refresh of list
24_078	Yangan Transfer Station Construction
24_099	Water & Wastewater Network Maintenance Program
Number of RFQ's Released	5*
Contract number	Description
24_095	Warwick WTP Master Valve Reconditioning
24_103	Warwick WTP Aerator Refurbishment
24_107	E-Waste Collection & Recycling
24_108	Replacement of Body Warn Cameras
24_109	Toilet Blocks Concrete Works
Number of RFQ's in progress	11
Number of Contract Numbers Issued	9
Number of Purchase Orders Raised After Invoice Date	31
Inductions done	0

ATTACHMENTS

Nil

0.0 INFO REPORT | Warwick Art Gallery Report

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Community Services Coordinator	ECM Function No/s:

Recommendation

THAT Council note the contents of the Warwick Art Gallery report, which has been provided as part of its Memorandum of Understanding with the Council.

REPORT

The Southern Downs Regional Council (SDRC) Warwick-based art collection is managed and administered by the Warwick Art Gallery Society Incorporated.

As required by the Memorandum of Understanding between SDRC and Warwick Art Gallery Society Inc., on a bi-monthly basis, the following statistics and data are to be presented to the Council for noting:

- Budget performance
- Visitor numbers by area
- Exhibitions including those touring, local and other exhibitions and public promotions offered by Warwick Art Gallery Society Inc.

and the following on an annual basis:

- Audited financial statements
- Customer satisfaction data.

ATTACHMENTS

1. Warwick Art Gallery Quarterly Report Mar Apr May 2024
2. Warwick Art Gallery Financial Report April 24 (Confidential - Provided to Councillors only)
3. Warwick Art Gallery Budget 2024-25 (Confidential - Provided to Councillors only)



Warwick Art Gallery Quarterly Report – March, April and May 2024

A. Exhibitions

<i>Soil and Mortar</i> Peter Osborn and Johanna Park	15 Feb – 23 Mar A mixed media exhibition by uniSQ PHD candidates, Peter Osborn from Warwick and Johanna Park from Toowoomba. Installed with the assistance of the artists and volunteers.
<i>Illusion of Time</i> Annie Bradford and Chris Wallace local artist exhibition	7 Mar - 20 Apr This exhibition featured unaltered photographs by local artists.
<i>Wildflowering by Design</i> Various artists touring exhibition	28 Mar - 4 May Staff, volunteers and the exhibition curator Dr Sue Davis installed this exhibition over a two day period. Excellent feedback on the exhibition and shop sales in the vicinity of \$800.
<i>A Cabinet of Curiosities</i> Sharyn Hall	25 April – 5 June Sharyn Hall's return to Warwick Art Gallery after several years. Visitors travelling from Toowoomba and further afield to see the work.
<i>Warwick Potters 50 years on</i> local artist exhibition	9 May - 8 Jun An exhibition getting very positive feedback showcasing past and present members work along side the work of the club's tutors.

B. Collection

On Thursday 14 March a F E Carlo artwork was delivered to the Gallery after being located in storage. It was in poor condition and is being held with two other damaged works separately to the other collection artwork to prevent contamination.

C. Attendance

Month	Exhibition	Adults	Children	Total	Previous year
June 2023	The Interior/Sue Ellwood	371	93	464	497
July 2023	Chrys Zantis/Barbara Stephenson	5663	417	6080	5479
August 2023	Chrys Zantis/Barbara Stephenson/Back Road Artists	501	120	623	643
September 2023	Back Road Artists/WSHS	417	129	546	629
October 2023	Precision/Allora Photography Group	473	94	570	672
November 2023	Precision/Allora Photography Group	716	90	806	655
December 2023	Paint the Town/Participate Miniatures	299	45	344	473
January 2024	Paint the Town/ Steve Carr Clark	299	60	359	495
February 2024	Steve Carr Clark/Soil and Mortar	389	115	504	492
March 2024	Soil & Mortar/Illusion of Time	488	99	587	648
April 2024	Wildflowering/Sharyn Hall	375	117	492	625
May 2024	Warwick Potters/Sharyn Hall	405	119	524	554
TOTAL				11899	11862

Comment Book Location Summary	%	
International	1.5	"Beautiful, unique fibre art"
Moreton Bay Region	1.5	"Good work and interesting styles"
NSW	7.5	"A wonderful exhibition"
Scenic Rim	4.5	"Gorgeous as ever"
SE QLD	10.2	"Fabulous, great diversity, lovely use of fibre, fabric and clay"
Southern Downs	44.8	"Enjoyed Peter's creativity and freedom of expression in pottery"
Sunshine Coast	9	"Wonderfully Tactile"
Toowoomba	19.5	"Thank you for providing such high-quality work"
Western Downs	1.5	"Great displays"

D. Public Programs and Community Engagement

- The Art Spark program for Term 2 2024 has commenced with two groups on Wednesday afternoons.



- The official opening of *Wildflowering by Design* was held on Saturday 30 March. The program included the official speeches by Dr Sue Davis, a panel discussion between the curators and two of the featured artists. A small group then went on a field trip to the property of David and Brenda Parsons for a walk/talk about native plants and wildflowers.

- We presented Queensland Art Gallery's *Kids on Tour* program on Tuesday 2nd and 9th April.
- The official opening of *A Cabinet of Curiosities* was held on Friday 26 April. Svenja was the guest speaker.
- In the studio we have the Friday choir group and two Saturday casual art groups making up the bookings at the moment.
- The official opening of *Warwick Potters 50 Years On* was held on Friday 10th May. Guest speaker was Diane Peach.
- The Management Committee have had very successful sponsorship and grant campaigns this quarter.

Sponsorship support has been gratefully received from these local businesses:

- Saturn Electrical
- Condamine Accountants
- Beaurepaires Warwick
- Lister Irrigation
- On Line Services Bookkeeping & Payroll
- Hope Therapy and Consulting
- Farm Finance
- The Nobby Shed
- McCorquodale & Co
- Ty Gardner Concreting
- Goomburra Valley Campground
- Haymans Electrical
- Geoff and Gillian Knott
- Warrego Water
- Jacob and Charlie Kain
- Olsens Produce

The Committee was successful in receiving grant funding from the Regional Arts Development Fund and Acciona Energia. A submission was also made to the Gambling Community Benefit Fund.

E. Marketing and Promotion

- Facebook – we have 3231 followers +51 from last report. Our Facebook reach for the period was 9.9K. The most popular post was 2K reach for promotion of our knitted Galah project for July.
- Instagram – we have 1684 followers +39 from last report.
- The monthly newsletter was distributed in the first week of March, April and May. Our newsletter is sent to 421 subscribers.
- Print media – Print media
 - Town and Country April *Wildflowering* exhibition
 - Warwick Stanthorpe Today Media Release *Gallery concerns with SDRC*
 - Town and Country May *Warwick Potters 50 Years on* exhibition
 - Warwick Stanthorpe Today Newsletter shared 9 May 2024

F. Facility

- Two matters have been reported to SDRC facilities staff and actioned quickly:
 - Requested the lights on the outside walkway to be checked – they are working again
 - Requested the front door strip to be checked to prevent trips and it has also been repaired

G. Human Resources

- Director attended Asbestos Protocol training by SDRC on 9 April
- Director attended Chamber of Commerce AGM on 9 April and the Business Breakfast on the 14th May
- Grace (Exhibitions Officer) had her 2 year work review on 16 April
- Director Chaired the *Museum and Galleries QLD* Board meeting on Monday 22nd April. The AGM followed and Karina was re-elected as chair of the organisation.
- Volunteer training (safety refresher) was held on Tuesday 21 May. Four volunteers received service badges. Barbara Bokenham 15 years, Pat Benkendorff 10 years, Brian Bokenham 10 years and Therese Wallace 5 years.

H. Finance

- The most recent financial report including year-to-date figures against our budget is attached separately (April 2024). Also attached is our budget request for 2024/2025.

I. Other News

- Warwick Art Gallery's Yarnbombed Tree exhibition was announced as **gold medal** winner for the Best Small Town Street Art Festival or Event for 2023 at the Australian Street Art Awards




- Our successful RADF grant will bring two of Evelyn Roth's incredible "Nylon Zoo" animals to Warwick Art Gallery on the 25th, 26th and 27th of July. The Nylon Zoo is an imaginative and playful experience where children dress up in hand-crafted costumes, go for a parade and then listen to a story in a giant inflatable storytelling creature. The inflatable creatures and costumes are handmade by artist Evelyn Roth. Roth is an internationally renowned textile and performance artist, specialising in environmentally sensitive storytelling at festivals, family and community events and schools. For over four decades her work has been seen at major festivals, expos and galleries worldwide, including Brazil, Hong Kong, Korea, Japan, the United States, Canada, South Africa, New Zealand and Australia.

Warwick Art Gallery Inc Management Committee
4 June 2024

0.0 INFO REPORT | Stanthorpe Regional Art Gallery

Document Information

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

Recommendation

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

ATTACHMENTS

1. Stanthorpe Regional Art Gallery Directors Report May 2024
2. Stanthorpe Regional Art Gallery Income Statement Jul 2023-Apr 2024 (Confidential - Provided to Councillors only)



Gallery Directors Report: Director Findlay

Committee Meeting May 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	Next Exhibition A Collection of Seasons; we have a tentative opening date of 26 July 2024 @ 4 pm	26 July 2024	

Be a vibrant Community hub	<p>Collection: IAS to return the collection starting the 1 week of July and each week thereafter.</p> <ul style="list-style-type: none"> • Week of the 1st of July <p>Return the identified works for our first Exhibition- A Collection of Seasons. Please see document attached with a list of works. Works on paper (in drawers) As many three D works that would fit in the truck</p> <ul style="list-style-type: none"> • Week of 8 July <p>Return next load</p> <ul style="list-style-type: none"> • Week of July 15 <p>Bring back remaining.</p> <p>Bringing Back the Collection workshop</p>	July	IAS
	<p>Public Programs</p> <p>Holiday Workshops QUT Creative industries Stay and Play sessions at the Stanthorpe Civic Centre The Children's Technology Centre at Queensland University of Technology regularly hosts engaging 'Stay and Play' sessions related to digital technologies, open for children and their families to enjoy. At the Stanthorpe Civic Centre you are welcome to 'Stay and Play' with your child/children and have the chance to engage in exciting, hands-on activities and unlock insights into the potential of digital technologies.</p> <p>Children 3-6 Day 1: Welcome to Tomorrow Town. Build your dream Tomorrow Town playground with Duplo blocks. Create slides, swings, and seesaws, and steer robots through your playground.</p> <p>Day 2: Explore Tomorrow Town. Drive a remote-controlled robot through the Tomorrow Town maze. Zig-Zag through the obstacle course and take your robot on an exciting adventure.</p>	4 June 8.30- 10.30 am	Selected group of volunteers and staff
		1 & 2 July	QUT

	<p>Children 7-10</p> <p>Day 1: My Tomorrow Town. Craft your Tomorrow Town with cardboard and your imagination. Plan it, build it, and light it up. Use simple circuits to create a town that sparkles.</p> <p>Day 2: Tomorrow Town Car. Build and program a futuristic robot car that drives itself. Code and control your vehicle of the future. Start your engine and get ready to take the wheel!</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 Series of AI workshops by NAVA NAVA talks AI + ICIP (Indigenous Cultural and Intellectual Property Rights) Shevaun Wright, practising artist and lawyer at Terri Janke and Company, explored the relationship between traditional knowledge and ICIP, shedding light on the potential challenges and opportunities it presents for First Nations artists. She also shared invaluable insights on navigating the ethical landscape of AI usage while upholding principles of Indigenous sovereignty and respecting ICIP rights. Next one NAVA Talks AI and Copyright	18 March ongoing 15 May 22 May	MF DMC Mary Mary

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	To be reinstated in new gallery	Ongoing	
Be economically sustainable	Other Income <ul style="list-style-type: none"> 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 Please see minutes attached Opening date decided 6 Sept 2024 Finalised second judge Jessica Bridgfoot Bendigo Art Gallery & Michael Brennan from Noosa Art Gallery Philip Bacon - a guest of honour. Music in the Gallery	21 May Jan 2024 2 June	Dee Booth Belinda Lister
AOB	Extension to Building Delay in Art Gallery finish Working towards preparing for moving in	ngoing	Mary/ Dan

INFO REPORT | YMCA Monthly Report - April 2024

Document Information

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

Recommendation

THAT Council receive the April 2024 monthly report from the Brisbane Young Men's Christian Association (YMCA) in relation to the operation of the Warwick Indoor Recreation & Aquatic Centre ("WIRAC") and the Stanthorpe Fitness Centre and Pool.

REPORT

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

Attached to this Council report are the April 2024 monthly reports from YMCA.

ATTACHMENTS

1. YMCA Stanthorpe Monthly Report April 2024
2. YMCA WIRAC Monthly report April 2024
3. YMCA Stanthorpe Monthly Financial report April 2024 (Excluded from agenda - Provided under separate cover)
4. YMCA WIRAC Monthly Finance report April 2024 (Excluded from agenda - Provided under separate cover)



YMCA Stanthorpe

Monthly report for April 2024





EXECUTIVE SUMMARY

The pool has been officially closed for the winter season and the nights and mornings are getting colder with single digit temps. What a great season we have had with the pool, achieving an overall attendance of 26,475 swimmers. This ranges from Learn to Swim to School swimming and also members and casual swimmers.

Gym attendance remains high, despite the school holidays. Class numbers are still looking great but, as expected for the winter season, are slowing down slightly. Our school holiday programs brought in over 30 kids across the 2 weeks. We have had some positive response from the public about the school holiday program.

Winter is the quiet season for the Stanthorpe YMCA so we will be looking for every opportunity to connect and engage in the community.

PROGRAMS AND SERVICES

Health and Wellness

- Memberships fell from 450 financial members at the end of March, to 402 financial members at the end of April, many due to the pool season passes expiring.
- 48 members expired or cancelled during the month, a large proportion being backpackers moving on.

Kids Gym Play is looking to be launched on July 1st, if everything remains on track. At the moment we have 5 staff members completing their beginners' gymnastic course. Brand new equipment from Hart Sports has arrived and we are excited to launch this program out to the community.





Aquatics

YMCA would like to say a big Thank You to Southern Downs Regional Council for organising for the pool to get painted in July. The staff are very excited and cannot wait for these works to commence.

We also would like to thank Council for also organising to get the Lady's shower fixed in the pool area. All this will make pool goer's very excited when they all return on September 30th.



Hire Groups

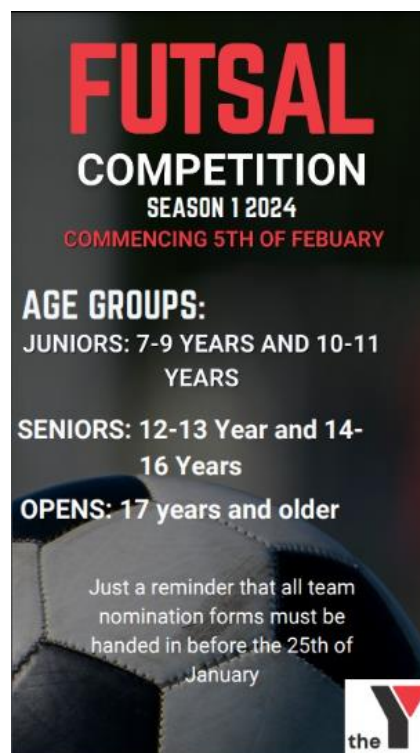
- 44 hire hours occurred during the month, which was 8 hours higher than last month as regular hirers returned.



Sports Competitions

The Futsal Season 1, 2024 competition is almost at an end with the semi final kicking off on the 29th of April and the Grand Final Kicking off on the 13th of May.

Season 1 of Netball has commenced and now is in full swing after the holiday break.





ATTENDANCE

The total attendance recorded for the month amounted to 3893 individuals, this is down from last month as we have closed the pool for the winter season. Fitness attendance has dropped by a little as we are going into the cooler months, but court hires have risen.

		Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Fitness Attendance	Members	1316	1541	1491	1990	2243	1771	1623		
	Casuals	777	308	390	428	481	401	311		
	24 hr Access	0	0	0	0	0	0	0		
	Group Fitness	1087	1089	769	1223	1477	1156	1128		
Total		3180	2938	2650	3641	4201	3328	3062	0	0
Aquatics Attendance	Season & Visit pass	313	318	384	523	468	343	0		
	Casual	2197	1147	2877	2282	1317	510	0		
	Spectator	120	0	0	0	0	0	0		
	Learn to swim	514	661	42	141	424	410	0		
	Squad	316	310	23	68	242	73	0		
	School Swim	1434	2071	637	121	1696	1157	0		
	School Carnivale		137	435	1030	430	0	0		
	School Break ups		261	98	0	0	0	0		
	Aqua Aerobics	114	146	91	186	226	182	0		
Total		5008	5051	4587	4351	4803	2675	0	0	0
Stadium	Indoor Soccer	573	494	123	0	672	802	525		
	Netball	168	170	18	0	0	192	144		
	Table Tennis	45	41	56	78	56	40	35		
	Pickleball	40	43	72	62	96	116	56		
	Social Basketball	49	22	37	46	48	56	28		
	Social Badminton	55	20	22	36	50	35	43		
Total		930	790	328	222	922	1241	831	0	0
Hireage in Hours	Court	16	27.5	14.5	18.5	18	24	33		
	Room	8	16	5	6	11	12	11		
Total		24	43.5	19.5	24.5	29	36	44	0	0
Overall Monthly Attendance		9118	8779	7565	8214	9926	7244	3893	0	0
Year to date Overall Attendance				54739						



FACILITY UPKEEP, MAINTENANCE AND IMPROVEMENTS

1. 24/7 update

The roller shutters for the front counter have been installed and also the shutters to close off the court area. We are now waiting on the door for the hallway area to be installed. We haven't had an exact date of when this will happen. The expected timeframe of when the 24/7 will be available for the community, is currently the end of May.



Council Facility Maintenance:

1. Men's and Lady's bathrooms – Fitness Centre Area

With a number of complaints about the bathrooms about missing tiles and the age of the bathrooms, the YMCA would like to put this on Councils' radar, as the bathrooms haven't been touched since the Centre was built.



2. Water leak – 50m Pool

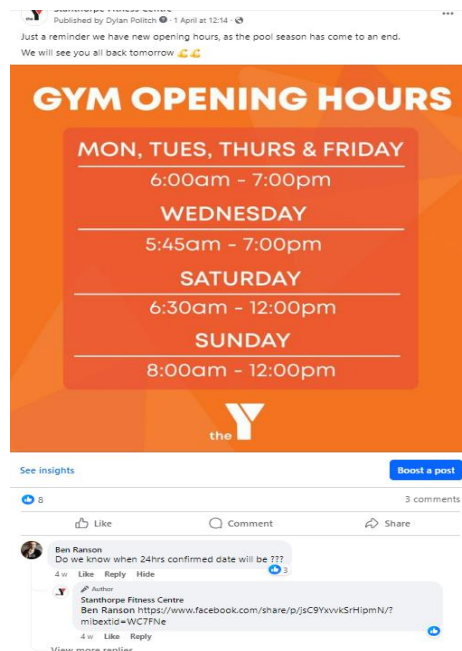
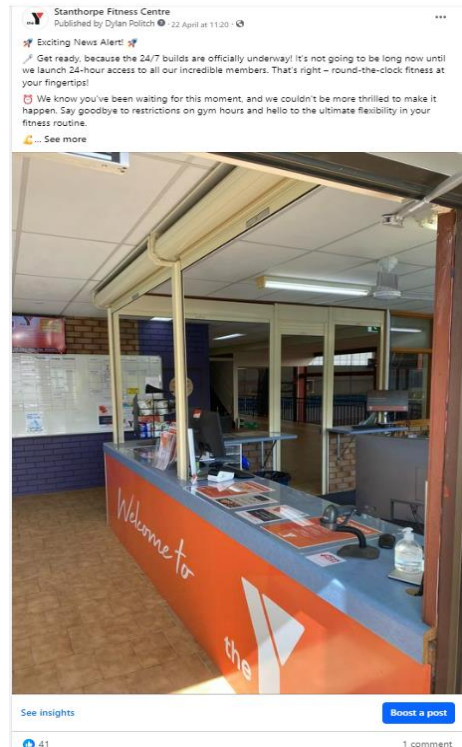
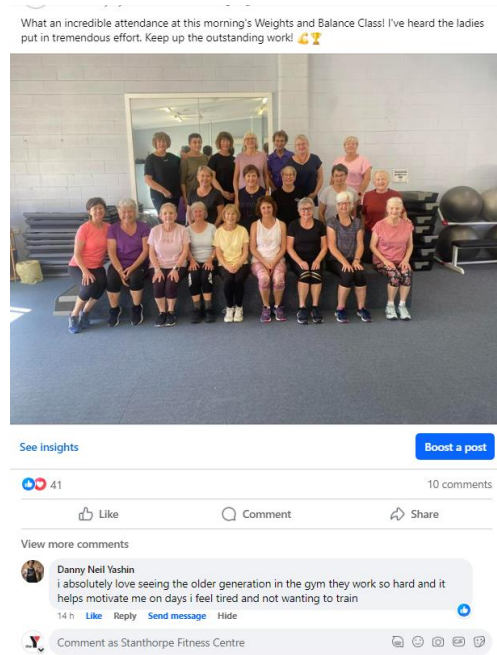
The YMCA would like to address a water leak down in the pool plant room. Since we have turned off the pumps, the leak is getting worse and the pool is losing water. We request that Council have someone review the problem, as we would like to get this issue fixed before we refill the pool again for the 24/25 season.





Community Engagement:

We have been connecting with the community through Facebook. The community has been engaging well in our Facebook Posts. We have also been getting a few good reviews on Google.





YMCA Stanthorpe Fitness, Recreation & Aquatic Centre

23 Talc St, Stanthorpe QLD

[Write a review](#)

4.2 ★★★★★ 23 reviews ⓘ

Sort by

Most relevant

Newest

Highest

Lowest



Amanda Dewar

58 reviews · 8 photos

★★★★★ a month ago

Good value for money. Great staff who are welcoming and friendly to new people arriving into town. Also found my new PT here...Kylie who is very reasonably priced.

Like



Margaret Biddle

91 reviews

★★★★★ a month ago

I go here for Tai Chi. We have a great instructor who really cares for her pupils. Staff all very friendly. Is a busy gym.

Like



YMCA Warwick (WIRAC) Monthly report for April 2024





EXECUTIVE SUMMARY

WIRAC has undergone various developments and initiatives over the past month, aimed at enhancing community engagement, health, and facility infrastructure. Despite encountering challenges with program popularity and staffing transitions, the facility has continued to deliver valuable services to its patrons. Noteworthy highlights include the successful commencement of a cancer survivor program, ongoing facility improvements funded by grants, and proactive maintenance efforts. Additionally, partnerships with external organisations and community engagement initiatives contribute to the facility's role as a vital community hub.

PROGRAMS AND SERVICES

Our two-week Holiday activity program commenced with daily activities. It didn't seem as popular as what we initially thought it would be. Therefore, we will be re-evaluating what programs we will offer next School holidays.

The disability participation Day was held with mainly Adult participants. Those who attended had lots of fun! Activities were held on the Courts and in the Pool!





Cancer survivor program

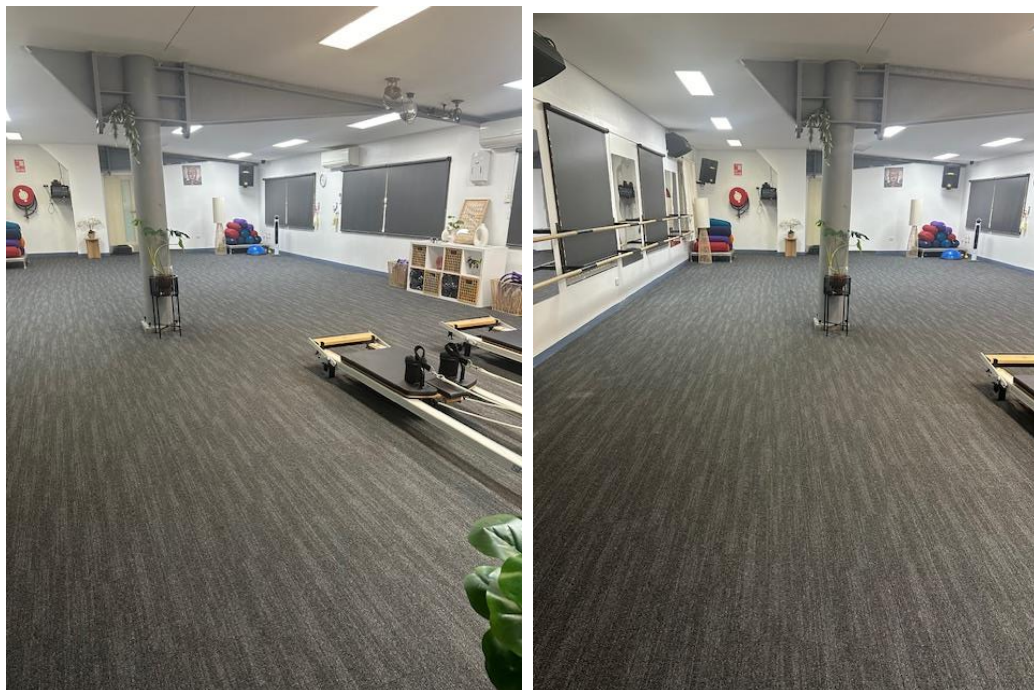
Our “Free” 12 week Cancer survivor program has commenced with 20 participating in the program. Sessions are aimed at improving Strength, Flexibility, mobility and balance for those affected by Cancer. We have quite a variety of participants, who are at various levels and abilities, which can be quite challenging, but a lot of Fun!





Health and Wellness

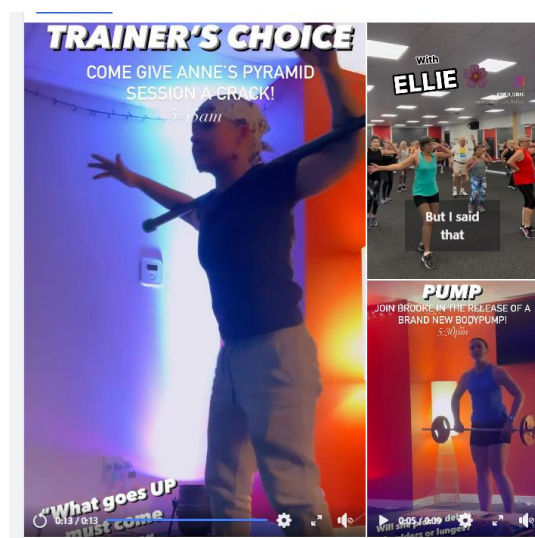
The 'Wellness' room is fully operational, with a few more minor renovations to the room planned to ensure we have enough storage area to accommodate the "new reformers" that are expected to arrive late May.



New Group Fitness Timetable

“New classes”

Each quarter, we review the Group Fitness class timetable and this quarter have added a few “new” classes to add some variety.





STAFFING AND TRAINING

We are currently conducting interviews for reception staff as our Admin/reception Coordinator is leaving/moving at the end of May. Also, always looking for experienced swim teachers and Lifeguards, as we often have a shortage in that area.

A lifeguard course is planned for July to hopefully attract some interest.

FINANCIAL PERFORMANCE

April 2024 *(Not finalised yet)*

March 2024





Attendance

April 2024

		Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
Fitness Attendance	Members	3944	3787	3280	3699	4047	3551	3880
	Casuals & Visit passes	393	166	286	1291	146	164	119
	24 hr Access	2041	1833	1952	2003	1816	1677	2005
	Personal Training	97	104	64	44	128	111	141
	Group Fitness	1226	1219	835	938	2049	1616	2489
Total		7701	7109	6417	7975	8186	7119	8634
Aquatics Attendance	Members	734	inc above	inc above	inc above	inc above	inc above	inc above
	Casual	1733	1396	1522	3082	1355	1241	1025
	Aquatic Sports Ability	27	26	12	15	34	24	18
	Learn to swim	1048	890	395	1143	1108	1393	1404
	Squad	189	196	102	153	35	120	100
	School Swim	3573	2530	1260	0	1171	1206	207
	Physio's	111	122	65	109	107	66	97
	Aqua Aerobics	698	606	286	657	575	511	1001
Total		8113	5766	3642	5159	4385	4561	3852
Stadium	Junior Futsal	102	188	0	0	0	0	60
	Schools	659	674	425	413	822	697	412
	Sports Ability	99	132	60	38	146	108	109
	Pickleball	34	86	30	33	78	74	84
	Taekwondo	225	203	85	0	0	0	0
	Basketball	105	689	302	150	512	528	312
	Netball	0	0	0	0	460	840	450
	Social Badminton	24	28	22	12	13	35	32
Total		1248	2000	924	646	2031	2282	1459
OTHER								
Total		0	0	0	0	0	0	0

Overall Monthly Attendance	17062	14875	10983	13780	14602	13962	13945
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Year to date Overall Attendance	135689
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FACILITY UPKEEP AND IMPROVEMENTS

As per our previous month's report, we were successful in gaining a grant through the Gambling Community Benefit Fund for \$34,253.00.

We have ordered the hoist for the Hydrotherapy Pool, which will enable Patrons who are in wheel chairs to transfer from their chair to the Hydro chair to gain access to the Hydro pool via the ramp. Delivery is expected early May.



New Electronic Scoreboards for the Courts have also been ordered, which will take some time to make, but a delivery date towards the end on May is expected. The current boards don't work anymore, and this is a long awaited item for those who play Netball and basketball.



Super Champ



K2 controller



Two new Concept rowers for the Gym and four reformers for the Wellness room have also been ordered and delivery is expected at the end of May. Whilst we have replaced a number of “tiered, old and worn” machines in the Gym, we still have quite a lot more to replace in the next financial year and are working on budgeting for more to be replaced.



The Y has invested \$41k in purchasing new Pool blankets for all the pools as the existing blankets are over 10 years old, and no longer work effectively. These have also been ordered and expected to be delivered and installed Mid June.

MAINTENANCE

1. Air Handling in the Hydro Pool area and bathrooms

These works are “on track” to commence the 20th of May. Council and The Y have been having regular meetings with the Contractors appointed to the project. The pool will close for 12 weeks, whilst works proceed. During the closure, and whilst the pool is “empty”, will give great opportunity to work on some “rusty” areas in and around the pool. Also, we are investigating the chemical control system be looked at as this is an issue, and The Y will have some discussions around this with Council once we have more information. Whilst the pool is empty and closed, it gives the opportunity to complete some “other” much needed maintenance in that area!





2. Repairs to sink area and wall in Male's bathroom and Pool deck:

The vanity in the "men's" bathroom on pool deck has finally been tiled. It took some time to locate a tiler who was able to complete the job.



Works are now in process in the repairs to the hole in the ceiling above the Grandstand in the mail Aquatic Hall.

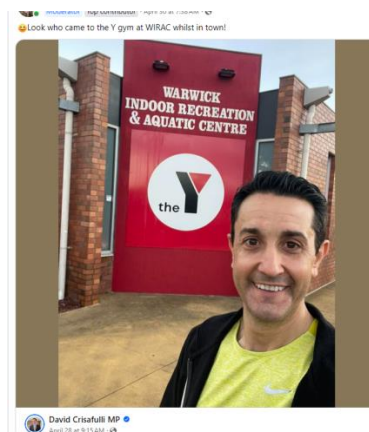


BUSINESS DEVELOPMENT

We continue to work with organisations, such as AMP and Head space, fostering employment opportunities for individuals with disabilities and supporting youth programs. We also have a number of Physiotherapist who make use of the Hydrotherapy pool and Gym, especially Allied Health and the physio centre. We are currently working with SDIEA, Business Trainees in a Jazzercise event during The Jumpers and Jazz festival.



We were grateful to MP: David Crisafulli for visiting WIRAC's Gym at 4.30am whilst in Warwick and giving us a bit of a "plug" on Social media!




CONCLUSION

In conclusion, The Y remains committed to providing diverse programs and services to meet the evolving needs of the community. While facing challenges such as program evaluation and staffing transitions, the facility continues to prioritize inclusivity, health promotion, and infrastructure improvements. With ongoing support from stakeholders and proactive initiatives in place, the facility is poised to further enhance its impact and contribute positively to the well-being of the community it serves.

0.0 INFO REPORT | Grants Status Report

Document Information

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

Recommendation

THAT Council note the current grants status as at 31 May 2024.

REPORT

This brief on the current status of Council's expected grant revenue reflects both capital and operating grants where funding applications have been successful from the following bodies.

Capital Grant Funding Bodies:

- Blackspot
- Bridge Renewal Program (BRP)
- Building Our Regions (BOR)
- Bushfire Recovery Exceptional Assistance Immediate Support
- COVID Works for Queensland
- Cycle Network Local Government Grants Program (CNLGG)
- Department of Agriculture and Fisheries
- Department of Industry, Science, Energy and Resources
- Department of State Development, Infrastructure, Local Government and Planning
- Department of Regional Development, Manufacturing and Water
- Drought Communities Program - Extension
- Heavy Vehicle Safety & Productivity (HVSP)
- Local Government Grants & Subsidies Program (LGGSP)
- Local Roads and Community Infrastructure Program (LRCI)
- National Water Infrastructure (NWI)
- Queensland Fishing Infrastructure Grants Program 2021
- Queensland Reconstruction Authority (QRA)
- Queensland Resilience & Risk Reduction
- Regional Airports Program
- Roads to Recovery 2019-2024 (R2R)
- School Transport Infrastructure Program
- Transport Infrastructure Development Scheme (TIDS)
- Works for Queensland (W4Q)

Operating Grant Funding Bodies:

- Building Better Regions (BBR)
- Building Better Regions Funding - Sustainability Strategy
- Bushfire Recovery Exceptional Assistance Immediate Support
- Communities Combating Pest & Weed Impact
- Community Environment Program

- Community Recovery - Bushfire Development Officer
- Department of Communities, Housing and Digital Economy
- Department of Employment, Small Business and Training
- Department of Natural Resources, Mines and Energy
- Department of Transport and Main Roads
- Department of Agriculture and Fisheries
- Drought Communities Program - Extension
- Financial Assistance Grant
- First 5 Forever
- First Start Program
- Get Ready Queensland Campaign
- Local Government Grants & Subsidies Program (LGGSP)
- Managing pests during drought
- National Australia Day Council
- Non-recurrent Subsidy Program
- QLD Department of Premier and Cabinet
- Queensland Reconstruction Authority (QRA)
- Queensland Feral Pest Initiative (QFPI)
- Queensland Health
- Regional Arts Development Fund (RADF)
- Regional Skills Investment Strategy (RSIS)
- Regional Tourism Bushfire Recovery
- Saluting Their Service Commemorative Grants Program
- Tech Savvy Seniors
- The Public Library Grant
- Tourism and Events Queensland
- Tourism Recovery Funding
- Transport Assistance Grant
- Walking Local Government Grant 2022-23
- Waste Levy


























An assessment of all grants has been undertaken based on meeting milestones, budgeted expenditure versus actual expenditure and expected completion date. The analysis of this data is reflected by the following colour system.































- Green – This indicates that the project is progressing within the required timeframe, meeting required milestones and expenditure is within the budget allocated.
- Amber – This indicates that the project is still in construction but is nearing completion date. These projects will be watched to ensure they are completed by the completion date.
- Purple – This indicates that the project is over budget or over time, but remedial actions are being taken e.g. application for extension or variation to amounts.
- Red – This indicates that the project has run over budget and/or completion date without corrective measures to extend the completion date or seek additional funding.
- Grey – This indicates that the project is completed, withdrawn or on hold awaiting approval from the funding body to extend the completion date.




























The report also lists the grant applications that have been submitted, but not yet approved by funding providers.

ATTACHMENTS

1. Grants Status Report as at 31 May 2024

Grants Status Report as at 31 May 2024		
Project Type	Project Description	Assessment of Grant
Blackspot 2021/22 \$1,400,500 (projects completed in previous financial year removed)		
Capital	CP800758 - Palmerin St - \$843,000	
Capital	CP800759 - Guy St - \$778,000	
Capital	CP800769 - Bracker Rd/Tooth St/Mardon Rd - \$80,000	
Blackspot 2022/23 \$954,500 (projects completed in previous financial year removed)		
Capital	CP800907 - Glen Road, Willi St - \$317,000	
Capital	CP800912 - Hendon Deuchar Rd - \$28,500	
Capital	CP800909 - Corundum St - \$85,000	
Capital	CP800906 - Denham Street - \$102,500	
Capital	CP800910 - Albert St - \$66,500	
Bridge Renewal Programme		
Capital	102381 - Homestead Road floodway renewal, Rosenthal Heights (BRP5) - \$1,172,000	
Building Better Regions		
Capital	102185 - Enhanced Stanthorpe Art Gallery - Round 5 - \$2,000,000	
Building our Regions		
Capital	102475 - Market Sq Sewer Rising Mains Replacement - \$3,167,760	
Capital	102598 - Recycled Water Extension to Morgan Park (BOR 6) - \$1,582,726	
Cycle Network Local Government Grants Program		
Capital	102474 - Rosehill Road Shared Pathway Design 21-22 (CNLGGP) - \$55,000	
Capital	102472 - Quart Pot Creek Lighting Design 21-22 (CNLGGP) - \$20,000	
Capital	102578 - Mount Stirling Road, Glen Aplin School to NE Highway 21-22 (CNLGGP) - \$25,000	
Capital	102088 - Dragon, Pratten & Easey St Cycleway Design 18-19 (CNLGGP) - \$85,000	
Department of Regional Development, Manufacturing - \$8.14M		
Capital	102532 - Warwick bores development (DRP Activity 1)	
Capital	102532 - Allora bores development (DRP Activity 2)	
Capital	102532 - Connolly Dam supply (DRP Activity 3)	
Capital	102532 - Warwick Water Treatment Plant Upgrade - Treatment Hub (DRP Activity 4)	
Capital	102267 - Warwick Water Treatment Plant Upgrade - Council Pump Upgrade (DRP Activity 5)	
Capital	102532 - Investigations (DRP Activity 6)	
Financial Assistance Grant		
Operating	100712 - Accounting Services	
Operating	100748 - Road Maintenance	
First 5 Forever		
Operating	101466 - First 5 Forever 2023-24	
Get Ready Qld Campaign		
Operating	101715 - Get Ready QLD Campaign	

Grants Status Report as at 31 May 2024		
Project Type	Project Description	Assessment of Grant
Local Roads and Community Infrastructure Program - \$1,983,482 - Phase 2 (projects completed in previous financial year removed)		
Capital	102423 - Minor Renewal Allora Outdoor Pool (LRCI) - \$480,000	
Capital	102424 - Upgrade Killarney Pool (LRCI) - \$315,000	
Local Roads and Community Infrastructure Program - \$3,154,682 - Phase 3 (projects completed in previous financial year removed)		
Capital	102461 - Stanthorpe Streetscape - \$399,682	
Capital	102605 - Regional Urban Design Framework Projects - Dalveen - \$120,000	
Capital	102606 - McGregor Park Ablution Refurbishment - \$250,000	
Capital	102607 - Brock Park Stanthorpe redevelopment of toilets, shelter and playground equipment - \$425,000	
Capital	102587 - WIRAC Switchboard & Emergency Lighting - \$210,000	
Capital	102602 - Lighting and shade sails at Allora Pool - \$20,000	
Capital	102577 - Footpath Replacement Program - \$200,000	
Local Roads and Community Infrastructure Program - \$3,154,682 - Phase 4 (projects completed in previous financial year removed)		
Capital	102734 - Mature Tree Planting Program - \$100,000	
Capital	102667 - Willowvale Road Stabilisation - \$206,000	
Capital	102668 - Wallangarra Road Footpath - \$125,000	
Capital	102688 - Playground Maintenance Program - \$120,000	
Capital	102691 - Freestone Road Stabilisation - \$334,000	
Capital	102701 - RTR Program 23-24 Swanfels Road - \$241,000	
Capital	102703 - WIRAC,SFC and Pools - \$222,341	
Capital	102705 - UDF Projects Multiple Locations - \$280,000	
Capital	102714 - SafeCity CCTV Renewal Program - \$50,000	
Capital	102720 - Wheatvale Plains Rd Stabilisation - \$128,845	
Capital	102736 - General Allora Community Facility Improvements - \$150,000	
Capital	102737 - Swanfels Rd Drainage - \$300,000	
Capital	102647 - WIRAC Capital Works Project - Sporting and recreation facilities - \$230,000	
Non-recurrent Subsidy Program		
Operating	100727 - Warwick State Emergency Services	
Operating	100730 - Stanthorpe State Emergency Services	
National Water Infrastructure Development Fund (NWI) \$480,979 and Building our Regions \$500,000		
Capital	102499 - Treatment Plant Upgrade - Total Project - \$980,979	
Queensland Reconstruction Authority		
Capital	102715 - Warwick Dog Off Leash Area - DOLA - \$33,000	
Capital	102325 - Smart Water Metres - \$940,000	
Regional Airport Program - Round 2		
Operating	102525 - Aerodromes - Fencing & Tree Lopping - \$187,210	
Operating	102531 - Aerodromes - Manuals & Training	
Capital	102484 - Runway lighting upgrade - \$89,150	


Grants Status Report as at 31 May 2024		
Project Type	Project Description	Assessment of Grant
Regional Arts Development Fund \$41,475		
Operating	100675 - RADF Program 2022/23 and 2023/24	
Roads to Recovery 2019-2024 - Life of Programme Allocation - \$9,464,047		
Capital	102159 - Connolly Dam Rd Sealing (R2R)	
Capital	102136 - Ford Street Allora Rehab (RTR)	
Capital	102137 - Village Amenity Sealing (RTR)	
Capital	102167 - Donnelly's Castle Road Rehab (RTR)	
Capital	102171 - Upper Wheatvale Rd Widening (RTR)	
Capital	102174 - Upper Forest Springs Rd Widen/Rehab(RTR)	
Capital	102178 - Homestead Rd. Widen	
Capital	102246 - Wallangarra Village Sealing (RTR)	
Capital	102264 - Border St Wallangarra Widening RTR 19/20	
Capital	102265 - Forest Plain Road Rehab RTR 19/20	
Capital	102266 - Mt Colliery Village Sealing (RTR)	
Capital	102268 - Forde St, Allora Rehab (RTR) CH0.56-0.79	
Capital	102335 - Churchill Dr-Park Rd RTR 20/21	
Capital	102340 - Victoria Street Rehabilitation RTR 20/21	
Capital	102342 - Myrtle Hill Road Rehab RTR 20/21	
The Public Library Grant		
Operating	100695 - Library Book Purchase	
Transport Infrastructure Development Scheme 2023/24 (TIDS) - \$1,163,032		
Capital	102704 - Jack Smith Gully Rd Stabilisation - \$358,000	
Capital	102719 - Lyndhurst La Stabilisation - \$226,000	
Capital	102722 - Freestone Rd Stabilisation - \$295,000	
Capital	102723 - Old Stanthorpe Rd (Ch 7.36 to 10.14) - \$182,032	
Capital	102724 - Inverramsay Rd (Ch 14.6 to 16.2) - \$52,000	
Capital	102725 - Non-LRRS Roads Roads Resealing - \$50,000	
Black Summer Bushfire Recovery Grants Program		
Capital	102491 - Warwick Saleyards Development - \$4,500,000	
Queensland Fishing Infrastructure Grants Program 2021		
Capital	102718 - Leslie Dam Toilet Facilities - \$100,000	
Operating	101589 - Connolly Dam Campground Entrance	
Sunwater		
Capital	102718 - Leslie Dam Toilet Facilities - \$250,000	

Grants Status Report as at 31 May 2024		
Project Type	Project Description	Assessment of Grant
Works for Queensland 2021-2024		
Capital	102313 - Relining of Sewer Mains - \$1,300,000	
Capital	102500 - Washpool facility upgrades - \$200,000	
Capital	102716 - WIRAC Condition Assessment Project - \$200,000	
Capital	102460 - Recycle Water to community clubs - \$70,000	
Capital	102470 - SPS upgrade at Stanthorpe - \$980,000	
Capital	102241 - Condamine Street pump station upgrade - \$260,000	
Department of Communities, Housing and Digital Economy		
Operating	102637 - Community Recovery & Resilience Officer Service	
Operating	102636 - Sheep Meat Hub Business Case	
Queensland Reconstruction Authority		
Operating	102625 - Southern Downs Fire Trails Project - \$56,320	
Capital	102191 - Southern Downs Fire Trails Construction and Upgrade Project - \$129,385	
Operating	102648 - Killarney, Karara and Allora Flood Studies Program	
Local Government Levy Ready Grants Program		
Capital	102585 - Yangan Waste Transfer Station Design - \$218,750	
Department of Environment and Science		
Operating	100175 - Illegal Dumping	
Operating	102732 - Flying-Fox Roost Management - \$18,235	
2022-23 Walking Local Government Grant		
Operating	102629 - Walking Network Plans - Warwick - \$22,000	
Operating	102630 - Walking Network Plans - Stanthorpe - \$22,000	
Queensland Feral Pest Initiative		
Operating	100801 - Pest Animal Control - \$700,000	
Building Our Regions R4		
Capital	102141 - Extension Recycled Water Warwick (BOR) - Round 4 - \$2,489,906	
Smart Reticulation and Network Monitoring Program		
Capital	102654 - Smart Reticulation and Network Monitoring Program - \$8,500,000	
2022-24 Local Government Grants and Subsidies		
Operating	100742 - Asset Management - \$42,000	
Capital	102313 - Relining of Sewer Mains - \$1,457,100	
Local Led Economic Recovery Program - LLER		
Operating	Small Business Resilience Suite	
Preparing Australian Communities - Local Stream \$405,000		
Operating	OP 0020061 - Flood Study - Killarney	
Operating	OP 0020062 - Flood Study - Karara	
Operating	OP 0020063 - Flood Study - Allora	

Grants Status Report as at 31 May 2024		
Project Type	Project Description	Assessment of Grant
Queensland Reconstruction Authority		
Operating	OP 0020055 - SD Condamine & Tributaries Flood Study	●
Operating	OP 0020056 - Stanthorpe Flood Study Quart Pot Creek	●
Operating	OP 0020057 - Killarney Flood Warning Review	●
Operating	OP 0020058 - Leyburn Flood Warning Review	●
Operating	OP 0020059 - Flood warning Intelligence	●
Operating	OP 0020060 - Warwick Flood Risk Management Study	●
Queensland Reconstruction Authority		
Operating	102278 - Flood Event February 2020	●
Operating	102422 - March 2021 Weather Event	●
Operating	102538 - November 2021 Flood Event	●
Operating	102579 - February 2022 Flood Event	●
Operating	102580 - April 2022 Flood Event	●
Capital	102632 - Flood Recovery Feb 2022 Event	●
Capital	102633 - Flood Recovery May 2022 Event	●
Capital	102296 - Flood Recovery 19_20 Feb20 Event (QRA)	●
Capital	102539 - November 2021 Rain Event (QRA)	●
Capital	102493 - March 2021 Rain Event (QRA)	●
Waste Reduction and Recycling (Waste Levy)		
Operating	100807 - Waste Facility Administration - State Waste Levy - MSW	●
Grants applications pending		
Black Spot Program 2024/25		Grant Funding
612	Freestone Road/Freestone School Road, Freestone	\$778,000
613	Glen Road, Rosenthal Heights	\$1,165,000
614	Guy Street/Albert Street, Warwick (\$55,500 Council Contribution)	\$1,114,000
615	Palmerin Street/Albert Street, Warwick (\$51,000 Council Contribution)	\$1,116,500
616	Bracker Road, Rosenthal Heights	\$460,000
617	Railway Street/Britannia Street, Stanthorpe	\$23,500

Infrastructure Services Monthly Status Report

Document Information

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

Recommendation

THAT Council receives and notes the Infrastructure Services Monthly Status Report for May 2024, dated 19 June 2024.

REPORT

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

A/Director Infrastructure Services

Highlights

- Council's reseal program was interrupted by wet weather. Contractors returned to site in May 2024 to complete the program for this financial year.
- Contractors continue Smart Meter installation in Warwick with approximately 45% complete to date. Leak identification continues to prompt favourable response from numerous affected landholders.
- Several Toowoomba to Warwick Pipeline technical working groups met during the month. Focus has included collaboration on operational processes and project planning. Formalisation of agreements will continue over coming months.
- Stanthorpe streetscape works continue with works well advanced. Coordination with Ergon delivery team continues to facilitate completion of Ergon streetlighting works on program.
- Warwick CBD works continue with night works underway.
- Emergent Works are complete and REPA damage assessment continues for the January 2024 activated Flood Event. All REPA works for the five prior activated events will be completed on program prior to the funding due date of 30 June 2024. Very few, if any, other Queensland Councils have successfully completed programs up to June 2022 by the funding due date.
- Homestead Road Bridge Project completed.

Risks

- When complete, commencement of use of the new pedestrian crossing in Stanthorpe Streetscape project remains subject to completion of lighting works by Ergon.
- 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.
- Vacancies continue to impact operational and capital program delivery in all infrastructure departments. Utilisation of short-term external resources especially at EOFY has been required to manage impacts.
- Continuous stakeholder engagement and procurement challenges remain crucial to success of the CBD Projects.

WORKS

Maintenance and Operational – see Attachments

1. Works Department Monthly Report – 31 May 2024
2. 23-24 Works Department CAPEX Financial Report 2024-05-31
3. SDRC NHVR Portal Consent Data Report – April 2024
4. 491.8 – GenEng DRFA Progress Report May 2024

PARKS AND OPERATIONS

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

WATER

Capital Projects

- 01/24 installation of Smart Meters commenced in Warwick in January 2024. 05/24 For May data is as follows:-
 - New Smart Meters installed in Warwick 786 (total 3974 to date)
 - Leaks ceased 65
 - Potential kL water saved over a year 53,672
 - Potential saving to the customers over a year \$152,430
 - Customer registrations onto the portal 80 (total 402 to date)

A lot of additional work required in the older area, having to replace more of the assets.

- 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 Council 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. 05/24 Monitoring program has been extended to the end of October 2024.
- Emergency storage tanks for three sewer pump stations located in Stanthorpe Contract. 01/24 The contractor has ordered the tanks 03/24 EOT with Department for grant funding approved to 30 September 2024. Finalising design changes with Design Consultant and Contractor to improve constructability and meeting TMR requirements. 04/24 We have reached an agreement with TMR on allowing our new tanks in their road reserve. We will submit the construction drawings to them and they will issue the permit. 05/24 Delivery of tanks for 2 pump stations expected shortly, allowing construction to commence.
- Market Square Rising Main Replacement Contract. 01/24 Construction has commenced. The draft design has been received and is being finalised. 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 1.5km main installed along Victoria Street and Wentworth Street. 04/24 Delivery of pipes is again holding up construction. 05/24 Pipes have been received and construction will commence again soon.
- 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.

04/24 The additional drilling required has been approved and will be complete by the end of June 2024 subject to the drillers' availability. 05/24 The drilling will commence in early June and all of the drilling will be complete before the end of June. The final drilling results and reporting will be received in July 2024.

- The T2W (Toowoomba to Warwick) Pipeline Project. Operations and Maintenance (O&M) monthly meetings continue. Costing 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 operation 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. This could have significant operational/ maintenance cost implications for SDRC. The Allora reservoir will not have a roof. 04/24 Preparing for design and safety reviews in May. 05/24 Safety reviews carried out and SDRC staff provided a lot of input for improvements.
- 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 Council will ordered 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. 04/24 Final design received for some connection details and construction on these can commence. 05/24 Manufacture of essential cage for connecting new main to old main is almost complete.
- Stanthorpe STP Upgrade. 01/24 Council approved the design in the December 2023 meeting and the Concept Design Report has been submitted to the Regulator. 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. 04/24 Engaged the consultant to assist with the preparation of the EA application.
- 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. Access road to filling station installed and sealed. 04/24 the pump shed is built and the pump and filling point installed. All pipework is complete except for some minor plumbing. Electrical design is complete and the switchboard is on order. 05/24 Plumbing works on the pump and fill point have been completed. Hydro mulching and drain restoration works completed. Shed and fill point electrical (E-Stop, lights) installed. Site inspection undertaken on part of the works 31/05/24 with some minor rectification to be undertaken. Reservoir cover contract being finalised.
- 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. The design of the pipeline and 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. 05/24 Installation of water mains complete. Survey Plans of new Lot and Easement complete. Stated by Land Management team to delay access works until land secured. Working with Land Management to secure land.
- Connolly Dam Inlet Project. This portion is for desilting around the outlet. 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. 04/24 Letter of award and contract sent to the contractor. 05/24 Consultant working out program and necessary safety documents for access to the tunnel.

- 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. 04/24 Contractor checking on the trolley for carrying out the repairs in preparation of the works in May. 05/24 Contractor is undertaking preparations for site works. Equipment being calibrated, trolley upgraded. New coupler being manufactured for connection to the anchor heads and contractors system (only one location that makes these in Australia with knowledge of these projects, hence big demand on their services).

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. 05/24 detailed design is underway, with workshop to define the brief and scope of works.
Activity 5	Extraction of water from below the minimum operating level (MOL) at Leslie Dam by SDRC (about 74% of dead storage)	01/24 Sunwater have awarded the contract and the contractor will commence purchase of the necessary equipment. 02/24 Contractor purchasing materials. 04/24 project progressing within approved timeframe. 05/24 The pumps are on order from overseas. The contractor is at 75% of the design for the remaining assets.
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 – 31 May 2024
2. 23-24 Works Department CAPEX Financial Report 2024-05-31
3. SDRC NHVR Portal Consent Data Report – April 2024
4. 491.8 GenEng DRFA Progress Report May 2024
5. P&O Capital Projects Monthly Report – June 2024

○ Works Department Monthly Report INFRASTRUCTURE SERVICES DIRECTORATE



Report Date:	31 May 2024	Reporting Period:	1 May 2024 to 31 May 2024
Link for Current and Future Road Works: Current and Future Road Works - Southern Downs Regional Council (sdrc.qld.gov.au)			

1.	Highlights and Achievements	<ul style="list-style-type: none"> ○ Warwick CBD Pedestrian Crossings – night works progressing to reduce impact on traffic flow and businesses ○ Leyburn Community Consultation for Drainage Works meeting scheduled for 6 June 2024 at 3pm, QCWA Hall, 89 MacIntyre Street, Leyburn  <p><i>Homestead Road bridge open to traffic</i></p>  <p><i>Cosmo Lane culvert replacement completed</i></p>
2.	Priority issues of importance	<ul style="list-style-type: none"> ○ Recent wet weather causing minor delays to the program ○ Resealing program completed 5th June 2024 ○ Asphalt contractor availability is impacting on delivery of a number of projects and may have end-of-financial-year impacts ○ Increase in community requests/complaints

3.	Brief Progress of Works	<p>Capital Works Planning and Delivery</p> <ul style="list-style-type: none"> ○ Homestead Road Bridge 'construction complete' milestone claim submitted ○ Warwick CBD Pedestrian Crossings commenced and progressing ○ Stanthorpe Streetscape progressing ○ Resheeting program progressing to completion ○ Old Stanthorpe Road drainage improvements progressing ○ Inverramsay Road drainage commenced ○ Footpath repair/replacement projects progressing <p>Road Maintenance Performance Contract (RMPC works)</p> <ul style="list-style-type: none"> ○ Increase in funding for RMPC works for next FY of approx. \$300,000 ○ Works commenced for culvert scour at Danderoo, Yangan-Killarney Road <p>Operational Activities</p> <ul style="list-style-type: none"> ○ Condamine River Road CCTV camera relocation delayed due to wet weather ○ Condamine River Road and Adjinbilly Road flood recovery gravel works completed. ○ Team is investigating betterment funding opportunities for long term drainage issues ○ Challenges to obtain approval to enter from property owners to clear downstream of culverts within their property ○ National Heavy Vehicle Regulator Road Manager Workshop on 1st May with the following takeaways <ul style="list-style-type: none"> ▪ Changes from DTMR to NHVR inspectors ▪ Hotline for anonymous reporting ▪ Process commenced to add all structures in the region to the online portal to show load limits <p>Flood Recovery</p> <ul style="list-style-type: none"> ○ Feb 2022 and May 2022 works almost complete with final three betterment projects of Connells Bridge, Wheatvale Plains and Doyles Road due completion mid June. ○ QRA Financial acquittal process in progress. ○ Charleys Gully Road floodway replacement complete. ○ Swan Creek Road/Murphys Road/Doyles Road heritage significant items relocated to Historical Society by archaeologist, projects completed. ○ Jan 24 event emergent works completed and assessments underway. ○ Funding application preparation for the flood warning infrastructure in progress under the QRA Emergency Response Fund Recovery and Resilience (ERFRFP) Program
4.	Safety Concerns	<ul style="list-style-type: none"> ○ On-going challenges to recruitment, succession planning and ensuring safe worksites ○ Ongoing success in undertaking independent audit of temporary traffic management on roadwork sites ○ Yangan Road Depot emulsion tank: ongoing maintenance operational risk of breakdown; undertaking investigations to outsource/replace existing tank and emulsion supply
5.	Gravel Quarry Pits	<p>Resourcing and scoping in progress to identify a resource to manage, establish a timeline and subsequent milestones including an operational funding bid for Qtr 1 2024/25</p> <p><u>Previous Update</u></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. Three pits Swanfels, Greymare & Glen Aplin have been nominated for further investigation. 2. The Development Assessment was undertaken externally. 3. The outcome was that Swanfels pit and Greymare pits were viable considering planning requirements. The Glen Aplin pit was not viable. 4. The next step is to confirm that the landowners are still willing to proceed. 5. Tests will then be conducted to gauge the quality and extent of the product. 6. Further investigation required to identify a pit near Stanthorpe. 7. Greymare pit will require a Development Application.

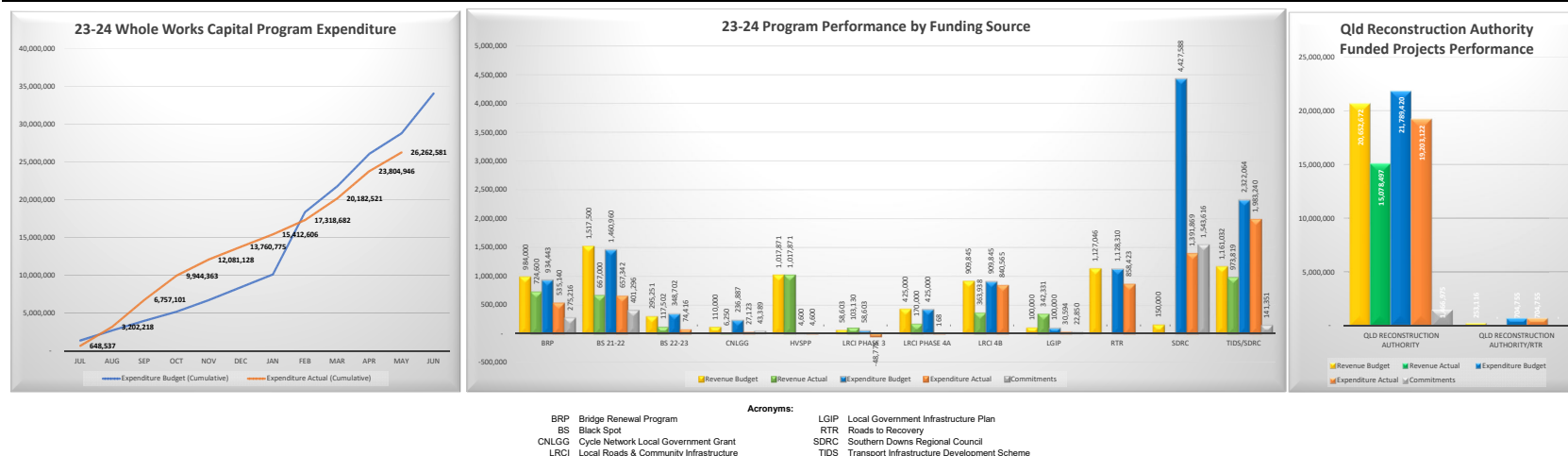
		<p>8. Swanfels pit will not require a Development Application. Periodic monthly updates will be provided on this subject as it progresses.</p>
6.	Resourcing	<ul style="list-style-type: none"> ○ Currently 17% positions vacant with ongoing coordination to ensure teams are working safely and efficiently ○ Challenges with current temporary traffic management arrangements. ○ Continued challenges in customer complaints and road corridor management issues.
7.	Key Budgetary Concerns	<p>Capital Budget:</p> <ul style="list-style-type: none"> ○ LRCI Phase 3 Footpath Replacement project almost complete with minor cost variations to be funded by council funded footpath budget. <p>Operational Budget:</p> <ul style="list-style-type: none"> ○ Sealed Road Pavement Repairs and Unsealed Roads Maintenance Grading expenditures currently tracking over the budget allocation however no impact to overall operational budget. ○ Ongoing Bridge Maintenance Annual Budget to be reviewed in light of increase in prices and escalation of costs

ATTACHMENTS

- 23-24 Works Department CAPEX Financial Report 2024-05-31
- Flood Recovery Program – GenEng Progress Status Report May 2024
- Heavy Vehicle Road Access – Consent Data for SDRC received April 2024; *for information only*

Item 10.2 Organisation Information Reports June 2024
Attachment 9: Infrastructure Services Monthly Status Report May 2024

INFRASTRUCTURE SERVICES													
23-24 Works Department CAPEX Financial Report 2024-05-31													
Project Name	Funding Source	Funding Ratio External:SDRC	External Funding (Whole of Project)	Revenue Budget	Revenue Actual	Revenue Yet to be Received	Previous Years Expenditure	Expense Budget	Expense Actual	Commit	Actual + Commit	Left to Spend (Budget - Actual Exp)	Status/Comment
102381 - Homestead Road Bridge Construction (BRP)	BRP	80:20	1,172,000	950,000	724,600	234,400	555,557	909,443	530,226	272,468	802,692	106,751	Bridge open to traffic. Completion of Construction milestones claim submitted.
102740 - Cox Bridge Victoria St. Warwick (BRP)	BRP	80:20	-	25,000	-	25,000	-	25,000	4,914	2,750	7,664	17,336	Application for BRP funding submitted - awaiting outcome. Early investigations commenced.
102456 - Black Spot Program 21-22	BS21-22	100:0	4,300,000	1,517,500	667,000	850,500	1,399,951	1,460,960	687,342	401,296	1,058,638	402,322	Palmerin St & Guy St Crossings- works progressing. Barker Rd/Tooth St/Marden Rd Variation request submitted for additional funding.
102600 - Black Spot Program 22-23	BS22-23	100:0	1,900,000	295,251	117,502	177,749	624,391	348,702	74,416	-	74,416	274,286	Glen Rd/Will St- Investigations continuing. Variation request to turn Will St into a cul-de-sac being drafted.
102688 - Dragon Pratten Estate St Cycle Design	CNL.GG	100:0	340,000	85,000	-	85,000	231,296	178,388	8,076	-	8,076	170,312	Project closed.
102472 - Quarrt Port Creek Lighting (CNL.GGP)	CNL.GG	50:50	20,000	6,500	-	5,000	20,252	12,709	-	12,709	-	-	Preliminary designs being considered by CNL.GG.
102474 - Roswell Road Cycleway (CNL.GGP)	CNL.GG	50:50	60,000	13,750	-	13,750	29,5254	27,8254	4,042	25,480	1,968	1,968	Amended Preliminary designs submitted to CNL.GG. Awaiting outcome.
102578 - Mt Stirling Rd Fipath Glen/Alpin (CNL.GGP)	CNL.GG	50:50	25,000	6,250	6,250	-	47,300	18,236	15,004	5,200	20,204	1,968	Completed.
102391 - Curtin Rd Widen Reconstruction (HVSP77)	HVSP77	80:20	1,505,871	1,017,871	1,017,871	-	1,880,179	4,600	4,600	-	4,600	-	Completed.
102576 - Hilton St Footpath Replacement	LRC3	100:0	55,939	-	-	-	55,939	-	-	-	55,939	55,939	Expressed as it was completed prior to the revaluation last year and the assets had already been accounted for.
102572 - Leach St Drainage LRC3	LRC3	100:0	31,343	1,642	3,130	-	1,488	1,642	1,642	-	-	-	Completed.
102574 - Homestead Road Drainage LRC3	LRC3	100:0	210,507	12	-	12	210,495	12	12	-	12	-	Completed.
102577 - Footpath Replacement LRC3	LRC3	100:0	200,000	56,949	100,000	-	43,051	152,930	55,949	5,511	5,511	51,438	Works progressing.
102686 - Wallingara Road Footpath LRC4A	LRC4A	100:0	125,000	125,000	50,000	-	15,000	168	-	-	168	12,832	Completed. Deferred to FY24-25.
102737 - Swinfels Rd Drainage LRC4B	LRC4B	100:0	300,000	300,000	120,000	180,000	-	300,000	-	-	-	300,000	Deferred to FY24-25.
102687 - Willowvale Road Stabilisation LRC4B	LRC4B	100:0	206,000	206,000	82,400	123,600	-	206,000	206,000	-	206,000	-	Completed.
102691 - Freestone Creek Rd Stabilisation LRC4B	LRC4B	100:0	334,000	334,000	133,600	200,400	-	334,000	316,979	-	316,979	17,021	Stabilisation completed, minor works to carryover into FY24-25.
102701 - RTR Program 23-24 Swinfels Road	LRC4B	100:0	241,000	241,000	96,400	144,600	-	241,000	241,671	-	241,671	671	Completed.
102720 - Wheatley Plains Rd Stabilisation LRC4B	LRC4B	100:0	128,845	128,845	51,538	77,307	-	128,845	75,915	-	75,915	52,930	Necking completion, carryover into FY24-25.
102741 - Eassey St Drainage LGIP/ERRR	LGIP	0:100	-	100,000	342,331	242,331	-	100,000	30,594	22,850	53,444	46,556	Final mitigation options analysis progressing.
102296 - Flood Recovery 19_20 Fe20 Event (QRA)	QRA	95:5	3,097,710	415,626	415,626	0	3,221,476	-	-	-	-	-	Completed.
102493 - March 2021 Rain Event - Capital (QRA)	QRA	77:23	1,004,050	1,380,057	1,321,111	58,933	-	2,108,779	687,684	-	687,684	0	Completed.
102539 - November 2021 Rain Event - Capital (QRA)	QRA	90:10	1,302,581	1,340,229	1,004,475	335,754	521,165	1,155,558	1,130,226	-	1,130,226	25,332	Completed.
102632 - Flood Recovery Feb 2022 Event (QRA)	QRA	90:10	4,927,241	2,794,465	1,840,695	953,770	357,258	2,637,394	2,314,886	50,067	2,364,953	272,441	Flood recovery works nearing completion.
102633 - Flood Recovery May 2022 Event (QRA)	QRA	90:10	14,084,415	14,722,295	10,496,590	4,225,705	1,341,896	17,308,784	15,070,325	1,416,908	16,487,234	821,551	Flood recovery works nearing completion.
102693 - Condamine River Rd-Construct 4 Crossings	QRA/ERRR	85:15	1,485,366	233,116	-	233,116	455,069	704,755	-	-	704,755	-	Completed.
102455 - Balfours Gate Road Upgrade (RTR)	RTR	100:0	1,214,812	-	-	-	1,214,812	1,264	1,264	-	1,264	-	Completed.
102743 - Glen Niven Rd Culvert RTR23-24	RTR	100:0	5,857	5,857	-	5,857	-	5,857	5,857	-	5,857	-	Completed.
102744 - Godfreds Rd Culvert RTR23-24	RTR	100:0	62,763	62,763	-	62,763	-	62,763	63,325	-	63,325	562	Completed.
102745 - Tagait West Rd Culvert RTR23-24	RTR	100:0	16,021	16,021	-	16,021	-	16,021	16,021	-	16,021	-	Completed.
102746 - Mervale St Culvert RTR23-24	RTR	100:0	16,500	16,500	-	16,500	-	16,500	16,500	-	16,500	-	Completed.
102747 - Cosmo La Culvert RTR23-24	RTR	100:0	10,000	26,370	-	26,370	-	26,370	26,874	-	26,874	504	Completed.
102748 - Cornells Bridge Rd Repairs RTR23-24	RTR	100:0	131,198	131,198	-	131,198	-	131,198	103,274	-	103,274	27,924	Completed.
102749 - Kilar Road Bridge RTR23-24	RTR	100:0	5,880	5,880	-	5,880	-	5,880	5,880	-	5,880	-	Completed.
102750 - Better Investments RTR23-24	RTR	100:0	143,215	143,215	-	143,215	-	143,215	1,761	-	1,761	141,454	in progress.
102759 - Freestone Rd Stabilisation RTR23-24	RTR	100:0	110,000	110,000	-	110,000	-	110,000	110,140	-	110,140	140	Completed.
102755 - Mt Marshall-Cantervale Rd 23-24	RTR	100:0	209,242	209,242	-	209,242	-	209,242	210,795	-	210,795	1,553	Completed.
102757 - Willowvale Road Stabilisation RTR23-24	RTR	100:0	400,000	400,000	-	400,000	-	400,000	296,727	-	296,727	103,273	Completed.
102656 - Flood Recovery Comm Works 23-25	SDRC	0:100	-	-	-	-	-	1,465,155	134,626	9,069	143,695	1,321,460	Awaiting finalisation of QRA claims.
102797 - Major Pavement Repairs Works 22-23	SDRC	0:100	-	-	-	-	251,246	7,433	7,433	-	7,433	0	Completed.
102801 - Matthews St Stormwater Retention Basins	SDRC	0:100	-	100,000	-	100,000	22,469	105,000	25,247	31,079	34,328	66,671	Water Dept lowered the sewer main in preparation for the detention basin extension.
102803 - Leyburn Stormwater Investigation	SDRC	0:100	-	-	-	-	29,376	100,000	20,100	59,395	79,495	20,505	Contract awarded for detailed design. Community meeting scheduled for 05/06/2024.
102804 - Reseal Program 23-24	SDRC	0:100	-	-	-	-	-	975,000	153,504	835,359	988,863	13,863	Works nearing completion, awaiting invoices.
102686 - Footpath Replacement 23-24	SDRC	0:100	-	-	-	-	-	100,000	13,719	84,264	97,983	2,017	in progress.
102687 - Replace Damaged Kerb and Channel 23-24	SDRC	0:100	-	-	-	-	-	100,000	17,336	1,756	100,000	8,264	in progress.
102707 - Drainage Improvement Program 23-24	SDRC	0:100	-	-	-	-	-	500,000	378,869	153,578	532,447	32,447	in progress.
102712 - Reseal Gravel Roads (ex LRRS) 23-24	SDRC	0:100	-	-	-	-	765,000	464,636	339,434	803,970	38,970	in progress.	
102721 - Roona Rd Culvert Replacement	SDRC	0:100	-	-	-	-	-	200,000	140,453	24,925	165,378	34,622	Necking completion. Asphalt contractor availability may be an issue.
102742 - Verney Dr Turnaround Rehabilitation	SDRC	0:100	-	50,000	-	50,000	-	50,000	544	2,754	2,754	47,246	Water being scheduled. Asphalt contractor availability may be an issue.
102760 - Condamine River Rd CCTV Relocation	SDRC	0:100	-	-	-	-	-	60,000	35,500	23,000	58,500	1,500	Relocation of The Head camera to Second Crossing impacted by wet weather.
102604 - Old Stanthorpe Rd Widening TIDS FY22-23	TIDS	50:50	43,514	-	16,747	16,747	87,443	-	1,241	-	1,241	1,241	Design completed.
102704 - Jack Smith Gully Rd TIDS 23-24	TIDS	50:50	358,000	358,000	358,000	-	-	716,000	716,915	-	716,915	915	Completed.
102719 - Lyndhurst La Stabilisation TIDS 2023-24	TIDS	50:50	228,000	228,000	228,000	-	-	452,000	452,915	-	452,915	915	Completed.
102722 - Freestone Rd Stabilisation TIDS 23-24	TIDS	50:50	295,000	295,000	295,000	-	-	590,000	590,915	-	590,915	915	Completed.
102723 - Old Stanthorpe Rd - TIDS 23-24	TIDS	50:50	180,032	180,032	27,773	152,259	-	360,064	111,142	65,981	176,811	183,253	in progress.
102724 - Invermay Rd TIDS 23-24	TIDS	50:50	50,000	50,000	1,532	50,468	-	104,000	12,675	66,523	79,096	24,902	Completed.
102725 - Non-LRRS Roads Resealing TIDS 23-24	TIDS	50:50	50,000	50,000	46,768	1,232	-	100,000	97,535	8,847	106,382	6,382	Resealing completed, line marking scheduled.
					28,761,936	19,564,938	9,196,989	14,869,837	34,851,177	26,262,581	3,894,693	30,156,963	4,694,215



The background of the slide is a photograph of a white semi-truck with a long trailer driving on a two-lane road. The road is flanked by grassy hills and some trees. The image is overlaid with a dark blue gradient. A vertical teal line is positioned to the left of the text.

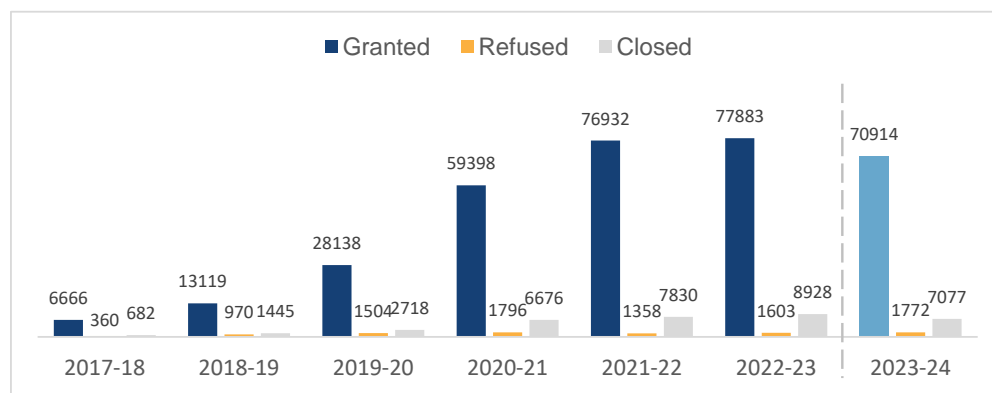
Southern Downs Regional Council Heavy Vehicle Road Access – Consent Data

April 2024

Queensland Overall Consent Statistics

The following data has been obtained from the NHVR Portal Analytic Reporting tool –

NHVR Portal Consents – Overview of Queensland



Overall Consent Numbers for All States for the 2022/23 FY

	QLD	NSW	ACT	VIC	SA	TAS
Total Consents for 22/23FY	88,414	74,527	1,007	43,607	31,708	6,291
% increase from the previous 21/22FY	2.7%	11.4%	23.1%	-2.5%	8.3%	9.7%

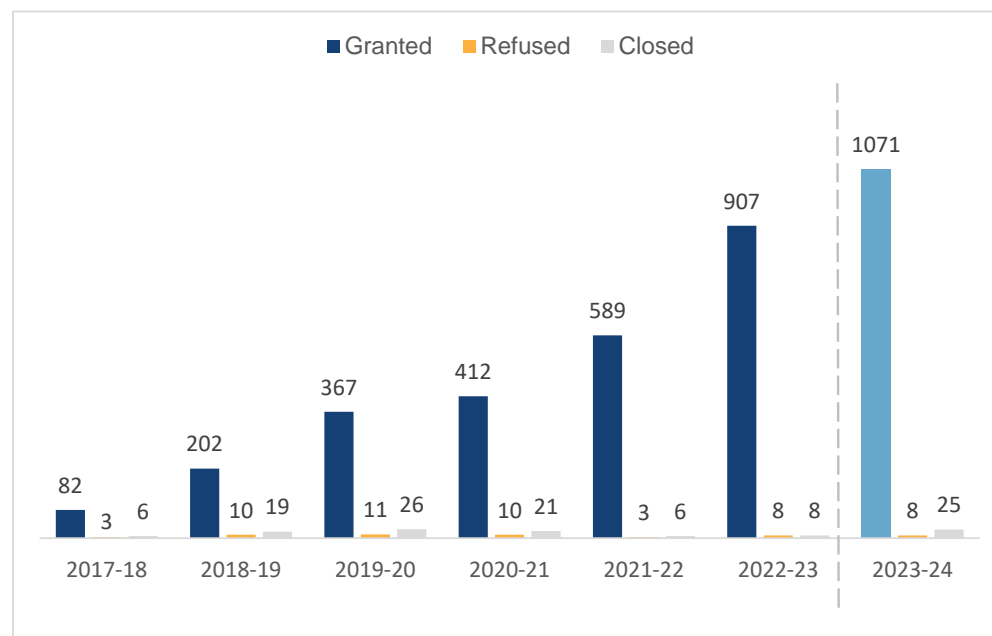
NHVR Portal Consents – Top 20 Road Managers in QLD

Local Government Area	Total Consents Received in 22/23FY
Brisbane City Council	8639
Isaac Regional Council	4147
Mackay Regional Council	3548
Toowoomba Regional Council	2589
Western Downs Regional Council	2147
Central Highlands Regional Council	2018
Gold Coast City Council	1667
Ipswich City Council	1609
Maranoa Regional Council	1379
Townsville City Council	1140
Banana Shire Council	1097
Moreton Bay Regional Council	1080
Cloncurry Shire Council	996
Southern Downs Regional Council	923
Gladstone Regional Council	845
Rockhampton Regional Council	818
Logan City Council	765
Blackall-Tambo Regional Council	619
Cairns Regional Council	561
Sunshine Coast Regional Council	520







Southern Downs Regional Council Overall Consent Statistics

The following data has been obtained from the NHVR Portal Analytic Reporting tool –

NHVR Portal Consents – Overview of Southern Downs Regional Council

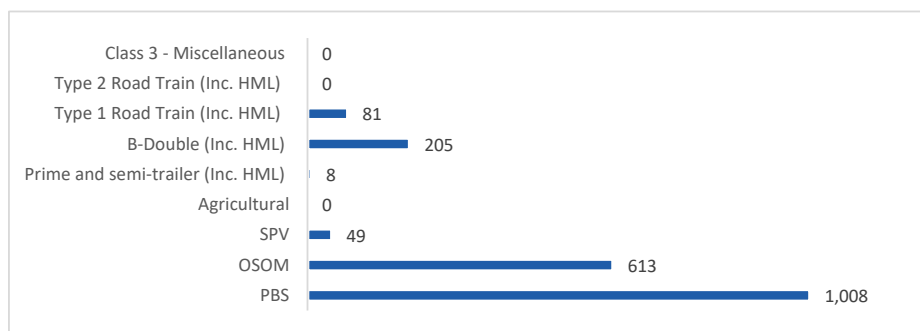


NHVR Portal Consents Average Processing Times

	All QLD Local Governments	Southern Downs Regional Council																
2020-21 FY	<div>7.94 AVG. DAYS</div> <div><table><tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr><tr><td>7.55</td><td>7.84</td><td>8.51</td><td>7.90</td></tr></table></div>	Q1	Q2	Q3	Q4	7.55	7.84	8.51	7.90	<div>8.37 AVG. DAYS</div> <div><table><tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr><tr><td>7.81</td><td>12.87</td><td>6.85</td><td>8.39</td></tr></table></div>	Q1	Q2	Q3	Q4	7.81	12.87	6.85	8.39
Q1	Q2	Q3	Q4															
7.55	7.84	8.51	7.90															
Q1	Q2	Q3	Q4															
7.81	12.87	6.85	8.39															
2021-22 FY	<div>7.44 AVG. DAYS</div> <div><table><tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr><tr><td>7.49</td><td>7.73</td><td>7.48</td><td>7.09</td></tr></table></div>	Q1	Q2	Q3	Q4	7.49	7.73	7.48	7.09	<div>5.74 AVG. DAYS</div> <div><table><tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr><tr><td>6.83</td><td>5.55</td><td>2.79</td><td>7.74</td></tr></table></div>	Q1	Q2	Q3	Q4	6.83	5.55	2.79	7.74
Q1	Q2	Q3	Q4															
7.49	7.73	7.48	7.09															
Q1	Q2	Q3	Q4															
6.83	5.55	2.79	7.74															
2022-23 FY	<div>6.93 AVG. DAYS</div> <div><table><tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr><tr><td>7.19</td><td>7.10</td><td>6.87</td><td>6.62</td></tr></table></div>	Q1	Q2	Q3	Q4	7.19	7.10	6.87	6.62	<div>4.81 AVG. DAYS</div> <div><table><tr><th>Q1</th><th>Q2</th><th>Q3</th><th>Q4</th></tr><tr><td>9.60</td><td>4.00</td><td>3.10</td><td>3.91</td></tr></table></div>	Q1	Q2	Q3	Q4	9.60	4.00	3.10	3.91
Q1	Q2	Q3	Q4															
7.19	7.10	6.87	6.62															
Q1	Q2	Q3	Q4															
9.60	4.00	3.10	3.91															

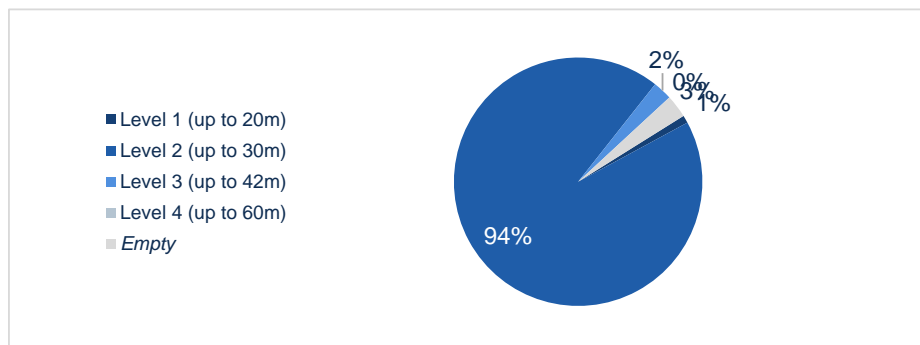
NHVR Portal Consents - Heavy Vehicle Configuration Types

All consents from 2020/21 FY to 2022/23 FY



NHVR Portal Consents – PBS Heavy Vehicle Configuration Types

All consents from 2020/21 FY to 2022/23 FY

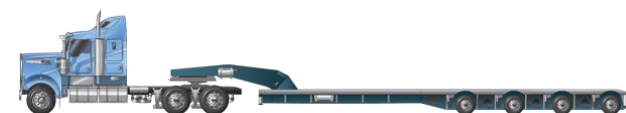


NHVR Portal Consents – Top 3 Heavy Vehicle Configurations

All consents from 2020/21 FY to 2022/23 FY



Performance Based Standards (PBS)



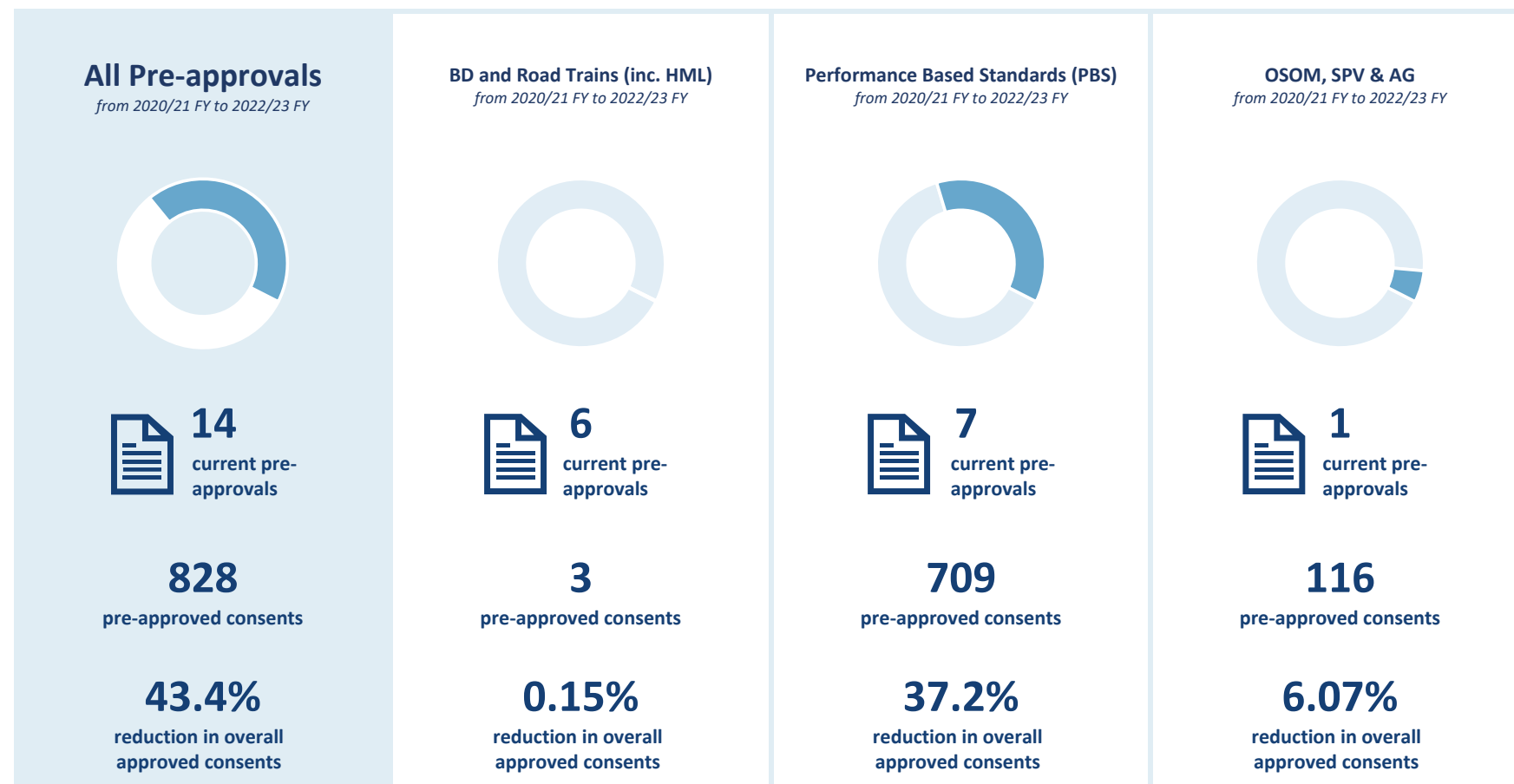
Oversize Overmass (OSOM)



B-double (including HML)

Southern Downs Regional Council – Existing Pre-approval Efficiencies

The following data has been obtained from the NHVR Portal Analytic Reporting tool between the 2020/21 FY to the 2022/23 FY –



Project Status Report



PROJECT: SDRC 2021, 2022 & 2024 DRFA PROGRAMS (5)

REPORT NUMBER	43	REPORT DATE	04 June 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 31 May 2024
Progress	<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. This has been followed up again as still outstanding. – 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 1 submission has been lodged for acquittal with QRA. – Only 3 submissions remain to be acquitted. <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 \$39.7M. A further \$1.4M has been set aside for complementary work. – The grading program of the February 2022 event is now complete with Condamine River Road and Adjinbilly Road finishing late May. – The sealed pavement rehabilitation program is complete including final seals. – Closeout processes across those submissions is well underway to achieve minimal delays in final payments from QRA. Just 1 unsealed road submission remain to be lodged. Sealed road and betterment submissions remain the priority for closeouts. – 5 betterment submissions have been approved under the 2022 events. 2 of 5 of these submissions have been completed to date. The other 3 betterment projects of Connells Bridge Road and Wheatvale Plains

SDRC – DRFA Program | Status report 04 June 2024

Report Period	Up to 31 May 2024
	<p>Road, and minor inverts on multiple other roads are due for completion in the first weeks of June.</p> <ul style="list-style-type: none"> Of 56 REPA submissions 35 have been lodged with QRA and 21 remain to lodge. <p>January 2024 Submissions</p> <ul style="list-style-type: none"> Emergency works period has now ended for this event. REPA damage assessment has commenced. Unsealed road assessments are currently underway in the Maryvale zone. <p>Delivery</p> <ul style="list-style-type: none"> Connells Bridge and Wheatvale Plains Road betterment project contract works are ongoing with completion due 7th June. Minor inverts betterment work is finalising with completion due on the final road by 14th June. Doyles Road (Clintonvale) is ongoing. Completion due 14th June.
QRA	<ul style="list-style-type: none"> Monthly progress reporting continues to QRA. There are 23 active submissions requiring cost and time reporting and forecasts each month on a road-by-road basis. As acquittals are steadily being lodged across the early DRFA programs this number is reducing. Acquittal of February 2020 event has been processed, the 4 subsequent events are ongoing with QRA progressively working through the acquittals lodged to date. QRA currently have 26 acquittal submissions lodged with them we're awaiting an outcome for. LRRG projects closeout processing. Preparation and lodgement of CDO, EW and REPA submissions for the January 2024 Ex-TC Kirrily Event.
Forecast Activities	<ul style="list-style-type: none"> Monthly claims to QRA. SDRC reporting. Submission closeouts with QRA. Finalising minor structure works Finalising Wheatvale and Connells Bridge betterment contract


SDRC – DRFA Program | Status report 04 June 2024

Report Period	Up to 31 May 2024					
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	\$11,569,763	\$872,389	\$1,102,658	\$12,672,421	\$11,825,061
	May 22	\$22,308,559	\$2,048,519	\$2,203,695	\$24,512,254	\$18,396,378
	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	\$749,934	\$69,532	\$70,000	\$819,934	\$0
	TOTAL	\$55,394,287	\$5,077,440	\$5,463,353	\$60,857,640	\$48,466,758
	<p>*Note that this month's report does not include up to date financials. Financial reporting has been deferred until after end of month processing is completed by Council so as many costs as possible are reported to QRA to allow finalisation activities to progress.</p> <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. 					
Critical Issues/ Delays/ Concerns	<ul style="list-style-type: none"> – Primary focus remains on completing the last few projects prior to June 30 deadline for works. – Finalisation activities are the secondary focus, consuming most of the PM time to ensure evidence is provided to QRA for reimbursement of expenditure. We continue to work with SDRC staff to ensure the information drawn from Council systems supports these claims. – The complementary works budget originally allocated at \$2m was fully assigned to at-risk scope changes for pavement repairs. Council subsequently reduced the budget to \$1.4m. This change occurred after the cost were allocated and incurred. These costs are booked to the DRFA program (not visible under the budget line item that covers them) and while we are confident a high percentage will be recovered through DRFA program this is not guaranteed. Due to delays finalising bitumen seals it is now not anticipated that these outcomes will be known until FY24/25. Budget allocation should be made to account for this risk. 					
Attachments	– Nil					

PARKS & OPERATIONS CAPITAL PROJECTS MONTHLY REPORT - JUNE 2024							
Project	Total Project Funding	Full Year Expense Budget	Year to Date Expense Actual	Commitments	Actual + Commitments	Expense Variance (Budget less Actual+Comms)	Comments
101249 - Plant Replacement Program	\$6,701,319.00	\$6,701,319.00	\$2,231,772.00	\$2,501,795.00	\$4,733,567.00	\$1,967,752.00	Final procurement being completed
102461 - Stanthorpe Streetscape	\$1,099,364.00	\$1,037,032.00	\$436,080.00	\$230,610.00	\$666,690.00	\$370,342.00	Under construction.
102563/102608 - Council depots refurbishment and improvements	\$246,000.00	\$207,067.00	\$3,120.00	\$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. Staged approach pending funding commitments.
102605 - Regional UDF Projects - Dalveen LRCI3	\$120,000.00	\$107,251.00	\$3,531.00	\$178,407.00	\$181,938.00	-\$74,687.00	Under construction.
102606 - McGregor Park Ablution Refurbishment	\$250,000.00	\$239,257.00	\$3,458.00	\$195,077.00	\$198,535.00	\$40,722.00	Under construction.
102607 - Brock Park Redevelopment	\$425,000.00	\$407,787.00	\$3,974.00	\$225,603.00	\$229,576.00	\$178,211.00	Under construction.
102688 - Playground Management Program LCRI4	\$120,000.00	\$120,000.00	\$0.00	\$0.00	\$0.00	\$120,000.00	Contractor engagement underway to commence remediation of highest priority playground sites
102718 - Leslie Dam Boat Ramp Ablution Block	\$327,273.00	\$327,273.00	\$537.00	\$246,266.00	\$246,803.00	\$80,470.00	Under construction. Stage 1 to be completed by 30 June with Stage 2 to be completed by 31 October.
102715 - Warwick Dog Off Leash Area (DOLA)	\$135,000.00	\$135,000.00	\$15,475.00	\$169,461.00	\$184,937.00	\$30,063.00	Under construction.
102685 - Fleet GPS/Telematics Upgrade	\$52,000.00	\$52,000.00	\$5,829.00	\$1,171.00	\$7,000.00	\$45,000.00	Funding terminated and tender document development cancelled
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 trucks are available at dealer. Partially funded through 101249, with remainder from this Project Code
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	\$10,155,956.00	\$10,013,986.00	\$2,703,776.00	\$3,760,640.00	\$6,464,416.00	\$3,629,570.00	
OPERATIONAL PROJECTS							
Nil							
TOTAL							

0.0

Planning & Environment Monthly Status Report

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

- On 18 June 2024, three members of the Planning & Development Department will attend a Planning Institute of Australia (PIA), Legal Lunchtime session relating to “Owner’s consent – what are the pitfalls and traps for planners?”

Built Environment

- On 16 and 17 May 2024, Council’s licenced building certifiers and building certifier cadet, attended the Australian Institute of Building Surveyors (AIBS) annual conference.
- On 27 June 2024, representatives of the Queensland Building and Construction Commission (QBCC) will be attending Council to further discuss building certification, and plumbing and drainage.
- The backflow prevention register program is continuing with 381 devices now tagged and 272 devices which have been previously identified.

Environmental Services

- Annual licence renewals have been issued for food premises licenced under the *Food Act 2006* and personal appearance services licenced under the *Public Health (Infection control for Personal Appearance Services) Act 2003*.
- Waste education was delivered in the region to kindies and schools. This involved presentations to children on a variety of topics including recycling, composting and worm farming, food waste, as well as audits of what is in the school’s waste to identify opportunities for waste minimisation and improved recycling. In addition, a community composting and worm farming workshop was held at the Warwick Farmers Markets. At the workshop, the winner of a recent competition, local school student Abby Halton, was awarded with her prize, which included a reusable bag with a design she created to promote recycling in the Southern Downs.
- The flying fox rehabilitation project in Stanthorpe has been completed. The students from SDIEA who were involved will be graduating in a ceremony at the site in June.
- Coordinated ground baiting occurred across the region at the end of May.


- The waste team presented to the Youth Council on waste management in the region and some tips on recycling.
- The hardstand at the Stanthorpe Waste Facility has been re-sheeted, providing an improved surface for stockpiling and customer interaction.
- Training was delivered to all waste facility supervisors on correct processes and waste levy requirements, to help Council's compliance with state government legislation at the facilities.
- Ema Havea, one of Council's Local Laws Officers, has been awarded a Pride of Workmanship Award from the Rotary Club of Stanthorpe. She will be presented her award at a dinner in June.

ATTACHMENTS

Nil

10.3 Terms of Reference for Councillors Appointed to Engagement and Operational Committees

Document Information

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

Recommendation

THAT Council:

1. Appoint two Councillors to the Audit and Risk Management Committee, and update the Committee's Terms of Reference, and Appendix A of the Councillor Portfolio Policy PL-136 as required.
2. Adopt the following updated Terms of Reference for Engagement Committees:
 - Audit and Risk Management Committee (as amended)
 - Border Regional Organisation of Councils
 - Condamine Community Alliance Committee
 - Darling Downs and South West Queensland Council of Mayors
 - Granite Belt Alliance Committee
 - Local Disaster Management Group
 - Local Disaster Recovery Group
 - Pest Management Advisory Committee
 - Saleyards Advisory Committee
 - Shaping Southern Downs Advisory Committee
 - Southern Border Regional Roads and Transport Group
 - Southern Downs Youth Council
3. Adopt the Terms of Reference for Engagement Committees - External, referencing Council's external engagement committees.
4. Adopt the Terms of Reference for the Local Housing Action Plan Working Group, and appoint Mayor Hamilton and Cr Richters to the Local Housing Action Plan Working Group.

REPORT

Background

Councillors participate on a number of committees, both internally and externally focused, as well as attend meetings of other community groups.

Report

At the April 2024 Ordinary Meeting, Council adopted the Councillor Portfolio Policy, including the following appointments of Councillor representatives to various committees and organisations:

COMMITTEE / ORGANISATION	COUNCILLOR/S
ENGAGEMENT COMMITTEES - SDRC	
Audit and Risk Management Committee	Mayor Hamilton, Cr Richters and Cr Wantling
Border Regional Organisation of Councils	Mayor Hamilton
Condamine Community Alliance	Cr Deane
Darling Downs and South West Queensland Council of Mayors	Mayor Hamilton
Granite Belt Alliance	Cr Harslett
Local Disaster Management Group	Mayor Hamilton, Cr McDonald and Cr Richters
Local Disaster Recovery Group	Cr Windle and Cr Wantling
Pest Management Advisory Committee	Cr Pidgeon
Saleyards Advisory Committee	Mayor Hamilton and Cr Pidgeon
Shaping Southern Downs Advisory Committee	Cr Windle and Cr Richters
Southern Downs Youth Council	Cr Harslett
Southern Border Regional Roads and Transport Group	Cr Bartley
ENGAGEMENT COMMITTEES – EXTERNAL	
Agricultural Transport & Logistics Working Group	Cr Bartley (proxy Cr Pidgeon)
Condamine River Sports Group Committee	Cr Wantling
Granite Belt Art and Craft Trail Committee	Cr Harslett
Headspace	Cr McDonald (Cr Windle is a community representative)
Morgan Park User Group	Cr Richters and Cr Wantling
Public Art Reference Group	Cr Harslett
Southern Downs Industry Education Association Board	Harslett
Stanthorpe Community Reference Panel	Cr Deane
Stanthorpe Regional Art Gallery	Cr Harslett (proxy Cr Windle)
Stanthorpe Shire River Improvement Trust	Mayor Hamilton and Cr Deane

COMMITTEE / ORGANISATION	COUNCILLOR/S
Stanthorpe Sports Association	Cr Wantling
Warwick and District Community Road Safety Committee	Cr Bartley
Warwick Art Gallery	Cr Windle (proxy Cr Harslett)
Warwick Shire River Improvement Trust	Mayor Hamilton and Cr Deane
Warwick Women's Work Camp	Cr Windle and Cr Deane

In relation to the Audit and Risk Management Committee, Section 210 of the *Local Government Regulation 2012* (LGR) provides the following details regarding the composition of Council's Audit and Risk Management Committee:

210 Audit committee composition

- (1) *The audit committee of a local government must—*
 - (a) *consist of at least 3 and no more than 6 members; and*
 - (b) *include—*
 - (i) *1, but no more than 2, councillors appointed by the local government; and*
 - (ii) *at least 1 member who has significant experience and skills in financial matters.*
- (2) *The chief executive officer cannot be a member of the audit committee but can attend meetings of the committee.*
- (3) *The local government must appoint 1 of the members of the audit committee as chairperson.*

Council had previously appointed three Councillors, Mayor Hamilton, Cr Wantling and Cr Richters, to the Audit and Risk Management Committee, however given the requirements of the LGR, Council is required to review that appointment and only appoint two Councillors.

The Terms of Reference for all relevant groups have been updated to reflect the new appointments and these are provided as **Attachments 1 to 12** for adoption.

The Terms of Reference for Engagement Committees - External has been reviewed and updated and provided as **Attachment 13** for adoption.

As well as the above, Terms of Reference for the Local Housing Action Plan Working Group have been developed and are provided as **Attachment 14** for adoption.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Strategic Risk 00008: Strategic Focus

Focus on operational matters causes an inability to think and plan strategically which impacts on the reputation of Council.

Opportunity

In relation to the proposed Committees, an opportunity presents itself to involve elected members in strategic and community focused issues prior.

COMMUNITY ENGAGEMENT

Internal Consultation

Elected Members
Directors and relevant Manager

External Consultation

External organisations have been advised of their appointed Councillor representatives.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009
Local Government Regulation 2012

Corporate Plan

Goal 1 Our People

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

Objective: 1.1.1 Advocate for Councillor, staff and community representation on government and non-government committees and task forces relevant to the region.

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.

Policy / Strategy

Councillor Portfolio Policy PL-136


ATTACHMENTS

1. Terms of Reference - Audit and Risk Management Committee (Excluded from agenda - Provided under separate cover) [⇒](#)
2. Terms of Reference - Border Regional Organisation of Councils (Excluded from agenda - Provided under separate cover) [⇒](#)
3. Terms of Reference - Condamine Community Alliance Committee (Excluded from agenda - Provided under separate cover) [⇒](#)
4. Terms of Reference - Darling Downs and South West Queensland Council of Mayors (Excluded from agenda - Provided under separate cover) [⇒](#)
5. Terms of Reference - Granite Belt Alliance Committee (Excluded from agenda - Provided under separate cover) [⇒](#)
6. Terms of Reference - Local Disaster Management Group (Excluded from agenda - Provided under separate cover) [⇒](#)

7. Terms of Reference - Local Disaster Recovery Group (Excluded from agenda - Provided under separate cover) [⇒](#)
8. Terms of Reference - Pest Management Advisory Committee (Excluded from agenda - Provided under separate cover) [⇒](#)
9. Terms of Reference - Saleyards Advisory Committee (Excluded from agenda - Provided under separate cover) [⇒](#)
10. Terms of Reference - Shaping Southern Downs Advisory Committee (Excluded from agenda - Provided under separate cover) [⇒](#)

10.4 Procurement Exception -- Southern Downs and Granite Belt Visitor Engagement App

Document Information

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

Recommendation

THAT Council are satisfied that there is only one (1) supplier who is reasonably available for the purchase of the Southern Downs and Granite Belt Visitor Engagement App Support and Maintenance, and as such Council can enter into a contractual arrangement with Specialist Apps Pty Ltd without first inviting written quotes or tender pursuant to Section 235 (a) of the *Local Government Regulation 2012*.

REPORT

Background

Nil.

Report

This contract relates to the following product and service upgrades support and maintenance of the Southern Downs and Granite Belt Visitor Engagement App (the App) covering the period 1 July 2024 to 30 June 2026, including:

1. Upgrading the content management system to the latest version of Device Content Management Platform (DCMP) that includes:
 - Capability to navigate to Google from within App for better map functionality
 - Ability to add events separate to those being pulled through from ATDW
 - Easier updating of home screen video
 - Home Page Configurator
 - Dynamic Tour Builder
 - Alerts and Push Notifications engine
 - DCMP content management Support & Maintenance
 - Android and iOS Visitor Engagement Apps support and maintenance
 - AWS Web Hosting of Proximity eLockers CMS
2. Development of a new interactive food trail, including assistance with setup of trail engine, trigger points, map markers and alerts / QR codes.

Reason for the Exception

The App was originally fully funded under 12 projects delivered through the Tourism Recovery Officer funding from the 2019 Bushfire Recovery Fund. The contract commenced on 16 April 2021 and the services were completed by 30 June 2021.

Services covered under the current agreement, which expires on 30 June 2024 are:

- General phone support during business hours
- Provision of general advice
- Resolution of defects
- Testing of Proximity eLockers upgrades and notification to the client of any significant changes
- Testing of clients Smart Phone App, Touch Screen Kiosk App, or Smart Screen Apps
- Notification to the client of any known issues that may impact the Proximity eLockers application.

The following support items are not covered by the current agreement:

- Feature or enhancement requests for the Proximity eLockers application
- Client's hardware, operating systems, internet browsers and other locally based software, as this is the responsibility of the client
- Any Offline Database for backup of eLockers data locally as this is the responsibility of the client
- Knowledge of the client's business processes.

Following an internal restructure in 2021, ongoing maintenance and responsibility of the App was moved to Communications and Marketing, together with all Council digital assets. In August 2022 Council recruited a Digital Communications Officer who has been trained by Specialist Apps to maintain as much of the functionality of the App as possible. Having this skill in-house represents a significant cost-saving to Council.

Although continuous improvement has occurred, the App has not yet been utilised to its full potential, and it is recommended to extend the maintenance contract with Specialist Apps for another two years.

Benefits

- SDRC is seen as a leader in the field of visitor engagement Apps because the App was the first to integrate with Australian Tourism Data Warehouse (ATDW) as a primary data source. Data from the ATDW pulls through to 60+ tourism websites nationally. Listings are updated by the operators themselves, which ensures that Council does not need to resource and offer to individually manage event or operator listings.
- Trails developed over the past 24 months by the Digital Communications Officer drive economic benefit as the user is encouraged to drive or walk through the region to see various attractions. These include:
 - Artistic Warwick Walking Trail
 - Artistic Stanthorpe Walking Trail
 - Southern Downs Sculpture Trail
 - Warwick CBD Walking Trail
- The App is a digital support mechanism for festivals, with the 2023 Jumpers & Jazz in July Festival being successfully trialled with a fully integrated Jumpers & Jazz Venue trail. This trail will be reactivated for the 2024 festival based on the new program.
- According to a Tourism Events Queensland (TEQ) funded report, *A national perspective on visitor information servicing*, it is important to include a digital asset in Council's approach to providing visitor services for the increasingly hyper connected traveller to plan their own journeys.

- The App is a universal marketing tool for the entire region.

FINANCIAL IMPLICATIONS

Council was successful in attracting \$30,000 through the Locally Led Economic Recovery Program for the Expansion and promotion of Southern Downs and Granite Belt App which will:

- Include marketing and enhancements to showcase region
- Maintain functionality and promote the region to tourists
- Promote attractions and local small businesses
- Expand to include artificial intelligence gamification to draw visitors through the region
- Boost download and utilisation of the App
- Develop key functions within the App
- Putting a food and/or wine trail on the map.

Statistics and figures will be collected for visitation to the App. Council will be supporting festivals to upload festival trails / programs to Visitor App which will pull visitors through business districts. Council has access to the back-end data of the App to assist in measuring the success of marketing and development efforts.

It is therefore recommended that Council enter into a contract with Specialist Apps commencing 1 July 2024.

RISK AND OPPORTUNITY

Risk

If Council does not upgrade the content management system to the latest version of DCMP, none of the improvements can occur and the risk is that the content of the App will become outdated.

Opportunity

The App has become an integral part of destination marketing, and aligns our visitor services with growing expectations of the modern visitor to access information digitally

COMMUNITY ENGAGEMENT

Internal Consultation

Nil.

External Consultation

Nil.

LEGAL / POLICY

Legislation / Local Law

Local Government Regulations 2012 (QLD) s235 (a) or (b)

Corporate Plan

Goal 3 Our Prosperity

Outcome: 3.1 Population growth is maximised 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 a Job Creation Strategy to attract a diverse range of new residents to the region.

Outcome: 3.3 The Southern Downs is a destination of choice for business and visitors.

Objective: 3.3.3 Support and work with regional partners to undertake targeted branding and marketing activities for major events.

Policy / Strategy

Procurement Policy

Procurement Handbook

ATTACHMENTS

1. Specialist Apps Inc Quote 202246[↓](#)

Quotation

Specialist Apps Pty Ltd
Level 2, Riverside Quay
1 Southbank Boulevard
Southbank VIC 3006
www.specialistapps.com

ABN: 94 633 208 394

DATE: 10/04/2024

QUOTE NUMBER
00202246

TO: **Izelle Barnard**
COMMUNICATIONS AND MARKETING COORDINATOR
Southern Downs Regional Council
64 Fitzroy Street (PO Box 26) Warwick QLD 4370

PRODUCT / SERVICE DESCRIPTION:

Cost:

Southern Downs and Granite Belt Visitor Engagement App Support and Maintenance
for 2 years (from July 1 2024 – June 30 2026)

\$14,000 +GST

Renewal of support contract includes upgrading the content management
system to the latest version of Device Content Management Platform (DCMP)
that includes

- Capability to navigate to Google from within App for better map functionality
- Ability to add events separate to those being pulled through from ATDW
- Easier updating of home screen video
- Home Page Configurator
- Dynamic Tour Builder
- Alerts and Push Notifications engine
- DCMP content management Support & Maintenance
- Android and iOS Visitor Engagement Apps support and maintenance
- AWS Web Hosting of Proximity eLockers CMS

Development of a new interactive food trail, including assistance with setup of trail engine,
trigger points, map markers and alerts / qr codes.

\$16,000 + GST

Total Cost Ex GST


\$30,000 + GST

NOTES:

This quotation is valid for 30 days from date shown
Prices shown are in Australian Dollars EX GST unless otherwise stated

10.5 Workforce Strategy

Document Information

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

Recommendation

THAT Council receive and note the Workforce Strategy 2024 – 2028 attached to this report.

REPORT

Background

This Workforce Strategy 2024 – 2028 (**the Strategy**) is a first-time strategy thereby establishing one of the key strategies that underpins Council's Integrated Planning & Reporting Framework (IPRF). The high level Strategy sets out Council's aspiration to create an engaged, responsive and resilient workforce that is agile and capable. The Strategy aims to do this by:

- Building capability and capacity through attracting and retaining a talented workforce in a highly competitive market, including succession planning and talent management strategies;
- Building our workforce through supporting wellbeing and developing an inclusive and diverse workforce reflective of the communities we serve; and
- Building structures and connections to support agility and flexibility across hybrid teams who respond quickly to surge in workforce demands and shared challenges.

Report

Research shows that all workforces are challenged by talent shortages, resulting in considered changes needing to be made to the workforce landscape in which Council operates.

Whilst vacancies can continue to be managed by filling gaps (both current and future) through defined recruitment and selection processes the real challenge for Council is that to somewhat remedy the situation new approaches need to be considered and implemented to attract and retain Council's workforce for the future, balanced on the needs of Council and the individual employees.

As at 31 March 2024, 53.69% of Council's total workforce is 50 years and older. Physiological changes that occur with age include physical capacity, changes to vision and hearing, slips, trips and falls becoming more common, and increased disturbances in performance and sleep leaving Council at risk if the Strategy does not address the wellbeing, engagement, retention and replacement of these employees.

Council's data representation in the Strategy is as at 31 March 2024 whilst the LGAQ Annual Workforce Census data was provided on 11 April 2024.

FINANCIAL IMPLICATIONS

Unable to determine as this will be dependent on the initiatives developed and implemented.

RISK AND OPPORTUNITY

Risk

Inability to deliver services to the community and Southern Downs Region.

Opportunity

Council will have an engaged, responsive and resilient workforce that is agile and capable to deliver the outcomes for the community and Southern Downs Region.

COMMUNITY ENGAGEMENT

Internal Consultation

Feedback obtained from the Executive Leadership Team, Senior Leadership Team and People and Culture branch.

External Consultation

Nil.

LEGAL / POLICY

Legislation / Local Law

Work Health and Safety Act 2011

Work Health and Safety and Other Legislation Amendment Act 2023

Work Health and Safety Regulation 2011

Workers Compensation and Rehabilitation Act 2003

Work Health and Safety (Psychosocial Risks) Amendment Regulation 2022

Code of Practice Managing the Risk of Psychosocial Hazards at Work – 2022

Australian Human Rights Commission Act 1986 (Cwth)

Industrial Relations Act 2015 (Qld)

Anti-Discrimination Act 1991 (Qld)

Queensland Local Government Industry Award

Corporate Plan

Goal 4 Our Performance

Outcome: 4.1 Our customers want to do business with us.

Objective: 4.1.2 Embed a culture of continuous improvement focusing on creating value through innovation and technological advancement, reducing waste and improving efficiency.

Outcome: 4.2 Our people return home safely.

Objective: 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: 4.3.2 Build leadership capability and define competencies and development pathways.

Policy / Strategy

Nil.

ATTACHMENTS

1. Southern Downs Regional Council Workforce Strategy [↓](#)

Southern Downs Regional Council Workforce Strategy 2024 - 2028



Southern Downs
REGIONAL COUNCIL

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ACKNOWLEDGEMENT OF COUNTRY

The Southern Downs Regional Council acknowledges the original custodians of the land on which we live and gives respect to Elders past, present and emerging, and through them to all Aboriginal and Torres Strait Islander peoples with whom we foster effective, respectful and culturally-sensitive engagement.

REVISION RECORD

Date	Version	Author	Description
June 2024	New	D Woolley	First Draft

1 INTRODUCTION

The Southern Downs Regional Council's Workforce Strategy 2024 - 2028 (the Strategy) sets out our direction and commitment to all our employees, both current and future. The Strategy details the way in which we intend to work with our employees, line managers and other stakeholders to help everyone to reach and maintain their potential. Our people need to be actively and directly linked to the future direction of Southern Downs Regional Council (Council).

Our people are the single greatest determinant of our success and consideration will be given to an employee's lifecycle, from on-boarding to off-boarding. Our culture and practices will bring out the best in our people.

Our continued success is dependent upon the quality, commitment and engagement of our employees, in building internal capacity and capability, and in achieving the vision and values when delivering the best possible service excellence to our community.

The composition of our community is diverse, thereby necessitating that Council be representative of the community we serve.

Strategic Workforce planning is an organisational process that provides a focused and strategic approach to attracting, developing and retaining a suitable workforce to meet current and strategic business needs, including:

- Identifying critical skill gaps;
- Development of initiatives that address workforce demand and supply challenges;
- Determination of future workforce requirements to achieve Council's strategic objectives within budgetary constraints;
- Involves an analysis of the current workforce and skill mix as well as the long and short-term needs of each Directorate within Council; and
- Development of Directorate Workforce Plans to ensure Council has an appropriate workforce with the capability and capacity to efficiently and flexibly ensure quality services to our community.

Workforce planning is a process involving frequent modifications of direction in response to changing economic, community and Council priorities. In

developing a successful workforce plan, intelligence must be gathered to understand business strategy, talent risks must be identified associated with successfully executing that strategy and developing a plan to address those risks.

Council's Workforce Strategy 2024 – 2028 sets out Council's aspiration to create an engaged, responsive and resilient workforce that is agile and capable. The Workforce Strategy aims to do this by:

- Building supervisor capability and skills;
- Building capability and capacity through attracting and retaining a talented workforce in a highly competitive market, including succession planning and talent management strategies;
- Building our workforce through supporting wellbeing and developing an inclusive and diverse workforce reflective of the communities we serve; and
- Building structures and connections to support agility and flexibility across hybrid teams who respond quickly to surge in workforce demands and shared challenges.



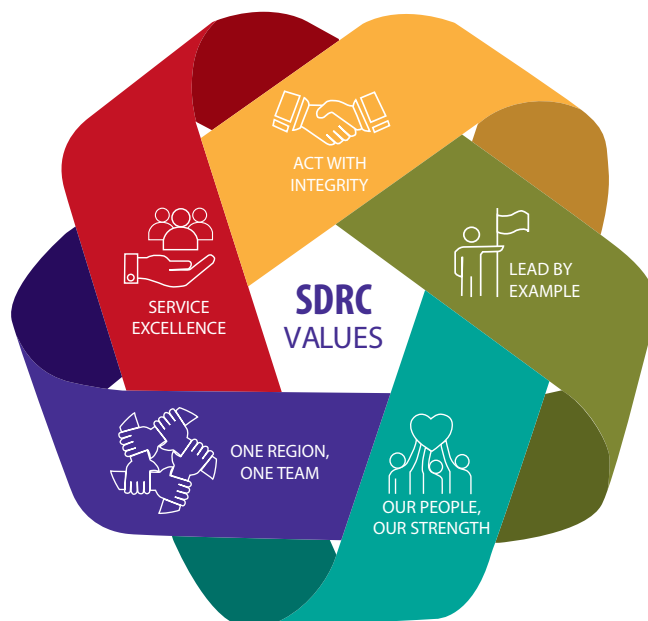
2 OUR VALUES AND GUIDING PRINCIPLES

2.1 SDRC VALUES

The Strategy aligns with the Council's Values, which in turn inform our desired behaviours and actions. The Values were developed in consultation with our people and provides both internal and external stakeholders with the promise that we will act with integrity, lead by example, recognise the strength of our people, operate as one region and one team and, deliver service excellence.

2.2 OUR GUIDING PRINCIPLES

As a local government organisation, Council is guided by its Corporate Plan (2021–2026), which reflects longer term community and local government aspirations and priorities for the region.



GOAL 4 - OUR PERFORMANCE

Our performance is driven by our values and approach to innovation and improvement. It will be reflected through ethical decision making and good governance.

Outcome	Outcome	Outcome	Outcome
4.1 Our customers want to do business with us	4.2 Our people return home safely	4.3 Our people are proud to work for Council	4.6 Our leaders are authentic
Objective	Objective	Objective	Objective
4.1.1 Deliver contemporary customer service experiences that align with the expectations of our customers and the community	4.2.1 Improve our safety management system and visible leadership to ensure our people go home safely	4.3.1 Enable collaborative workplaces and contemporary work practices	4.6.1 Our elected members are collaborative and actively work with Executive Management to deliver desired outcomes
4.1.2 Embed a culture of continuous improvement focusing on creating value through innovation and technological advancement, reducing waste and improving efficiency	4.2.2 Improve our wellbeing management including physical and mental health support	4.3.2 Build leadership capability and define competencies and development pathways	4.6.2 Our Executive Leadership Team is visible, proactive and outcomes focused
4.1.3 We "get stuff done" and are solution seekers	4.2.3 Improve our people's capability and provide support and upskilling opportunities	4.3.3 Instil in our people the concept of brand ambassadorship	4.6.3 Leadership development at all levels including elected members is considered "core business"

THE FOLLOWING GUIDING PRINCIPLES WILL BE APPLIED IN DELIVERING THE STRATEGY:

RIGHT PEOPLE

Committed employees with the right values, attitude and work ethics.

RIGHT SKILLS

Having the critical skills and capabilities required to execute the organisational goals and business strategy, now and into the future.

RIGHT SIZE

Having the headcount to execute the organisational goals and business strategy.

RIGHT PLACE

Having geographically available talent.

RESET ENGAGEMENT AND WELLBEING

Linking resilience and engagement to the wellbeing of our employees.

2.3 OUR INTEGRATED FRAMEWORK AND CONTEXT

This Strategy is one of the key strategies underpinning Council's Integrated Planning & Reporting Framework (IPRF).

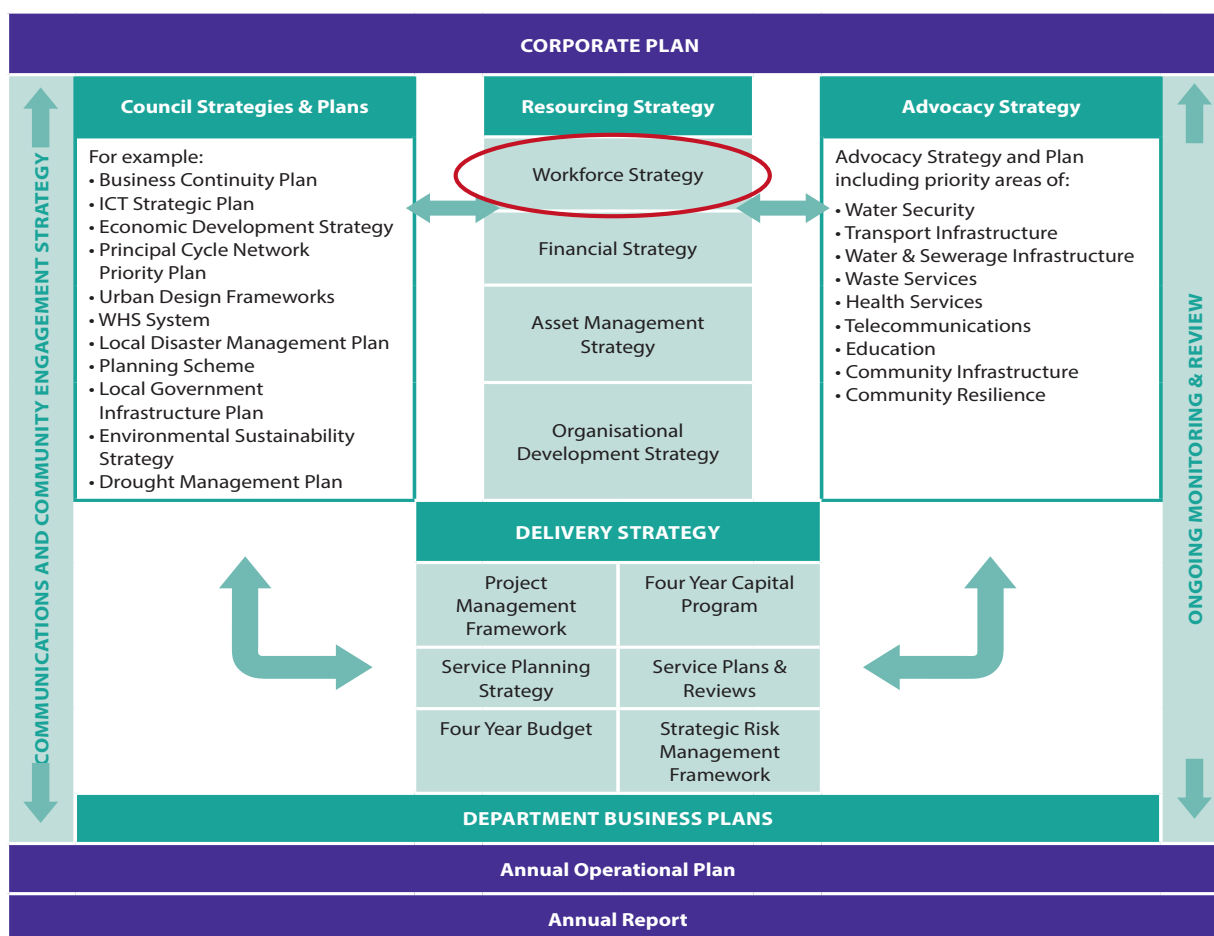
The IPRF is premised on the basis that all Council planning should originate from a robust understanding of the community's expectations around key priorities and service levels.

Our engagement is linked to plans, strategies and work outlined in our IPRF. This framework shows how often we engage around those plans and strategies to inform our day-to-day activities and overarching goals and strategies.

It comprises a series of interrelated documents that together, provide a

comprehensive and evidence-based approach to community planning, whilst ensuring alignment with state and regional priorities. The framework ensures our organisation is well equipped to deliver engagement initiatives that are appropriate to the project, are well planned and underpin our operational plans.

SDRC INTEGRATED PLANNING & REPORTING FRAMEWORK



3 COMMUNITY DEMOGRAPHICS

The Southern Downs community is made up of over 37,040 people who live, work, play and invest in a land area of 7,122 square kilometres.

OUR DEMOGRAPHIC PROFILE

37,040

RESIDENTIAL POPULATION

TOP 3 NATIONALITIES (OF 70)

Australian | Irish | Scottish



TOP 3 LANGUAGES AT HOME

English | Italian | Filipino



EMPLOYMENT STATUS



45%

of the workforce holds no formal qualification

\$63K

Median Income

TOP 3 OCCUPATIONS

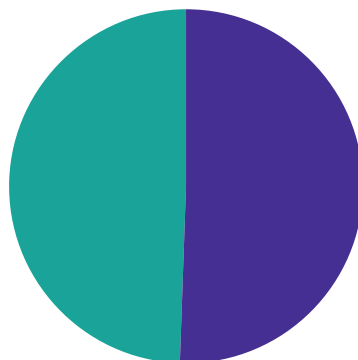
Labourers | Managers | Professionals

POPULATION MAKE-UP



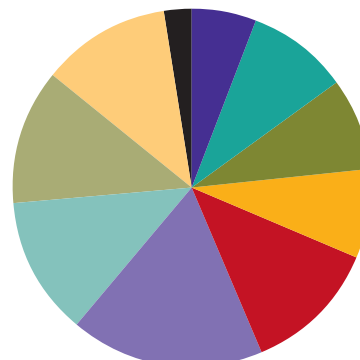
89% Australian Citizens
5.4% Aboriginal and Torres Strait Islander
10.2% Overseas born

GENDER



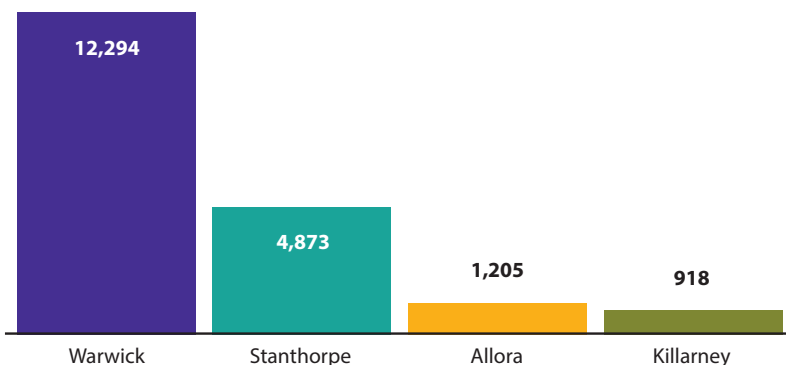
49.2% Male (17,856)
50.8% Female (18,435)

AGE



5.9% - 0 to 4 years
9.3% - 5 to 11 years
8.4% - 12 to 17 years
8.0% - 18 to 24 years
12.2% - 25 to 34 years
17.4% - 35 to 49 years
12.6% - 50 to 59 years
12.1% - 60 to 69 years
11.7% - 70 to 84 years
2.4% - 85 years and over

MAJOR TOWNS BY POPULATION (ABS 2021)



*Southern Queensland Country Tourism 2022

4 SHAPING COUNCIL'S WORKFORCE STRATEGY

The Strategy is focussed on representing Southern Downs Region's community in Council's workforce, Council's aspirations and the trends for the future of work across Council is social, technology, environmental, economic and legislative changes and requirements. The Strategy provides direction on what Council should

'build', 'borrow', and 'grow' to effectively execute a talented and resilient workforce for the future. A snapshot is provided of the Workforce Strategy 2024-2028_ Emerging Focus (**Attachment 1**).

Research shows that all workforces are challenged by talent shortages with profound changes having to be made to

the workforce landscape in which Council operates

Council's data representation in the Strategy is as at 31 March 2024 whilst the LGAQ Annual Workforce Census data was provided on 11 April 2024. Council's data will be reported on as part of the regular review of the Workforce Strategy.

GENDER	AGE	REPRESENTATION WITHIN THE COMMUNITY
50.8% - FEMALE (18,435)	34.1% - Median Age: 60 Years+	89% - Australian Citizens
49.2% - MALE (17,856)	15.8% - Seniors: 70-84 Years	10.2% - Overseas born
	15.6% - Empty Nesters & retirees: 60-69 Years	5.4% - Aboriginal and Torres Strait Islander
	15.5% - Parents and Homebuilders: 35-49 Years	0.8% - Other
	27% - Under 25 Years	

Table 1: Community Demographics (Sourced from SDRC Communication and Engagement Strategy 2023)

5 ORGANISATIONAL STRUCTURE

COUNCIL HAS FOUR (4) DIRECTORATES. THEY ARE:

5.1 INFRASTRUCTURE SERVICES

Infrastructure Services is the largest of the four (4) Directorates comprising of 59.7% of Council's full time equivalent (FTE) positions. Infrastructure Services consists of the following Departments:

- Water and Wastewater
- Parks and Operations
- Works

5.2 CUSTOMER AND ORGANISATIONAL SERVICES

Customer and Organisational Services comprises 23.5% of Council's FTE positions. Customer and Organisational Services consists of the following Departments:

- Corporate Services
- Community Services
- Financial Services
- Sustainability and Strategy

5.3 PLANNING AND ENVIRONMENTAL SERVICES

Planning and Environmental Services comprises 11.3% Council's FTE positions. Planning and Environmental Services consists of the following Departments:

- Environmental Services
- Planning and Development

5.4 EXECUTIVE SERVICES

Executive Services consists of 5.5% of Council's FTE positions. Executive Services

comprises of the following Departments and functions:

- People and Safety
- Communications and Marketing
- Economic Development
- CEO and Mayor and Elected Members Executive Support

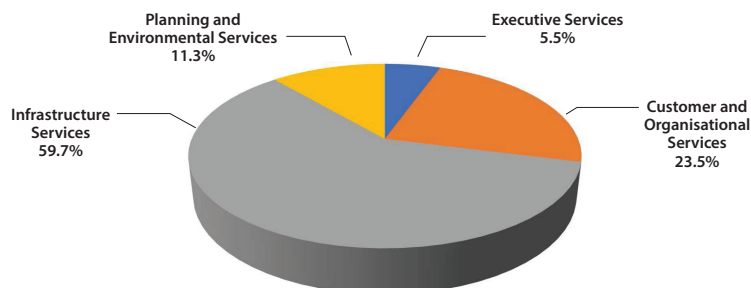
5.5 FULL TIME EQUIVALENT (FTE) DISTRIBUTION BY DIRECTORATE (AS AT 31 MARCH 2024)

Figure 1 further demonstrates the percentage breakdown of the 411.05 FTE positions across the Directorates in Council with the Infrastructure Services Directorate having the largest number



of FTE allocated and Executive Services the least. Some of these positions are vacant. Council commonly refers to its workers as indoor and outdoor workers. Generally speaking, the Infrastructure Services outdoor workers work in teams that are made up of employees and contractors with complementary skills who are working toward a common purpose. These teams are created by grouping employees in a way that generates a variety of expertise and addresses specific operational delivery requirements for Council.

Directorate Percentage Breakdown



5.5.1 TURNOVER

While some turnover can be healthy for an organisation, unhealthy turnover can be detrimental to morale, engagement, wellbeing, corporate knowledge and financial viability. Unhealthy turnover occurs when top performers leave because of job dissatisfaction or lack of growth opportunities. Retirements and separations based on poor performance have traditionally been considered as healthy turnovers. However, as the Strategy will demonstrate, early retirements may no longer be a healthy turnover for Council.

Direct costs of turnover include the cost of separation, recruitment, screening and selection, relocation, orientation, and training. Indirect costs include productivity lost due to increased workload on other team members, lower engagement, decreased wellbeing of

team members, lower team member morale and loss of knowledge.

The AHRI Quarterly Australian Work Outlook, March Quarter 2024, offers a forward view of the work environment indicating that easing economic growth is having an impact on the Australian labour market. The 12-month average employee turnover rate to the end of December 2024 is forecasted by AHRI to be 14%, unchanged compared with the previous quarter. The report also details that the employee turnover rate is higher in the public sector (18%) than in the private sector (14%).

The Australian Local Government Association (ALGA) reported recently that the national employee turnover rate in local government is about 15 percent, whilst in rural areas it is closer to 20 percent. The LGAQ Annual Workforce Census released on 11 April 2024 (LGAQ

Census), outlines that the average attrition rate for councils participating in the census is 17.31% with Rural/Remote averaging at 24%. Whilst this Council is not in the remote/rural category, the data provides a good snapshot of the turnover challenges facing Council.

The annualised turnover rate for Southern Downs Regional Council as at 31 March 2024 was 20.8%, which is 3.2% under the LGAQ Census average for Rural/Remote Councils and 0.8% over the ALGA turnover rate for rural areas. With fewer recruitment opportunities available – seeking out, finding, and hiring potential candidates - Council may benefit by reducing turnover by 1.0% each financial year for the next 4 years, thereby decreasing the Council's annualised turnover rate to 16.8% by 2028. The details surrounding such a target will be discussed and implemented through further workforce planning with Council's Directorates.

6 WORKFORCE INFLUENCES

Research has revealed or confirmed that organisations will need to consider the impacts of global influences and external demand and supply.

Traditional workforce strategies are disconnected from reality as the workforce landscape remains disruptive. Talent is scarce, skills are shifting, there is

high turnover and a shift in the employer-employee dynamic.

Opportunity hire is an emerging recruitment strategy whereby employers are taking on new employees for who the job scope is incomplete or not already defined at the time they make first contact with the organisation. To further

describe, the organisation encounters an outstanding candidate on first contact that they would like to hire hoping or forecasting that the job scope will emerge in time.

With the constant evolution of the future of work and the workforce, remote and hybrid workforces become opportunities for consideration.

Table 2 summarises the factors influencing both internal and external demand and supply thereby impacting the acquisition and retention of the future workforce whilst maintaining a stable, resilient and engaged workforce.

EXTERNAL DEMAND AND SUPPLY INFLUENCES:	INTERNAL DEMAND AND SUPPLY INFLUENCES:
• Economic pressures	• Culture
• Government elections and priorities	• Psychosocial safety and wellbeing
• Acts, Regulations and Code of Practice changes	• Absence of a planned approach to capability requirements and development
• Impact of Artificial Intelligence	• Absence of contemporary retirement planning options and support
• Competing industries and local governments in the surrounding areas to SDRC offering increased remuneration and flexibility	• Quiet quitters (low employee engagement)
• Demographics	• Ageing Workforce
• Social Patterns	• Talent pipelines not established or utilised
• Emergence and adoption of Artificial Intelligence	• Deficient diversity and inclusion strategies
• The Great Resignation – ie candidates will stand by what they want out of the employment relationship	• Experience
• Housing shortages	• Absence of visible Career Planning options
• Time taken to recruit	• Multigenerational workforce
• Absence of specific competencies/ skills and experience in the region	
• Insufficient availability of accommodation for successful candidates employed from outside of the region	
• Industry trends and patterns	
• Inability to have competitive pay and conditions with external organisations	
• Recruiting for skills and experience rather than qualifications alone	
• Hybrid models for frontline workers	
• Hybrid workforces	
• Erosion of Social Skills	
• Technology/Artificial Intelligence	

Table 2: Summary of Workforce Demand and Supply influences



SOME OF THE INTERNAL AND EXTERNAL INFLUENCES ARE EXPLORED IN MORE DETAIL BELOW.

6.1 EXTERNAL

Research has shown there are several external factors that affect Council's future workforce management including:

6.1.1 GLOBALISATION

Wide ranging workforce impacts, including employees seeking more flexible arrangements through to global talent markets, are opening new options for recruitment. The 2021 PWC The Futures of Work report supports the rapid shift to hybrid workforces, identifying four key focus areas for making hybrid work possible:

- Where to work – traditional office spaces is increasingly an unfit-for-purpose option.
- Our wellbeing at work – this presents an opportunity to boost connectivity, engagement and productivity.
- How we make it work – empower future ways of working with consideration of regulatory and compliance obligations.
- Our experience of work – traditional leadership models have been updated to translate into new hybrid ways of working.

6.1.2 WORKFORCE TRENDS

Some trends that require consideration given the demographics of the community we serve include the representation of women in senior positions in the workforce, the work impacts and considerations of two income families and single parent families, as well as the ageing workforce and community.

As baby boomers leave the workforce and Gen Z (12 – 27 years) and the Millennials (28 – 43 years) enter the workforce, Council needs to adapt to retain a diverse and talented workplace. This includes changing the way we recruit and recognising that the benefits we may need to offer to attract and retain Gen Z,

the Millennials and the ageing workforce may be different.

Our working environments also need to be conducive to how employees perform their tasks. An expectation gap is emerging between employees and organisations. To adapt and thrive successfully, Council must understand the current state of hybrid work, and how the workforce needs are shifting as a result.

Rethinking the gender contract is not just about promoting fairness or equity, it is about creating workplaces that reflect the reality of our lives. By integrating work and wellbeing more effectively, Council may lean more towards unleashing the full potential of our workforce, fostering environments where everyone, regardless of gender, can thrive.

The legislative landscape in the gender equity space is moving in a positive direction evidenced by recent industrial relations changes such as the end of pay secrecy clauses and the requirement for employers to publish their gender pay gap. Having said that, the Strategy recognises that there is no requirement for local government to report the gender pay gap to the Workplace Gender Equality Agency (WGEA).

6.1.3 DEMAND AND SUPPLY

The state of the economy will impact Council's ability to retain and attract a competent and engaged workforce. Supply is one of the most significant outside factors influencing Council's ability to create a stable workforce. With workforce indicators such as slow population growth, high turnover and the demographics profile, Council can confidently predict what may transpire. Council is faced with a reality that different ways to retain ageing talent and newer ways to attract and retain the younger workforce are required. Both these initiatives must be underpinned with robust and strong frameworks to

support the young employees or the older employees as well as the employees that they work with.

Research is showing that managing mobility and career paths, developing critical talent segments, developing leaders, managing change and resilience, and modifying talent processes for hybrid working models are all ways to fulfil this purpose.

Locally there is a high demand for a construction workforce as well as the various trades. This can be attributed to the competing demands in surrounding regions with major infrastructure projects, including Inland Rail and renewable energy projects such as the Macintyre Wind Farm. Council is also unable to be as competitive with remuneration as councils with larger rate base or additional sources of revenue.

The Staffing Industry Analysts (SIA) predicts that the importance of contingent workforce programs will surge in 2024. A contingent worker is a worker who is hired on a temporary or fixed-term contract basis to provide specific services for a specific project or period of time. Contingent workers are not employees and, therefore, do not receive the same rights and benefits as permanent employees

6.1.4 CAPABILITY GAPS

Korn Ferry and McKinsey research have indicated that to expand the available talent from specific job postings there is a shift towards employing workers for the skills and experience they possess today allowing workers to gain the necessary degree or academic requirement during their employment.

Relying only on external recruitment to bridge skill gaps is no longer a viable option. While recruiting talent from outside of councils may once have been the dominant way to fill vacancies and bridge knowledge gaps, Council will now

need to turn our attention inwards and locally to secure talent in a timely way.

Of the councils surveyed, the LGAQ Census has identified that the top 3 skill shortages for councils are:

- all trades (including mechanics and fitters)
- engineers (all types)
- heavy plant operators and labourers.

6.1.5 THE IMPACT OF CHANGES AND ADVANCES IN TECHNOLOGY

Digital transformations and economic uncertainty have led to much disruption and change. Changes and advances in technology is essential for Council to remain an Employer of Choice. Technology will not only optimize the productivity and efficiency of the workforce but will also reduce compliance risks for Council.

Every generation has different expectations and attitudes when it comes to workplace technology. Because of these differences, they also have varying opinions about what constitutes inefficient technology and how to cope when tech-based issues arise.

To create a foundation for success, Council needs to find ways to keep both the ageing workforce and the

Gen Z/Millennial workforce engaged and thriving in the workplace and in the community. The technology requirements for these two groups seem distinct and yet co-dependent to help employees meet the challenges of a psychosocially safe working environment, thereby balancing team work, life and work equilibrium and relieving work-related stress on families and other employees.

An analysis of key occupational groups likely to be impacted by digital disruption may reveal concurrent challenges with reskilling or organisational design.

The factors influencing talent acquisition will vary for each council, both in substance and emphasis. Korn Ferry'2024 Talent Acquisition Trend Research report predicts that both recruiters and job

candidates will use Artificial Intelligence (AI) which will save time by streamlining the hiring process and help to recognise how candidates match to specific roles. This Strategy recognises that AI may not be part of Council's considerations over the next three (3) years.

6.1.6 THE EROSION OF SOCIAL SKILLS

Research is indicating that social skills have eroded since 2020 with burnout, exhaustion and career insecurity eroding performance. 51% of Gen Z employees say that their education has not prepared them to enter the workforce, with the pandemic means that these employees have had few in-person opportunities to observe norms and determine what is appropriate or effective within their organisations.

Leaders need to consider building intentional connections among employees across geographic and generational boundaries. Gartner research shows that to successfully create intentional interactions among employees, employers should focus on three elements: employee choice and autonomy, a clear structure and purpose, and a sense of levity and fun. A 2022 Gartner survey of nearly 3,500 employees found that when organisations help employees build connections intentionally, their employees are five times as likely to be on a high-performing team and 12 times as likely to feel connected to their colleagues.

6.1.7 REGULATORY REQUIREMENTS

Regulatory requirements encompassing psychosocial safety, physical safety in the workplace, sexual harassment, compensation and human rights provide a complex environment in which Council operates. To build solid foundations for Council to operate from will go a long way towards driving engagement and retention with current and future employees.

6.2 INTERNAL

A Harvard Business School article dated September 15, 2022, outlines that whilst the 'Great Resignation' has seen changes to the workplace and workforce, the new emerging trend describes an increasingly common alternative to resigning. It is referred to as "quiet quitting" which signifies employees opting out of tasks beyond their assigned duties and/or becoming less psychologically invested in work. Quiet quitters continue to fulfil their primary responsibilities, but they are less willing to engage in activities such as staying later, showing up early, or attending non-mandatory meetings.

It is suggested that employee retention and loyalty go hand-in-hand as the employment relationship should be mutually beneficial, however, the same research suggests that the balance between the two is waning as more employees decide to stop going "above and beyond" for an organisation that does not seem to reciprocate.

While the functional disruption of the Quiet Quitters may be less visible than that of the Great Resignation, quiet quitting can be more damaging. To address this challenge, leaders must focus on motivating employees to fulfil their core tasks, listen to workers and address their unique needs, creating sustainable cultures and workforces. To equip the workforce for the future and critical to success, Council needs to:

- know if its employees remain engaged, resilient and focussed;
- engage with its employees about the long-term vision and purpose of Council;
- provide an environment where employees feel safe particularly when it comes to sensitive issues such as bullying, harassment or intimidation;
- let employees know how Council feels about their worth and contributions; and
- address poor performance and conduct early.

6.2.1 ATTRACTION AND RECRUITMENT

Whilst vacancies can continue to be managed by filling gaps (both current and future) through defined recruitment and selection processes the real challenge for Council is that to somewhat remedy the situation whereby Council can no longer prescribe where and when employees work. New approaches need to be considered and implemented to attract and retain Council's workforce for the future, balanced on the needs of Council and the individual employees.

However, that pathway is less clear now that the experience of work is changing. Career options are less visible, with less time in offices; current skills are becoming obsolete, and employees aren't prepared for future roles; and current options do not satisfy employee needs, as people rethink the role of work in their life. This presents new imperatives for leaders to create best-fit careers for employees.

By way of an example, during an 11-month period (16 May 2023 – 16 April 2024), across 171 vacancies, Council made 67 internal appointments and 104 external appointments.

Fifty percent of organisations still expect the competition for talent to increase significantly in the next six months, regardless of broader macroeconomic conditions.

This means recruiting leaders must reprioritise recruiting strategies to align with current business needs, plan for multiple potential scenarios in a shifting market and make data driven decisions. The focus needs to be on three strategies to support strong talent and business outcomes in today's market:

- Build an intelligence-based sourcing capability.
- Create an equitable internal labour market.
- Build onboarding for engagement.

6.2.2 INTERNAL MOBILITY

According to Gartner research, and supported through Harvard Business Review, when employees “quietly quit,” organisations keep their employee but lose skills and capabilities.

In 2023, a new practice started to emerge: “quiet hiring”. This practice is a way to acquire new skills and capabilities without adding new full-time employees. This manifests as:

- “Encouraging internal talent mobility by deploying employees to the areas where the organisation most needs them. To compensate people for their evolving roles, organisations can offer a one-time bonus, raise, additional paid time off, a promotion, greater flexibility, and more”.

Global research indicates that only 33% of employees will consider internal job opportunities prior to external job opportunities. Internal talent mobility can be enhanced through:

- Providing a workplace culture that supports growth, flexibility and positive leadership; and
- Creating internal awareness ie creating automated job boards or platforms to register internal interest in new careers and/or capabilities; and
- Provide growth opportunities through mentoring, the correct development and stretch projects; and
- Express support for internal mobility e.g. provides supportive policies and frameworks for internal mobility.
- “Providing specific upskilling opportunities to help employees to meet the evolving organisational needs”.
- Leveraging alternate methods to bring in employees with specific skills for high-priority tasks when an increase to the headcount is not an option.

It is recognised that internal planning for technical roles in Council may require budgetary considerations to enable the temporary filling of roles where the employee is being trained in the technical skill requirement.

6.2.3 HYBRID MODELS FOR FRONTLINE WORKERS

Both Gartner and Harvard Business Review outline that frontline workers are looking for flexibility when it comes to what they work on, who they work with, and the amount they work — in particular, control over and stability in their work schedule and paid leave.

For Council this would require careful planning as the outdoor workers work on team-based performance. Council may need to consider the impact if not supporting the four (4) day week currently on offer to some of its full-time outdoor workers.

6.2.4 ENHANCE THE TIME TAKEN TO HIRE

To stay in the lead to acquire talent, the Everest Group and Ranstad outline that organisations need to decrease the time taken to identify, source and engage talent.

Whilst Council's average time to recruit from advertising to making an offer is 30 days, this time may be reduced with the implementation of ELMO, Council's first automated recruitment system. The on-going results of ELMO will not be evident until late 2024 and will be partially dependent on the skill levels and workloads of Council's supervisory roles. For Council to have an agile and dynamic workforce, Council must prioritise and respond to its most urgent business challenges and opportunities for 2024 and beyond.

7 COUNCIL'S WORKFORCE DEMOGRAPHICS

To assist in the development of the Strategy it is important to understand Council's current workforce demographics. Council's approved organisational structure as at 31 March 2024 consisted of 411.05 Full Time Equivalent (FTE) positions, which included permanent, temporary and casual roles whether part-time or full-time in nature.

As at 31 March 2024, Council employed 393 employees (headcount). The employee type is shown by percentage composition in Table 3 below.

The employee classification is shown as part time and full time by percentage composition in Table 4 below.

7.1 OVERALL WORKFORCE REPRESENTATION – 'OUR PEOPLE, OUR STRENGTH'

Understanding the demographic makeup of Council's community and workforce helps to foster strategies that attract, retain and embed people into Council's work environment thereby creating an inclusive and diverse workforce.

Table 5 below represents the groups in our community who are represented in Council's workforce. The groups are not all inclusive of every representation. The data is obtained through self-identification by Council's employees.

EMPLOYEE TYPE: % BASED ON HEADCOUNT		
EMPLOYEE TYPE	HEADCOUNT	PERCENTAGE OF TOTAL HEADCOUNT (393)
Temporary	21	5.34%
Permanent	342	87.02%
Casual	30	7.64%

Table 3: Employee Type as @ 31 March 2024 (based on headcount for Council)

EMPLOYEE CLASSIFICATION: % BASED ON HEADCOUNT		
EMPLOYEE CLASSIFICATION	HEADCOUNT	PERCENTAGE OF TOTAL HEADCOUNT (393)
Part Time	37	9.41%
Fulltime	326	82.95%
Casual	30	7.64%

Table 4: Employee Classification as @ 31 March 2024 (based on headcount for Council)

AS AT 31 MARCH 2024		
WORKFORCE REPRESENTATION	HEADCOUNT	PERCENTAGE OF TOTAL HEADCOUNT
Women	144	36.64%
Men	249	63.36%
Other Cultures – based on 'main language'	9	2.29%
Other Cultures – based on 'nationality'	24	6.11%
First Nations Peoples *	6	1.53%
People with Disability *	16	4.07%

Table 5: Council's Overall Workforce Representation

*Self-Identified

7.1.1 OUR MEN AND WOMEN

The LGAQ Census outlines that for the councils who participated in the census, the fixed-term gender representation is 55.14% women, 44.73% men and 0.12% non-binary. Southern Downs Region's community demographics shows our community comprises of 50.8% women and 49.2% men.

When comparing the men to women ratios in our Council, to the figures presented through the LGAQ Census and our community demographics, it is clear that there is an imbalance of women in Council's workforce through under-representation in the workforce in general, in outdoor roles and in senior leadership roles as outlined below.

As at May 2024, 44 vacancies remained, posing a risk to workload management and the meeting of priorities. Council's workforce is supported by volunteers, contractors and casuals when and as required.

It is also noted that 23 employees (.06% of the current headcount of employees) resigned within the first 52 weeks of their employment for the 2024 calendar year so far, raising awareness that there may be

a requirement for improved onboarding, role clarity, managing expectations during recruitment phase and supporting general wellbeing of our new starters through mentoring and targeted wellness discussions.

7.1.2 OUR SELF-IDENTIFIED FIRST NATION PEOPLES

Southern Downs Region's community demographics shows that 5.4% of our community is representative of First Nations' people, with Council's representation being 1.53%. Whilst Council's First Nations' people is through self-identification only, there either appears to be a reluctance to self-identify or there is a marked under-representation of our First Nations' people.

Opportunities exist for Council to provide additional support to indigenous employees when applying for work within Council, including looking at varied recruitment practices to support successful outcomes for individuals and Council. This could extend to providing internal support for our First Nations' employees as they progress through their working life with Council.

7.1.3 OUR SELF-IDENTIFIED DISABILITY

The LGAQ Census reported that with Rural/Remote communities on an average of 23 employees self-identified as having a disability. Whilst this Council is not segmented as Rural/Remote, 16 of our Council employees (4.07%) have self-identified a disability. Council is progressed in this segment of the workforce breakdown.

7.1.4 OUR SELF-IDENTIFIED LGBTIQA+ (lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual)

Council does not have any self-identified LGBTIQA+ employees. However, it is known that Council has a small number of LGBTIQA+ through established trusted relationships. Council does not currently request this data during the recruitment and onboarding processes. There is 0.16% non-binary people identified in the LGAQ Annual Workforce Census for 2023.



7.2 INDOOR AND OUTDOOR WORKFORCE REPRESENTATION

Table 6 demonstrates the number of male and females employed in Council in indoor and outdoor roles.

MALE AND FEMALE INDOOR AND OUTDOOR WORKER COMPARISONS - BASED ON 393 HEADCOUNT			
INDOOR		OUTDOOR	
Males	Females	Males	Females
25.95%	33.07%	37.40%	3.56%

Table 6: Male and Female indoor/outdoor workforce

The LGAQ Census shows that 41.46% of men as compared to 58.44% of women are employed in Stream A (indoor workforce) across councils surveyed. The LGAQ Census shows that 17.31% of females as compared to 82.14% males are employed in Stream B and C (outdoor workforce) across the councils surveyed.

Table 6 shows that:

- 3.56% of our Council's overall employee headcount is attributed to outdoor females employed in Council which appears to be an under representation when compared to the LGAQ Census of 17.31%. This could represent an opportunity to attract females into

Council's outdoor work environment.

- 25.95% of Council's overall FTE is attributed to indoor men employed in Council which appears to be an under representation when compared to the LGAQ Census of 41.46%. This could represent an opportunity to attract more men into Council's indoor work environment.

7.3 CASUAL WORKFORCE REPRESENTATION

Outlined in Table 7 below, the total casual workforce, based on Council's total employee headcount, is made up of 1.27%

male and 6.36% female. To demonstrate the percentage of male to female in Council's casual workforce headcount, casual male employees is 16.67% whilst the total casual female employees is 83.33%.

The LGAQ Census indicates that of all casuals employed across the councils surveyed, 45.76% of casuals are male and 53.72% of casuals are female. This could imply an under representation of males in our Council's casual workforce. Having assumed that, it must be noted that our Council has low numbers of Casuals employed.

	MALE	FEMALE
Number of casual employees	5	25
Based on 30 headcount	(16.67%)	(83.33%)
Percentage of Headcount		
Based on 393 headcount	1.27%	6.36%

Table 7: Comparative representation of males and females in casual employment

7.4 GENDER PAY GAP

The Australian Government's Workplace Gender Equality Agency (WGEA) outlines that Australia's national gender pay gap is 13%. As of May 2023, the full-time adult average weekly ordinary time earnings across all industries and occupations was \$1938.30 for men and \$1,686.00 for women. For every dollar on average men earned, women earned 87 cents. That's

\$252.30 less than men each week. Over the course of one year, adding up to \$13,119.60.

In our Council, the percentage of male employees equates to 63.35% of the workforce compared to 36.65% of female employees in the workforce. Having said that, females are represented in most of the position types across Council, with the exception of the outdoor workforce for

the Works department.

For Council, the average Total Remuneration Package in the Senior Leadership Team for females equates to \$169,863 as compared to males which equates to \$183,823 (excluding the CEO and the three (3) male Directors). The gender pay gap in this category is \$13,960.

7.4.1 CEO/DIRECTORS/ MANAGERS

As seen in Figure 2, the Executive Leadership Team (ELT) comprises of five (5) males and one (1) female, thereby concluding that females on the Executive Leadership Team are under-represented.

NOTE: 50.8% of Southern Downs region's community are women.

Executive Leadership Team (ELT) As at 31 March 2024

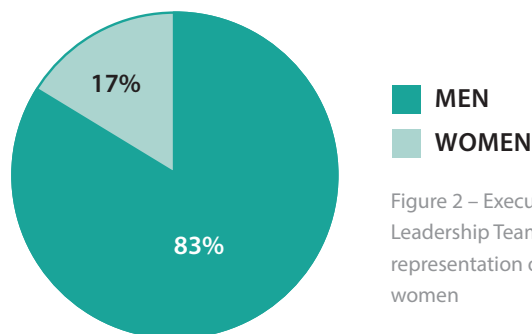


Figure 2 – Executive Leadership Team (ELT) representation of men and women

The Senior Leadership Team (SLT) consists of the six (6) Executive Leadership Team (ELT) members and a further nine (9) senior managers. Of the fifteen (15) SLT members, eleven (11) are male and four (4) are female as demonstrated in Figure 3.

In summary, across both ELT and SLT, 27% of the managerial roles are attributed to women whilst 73% comprises of men.

NOTE: 49.2% of Southern Downs region's community are men.

Senior leadership Team (SLT) As at 31 March 2024

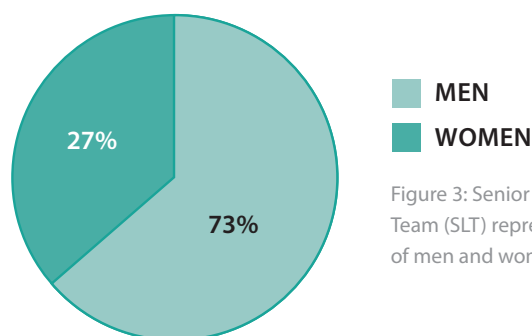


Figure 3: Senior Leadership Team (SLT) representation of men and women

7.4.2 COORDINATORS/ PRINCIPAL ENGINEERS/ OVERSEERS

The next level of employees in Council are the Coordinators, Principal Engineers and Overseers. This people are the aspiring leaders within Council. There are 18 men in this group and 7 women.

Figure 4 shows the percentage breakdown of men and women in this category, with women making up 28% and men 72% of the total representation.

Men and Women Coordinators / Principal Engineers / Overseers

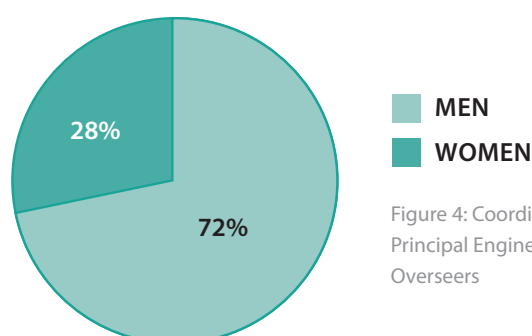


Figure 4: Coordinators/ Principal Engineers/ Overseers

7.4.3 SUMMARY OF COUNCIL'S LEADERSHIP ROLES

In summary, 40 employees of Council's 393 headcount employees are directly empowered to be senior leaders within

Council and the community. These employees consist of SLT (which includes ELT), Coordinators, Principal Engineers and Overseers. Of the 10.18 % of leaders, 7.38% are men and 2.80% are women.

According to the government's Workplace Gender Equality Agency, women make up about half of the Australian workforce, but occupy only one third of key management positions.

7.5 THE MULTIGENERATIONAL WORKFORCE

Bradd Chignoli, head of U.S. Group Benefits National Accounts and Financial Wellness & Engagement at MetLife, outlines that the global insurance providers 2023 Employee Benefit Trends Study identified the evolving needs of today's increasingly diverse workforce. Metlife's research found that 54% of employees wish they had personalised benefits, whilst four in ten employees do not feel the benefits they receive are relevant to them.

According to MetLife, 65% of employees want their employer to communicate with them about benefits both during and after their offer of employment. Gen Z sets the standard for this level of communication, who are more likely than

other generations to require ongoing communication about benefits.

Chignoli outlines that "Clarity at time of offer of employment helps set the stage for initial awareness, but communications shouldn't stop there, as employees may need support when accessing and using their benefits, or simply forget to use them."

With an ageing population and workforce, many employees are seeking assistance to care for children, parents, grandparents and grandchildren. This support ranges from flexible work options to paid time off and access to emergency caregiving services. Council's considerations would call for a balance between employee needs and achieving Council's strategic and operational priorities within a limited budget and resourcing.

7.5.1 DEFINING OUR AGEING WORKFORCE

Being "ageing workforce ready" is about a sustainable Council that promotes wellbeing and productivity across the lifecycle of all employees. With frequent disruption and rapid change, Council must evolve with the business environment, workforce supply and workforce readiness. Council must respond to its workforce challenges differently if it is to remain sustainable in the current market and to retain talent it needs to grow and succeed.

Table 8 reveals that as at 31 March 2024, 53.69% of Council's total workforce is 50 years and older, leaving Council at risk if the Strategy does not address this cohort of employees.

AGE OF EMPLOYEES	NUMBER OF EMPLOYEES	% OF EMPLOYEES (393 HEADCOUNT)
50 – 55 years of age	90	22.9%
56 – 60 years of age	54	13.74%
61 – 64 years of age	42	10.69%
65+ years	25	6.36%
TOTAL employees over 50 years of age	211	53.69%

Table 8: Council employees 50 + years of age

The LGAQ Census outlines that there is a 1.32% retirement rate across the councils surveyed. If this retirement rate is applied to the total number of employees over 50 years of age in our Council (Table 8), our Council will lose a further 3 employees to retirement in the coming 12 month period.

As at 31 March 2024, Council's average length of service for the 50+ age group is as shown in Table 9 demonstrating that the average length of service for outdoor workers (21) when reaching 65 years and over is nearly double when compared to the indoor workers (10).

An early report by the Australian National University (ANU) highlighted that although workplaces are aware of ageing workers, there are limited resources and planning undertaken to accommodate their diverse needs. WorkSafe Queensland outlines that to support and retain ageing workers, employers need to consider "Managing the health, safety and wellbeing of an ageing workforce is an opportunity to develop productive workplaces for people of all ages. As workers are staying in the workforce longer, their ability and confidence to perform certain tasks may change. The ability for them to perform tasks is

impacted by how work is designed and organised, the type of work performed, the support that is provided and what is done to manage their own health."

Physiological changes that occur with age include physical capacity, changes to vision and hearing, slips, trips and falls becoming more common, and increased disturbances in performance and sleep.

With Council's ageing outdoor workers remaining in Council for nearly double the time of its fellow ageing indoor workers, Council will need to consider how it will manage the mental and physical wellbeing of the workforce.

AGE GROUP	NDOOR/OUTDOOR	AVERAGE YEARS OF SERVICE
50 - 55 years	Stream A (Indoor Workers) & SLT	9
	Stream B & C (Outdoor Workers)	10
56 - 60 years	Stream A (Indoor Workers) & SLT	10
	Stream B & C (Outdoor Workers)	17
61 - 64 years	Stream A (Indoor Workers) & SLT	14
	Stream B & C (Outdoor Workers)	16
65 + years	Stream A (Indoor Workers) & SLT	10
	Stream B & C (Outdoor Workers)	21

Table 9: Length of Service for 50+ age group

The Australian Human Resource Institute (AHRI) provided research in 2021 that one-third of employers consult with older workers on issues of specific concern to their workplace. It is proposed that the retirement dynamics should consider that the ageing workforce values a wide range of activities: work, health and wellbeing, flexibility and wealth. For Council to succeed, Council must understand

the purpose of managing the ageing workforce and its essential elements, as outlined In Figure 5 below. Success is dependent on engagement, integration and late career moves.

To achieve this, Council will need to proactively consult with older employees about their needs. This may include surveys or discussions between managers

and employees when completing Achievement and Development Plans. To continue to build a workplace culture that values diversity, Council is to provide employees with the necessary information, support and flexibility to continue working.

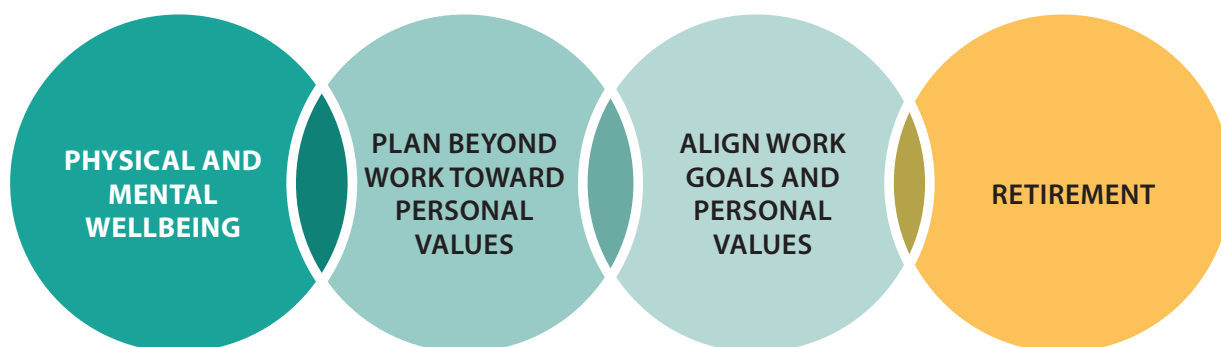


Figure 5: Essential elements for the Ageing Workforce

Where practical and reasonable, employers should allow workers to have more control over the method and timing of their work thereby reducing the levels of anxiety, disengagement and depression and increasing levels of job satisfaction.

7.5.2 DEFINING OUR YOUNG WORKFORCE

Council's Strategy sets out a goal of creating a resilient and agile workforce that is engaged and responsive. We aim to do this through:

- Leadership Capability
- Planned individual capability development and career progression options
- Developing high performing teams
- Accountability, high performance and innovation
- Attracting, developing and retaining an engaged workforce
- Becoming an employer of choice
- Employee safety and wellbeing.

Southern Downs Region's community demographics indicates that the region has 36,291 community members. Further to this, 27% of the community is reported

to be under 25 years of age, amounting to 9,798 young people. As demonstrated in Table 10, and based on Council's total headcount of 393 people, Council has 7.88% of its workforce under 25 years of age, amounting to 31 employees, which is less than 0.32% of this region's 25 years and under community demographic.

This clearly indicates is that there are not sufficient younger people entering Council's workforce to succeed or replace our Council's ageing workers.

An opportunity exists for Council to source young people through clearly defined local talent pipelines, with the aim of retaining the younger talent through effective onboarding, engagement, and development to meet evolving priorities. Development must ensure alignment with interests, professional ambitions and identified skill gaps in Council's workforce.

EMPLOYEES 25YRS & UNDER	
Number of Employees	31
Percentage of Headcount Based on 393 headcount	7.88%

Table 10: Employees 25 years and under

Note: The LGAQ Census data did not align with the age range categories chosen for this Strategy.

7.5.3 SUMMARY

Supported by Council's metrics, Council will need to consider the following in its workforce strategy:

- High percentage of Council's workforce is ageing
- The physical and mental wellbeing of our ageing workforce
- Low percentage of Council's workforce is young
- An imbalance exists in the men and women's representation in Council, including underrepresentation of women in Council's senior leader roles
- A remote and hybrid workforce model of service delivery for selected functions

- Future accommodation
- Council's workforce representation when compared to of Southern Downs Region's community demographics, including women, First Nations people and the LGBTIQ+ people. Some of this data is not currently collected by Council
- Under-representation of outdoor women
- Under-representation of indoor men
- Psychosocial wellbeing



8 REVIEW OF STRATEGY

The Strategy will be reviewed on a quarterly basis to ensure progress on the Implementation Roadmap which is to be developed, ongoing alignment with Council and Community priorities, and to test against foreseeable risks.

Corporate Plan Objective:	4.2 Our people return home safely 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 health and support		
Corporate Plan Objective:	4.3 Our people are proud to work for Council 4.3.1 Enable collaborative workplaces and contemporary work practices 4.3.2 Build leadership capability and define competencies and development pathways		
ACTIVITY NUMBER	OBJECTIVE	ACTIVITY DESCRIPTION	WHAT WILL SUCCESS LOOK LIKE?
1.	Workforce Metrics	Provide access and report on useful and standardised workforce metrics for use in Workforce Planning and team management including: <ul style="list-style-type: none">Establishment is centralised and monitored monthly and annuallyA defined and agreed reporting framework	<ul style="list-style-type: none">Workforce metrics and targets determined and established with each Directorate and DepartmentWorkforce metrics and targets regularly distributed and discussed with the DepartmentsThe metrics are used as a basis for strategy, planning and decision makingWorthwhile trends over time are developed as a base for decision making
2.	Workforce Mobility and Retention	Workforce Planning framework and tools <ul style="list-style-type: none">Develop targeted Current State Critical and Core Roles templateDevelop targeted Future State Critical and Core Roles templateDevelop targeted Future State Workforce Supply Groups templateWorkforce Capacity to have the right number of people to achieve both short term and long-term objectives for Council by aligning the workforce to current and future business needs	<p>Supplying a sustainable workforce to respond to community and Council changes through:</p> <ul style="list-style-type: none">Council's workforce is highly capable, agile, resilient and motivatedCouncil's workforce is diverse and brings a variety of backgrounds and experiences to CouncilCouncil's workforce is motivated and empowered to achieve in an environment of continuous improvement

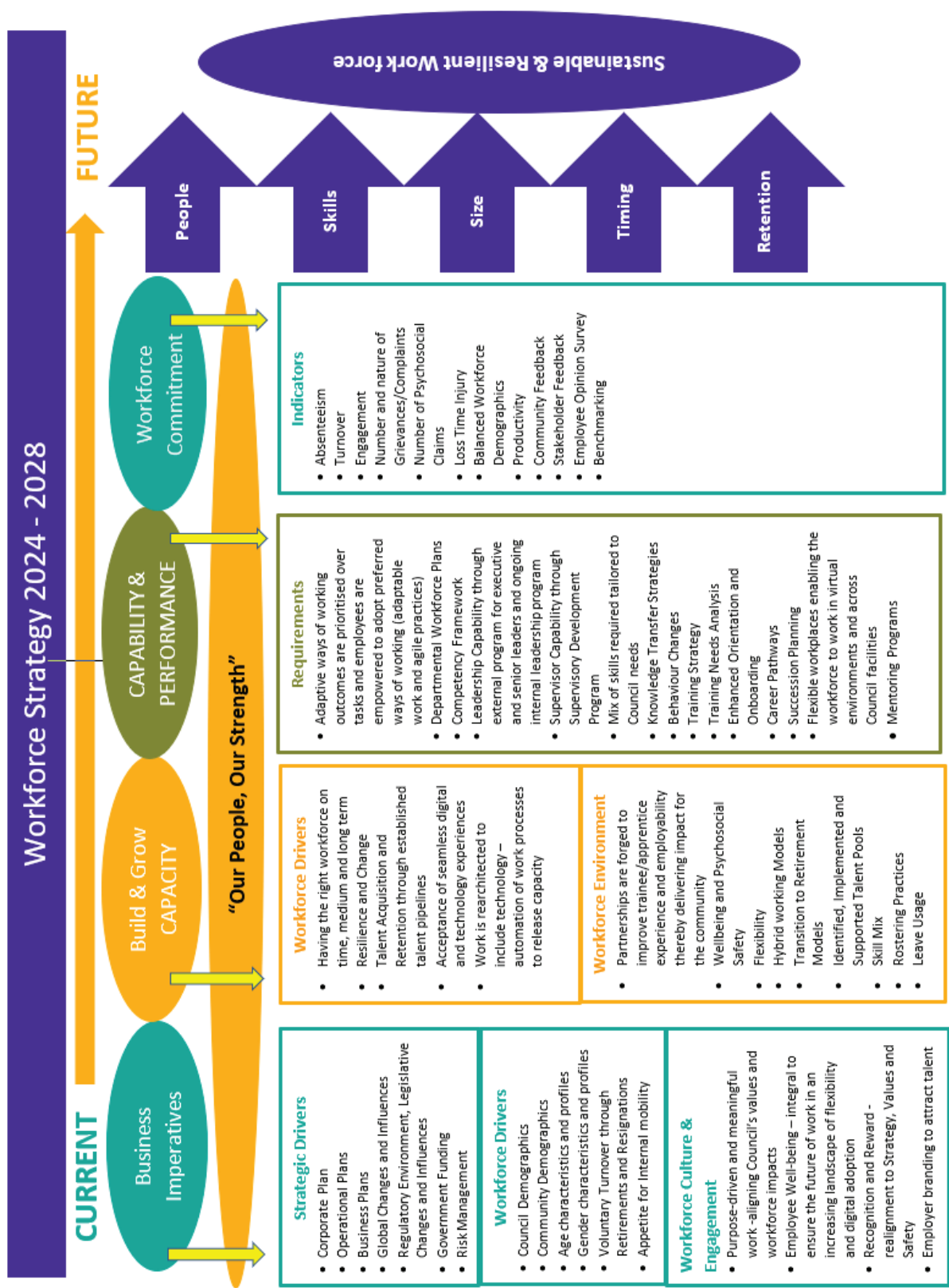
ACTIVITY NUMBER	OBJECTIVE	ACTIVITY DESCRIPTION	WHAT WILL SUCCESS LOOK LIKE?
2. (continued)	Workforce Mobility and Retention (continued)	<p>Workforce flexibility</p> <ul style="list-style-type: none"> Develop and implement sustainable hybrid work models to support hybrid work for desk-based employees, and include equitable flexibility for frontline workers Develop and implement a sustainable 'Valuing our older workforce' strategy 	<ul style="list-style-type: none"> Hybrid models developed and implemented Valuing our Older Workforce Strategy developed and implemented with supporting tools
		<p>Build Current Employees</p> <ul style="list-style-type: none"> Develop and implement a training strategy for Council Implement an equitable Training Needs Analysis for Council Develop and implement a training calendar for Council Design, develop and implement a frontline supervisor management program Develop, implement and embed technical, leadership and behavioural competencies through establishment of a competency matrix that will be adapted to suit individual role requirements (to be used in role descriptions, Achievement and Development Plans, succession planning and to assess psychosocial safety) Identifying critical talent segments for Council (ie job families) Support and implement internal talent mobility through the creation of job boards/platforms, providing growth opportunities through the formalisation of internal mentor programs Talent Management including defining internal talent pipelines, developing, maintaining, implementing and utilising talent pipelines Source and implement an external leadership program to continue to grow, develop and support our senior leadership teams 	<ul style="list-style-type: none"> Training Strategy developed and implemented Training calendar developed and implemented Training Needs Analysis developed and implemented Frontline Supervisor Management Plan designed, developed and commenced Competency framework developed for each role and/or job family Critical talent segments developed Career Development Plan developed and implemented All ELT, SLT L8's attended the external Leadership Program in first 12 months of operation
		<p>Succession Management Program</p> <ul style="list-style-type: none"> Enabled through Achievement and Development Plans Design career paths Aims to alleviate readiness and transition skills Based on merit principles Identification and selection based on technical, leadership and social competence 	<ul style="list-style-type: none"> Succession Planning Program developed and implemented Internal and external mentoring program developed and implemented

ACTIVITY NUMBER	OBJECTIVE	ACTIVITY DESCRIPTION	WHAT WILL SUCCESS LOOK LIKE?
2. (continued)	Workforce Mobility and Retention (continued)	<p>Performance</p> <ul style="list-style-type: none"> Design and implement the Performance Improvement framework Design and implement a robust framework to access the feasibility and need to continue to recruit to all vacant roles ie does Council have more need for a different role ie job specifications may need to change 	<ul style="list-style-type: none"> Performance Improvement framework developed and implemented Workforce Plans developed for each department in Council with vacancies regularly reviewed Safety Management System (SMS) Reset Implementation Plan fully developed and implemented by June 2026 Mutual Risk Obligation audit and Transport and Main Roads audit resulted in 70% compliance
	Gender Pay Equity	<ul style="list-style-type: none"> Develop clear operating principles for Total Remuneration Packages (TRP) Link TRP reviews to KPI's established in the Achievement and Development Planning process 	<ul style="list-style-type: none"> Pay Equity framework developed and utilised KPI's developed and implemented for senior and executive leaders
	Women in Leadership	<p>Develop and implement attraction strategies specifically targeted at women in leadership by:</p> <ul style="list-style-type: none"> Undertaking a review identifying the gender equality challenges that Council's women face and developing an action plan identifying how they will address those issues Making Council a more sustainable environment for working mothers and senior level women through policy and practice changes Develop and implement internal and external career mentoring programs for aspiring women leaders 	<ul style="list-style-type: none"> Increase in the retention of women returning from parental leave Steady increase in women appointed to senior leadership roles over the life of the Workforce Strategy Steady increase in women in the outdoor workforce over the life of the Workforce Strategy
	Men Working Indoors	<p>Develop and implement attraction strategies specifically targeted at men to work in unrepresented indoor roles by:</p> <ul style="list-style-type: none"> Undertaking a review identifying the gender equality challenges that Council's men face and developing an action plan identifying how they will address those issues 	<ul style="list-style-type: none"> Steady increase in men in the indoor workforce Classification Levels 2 to 5 over the life of the Workforce Strategy

ACTIVITY NUMBER	OBJECTIVE	ACTIVITY DESCRIPTION	WHAT WILL SUCCESS LOOK LIKE?
3.	Workforce Acquisition	Develop Pipelines <ul style="list-style-type: none"> Build a framework to identify, develop, maintain, implement and utilise talent pipelines (scholarships/traineeships/apprenticeships/cadetships/graduates) School to Work transition: Optimise student placements utilising work experience students and school-based traineeships establishing clear pathways to employment into Council Partner with Universities and TAFE to increase student intake numbers across professional groups Build a framework to meet Community centric employment and growth priorities vs only focussing on government funded initiatives Reward leaders for recognising and developing talent Integrate and continuously review the automated recruitment system into existing business processes and arrangements Solidify the Employment brand and the Employee Value Proposition Strengthen candidate care and onboarding processes Use contemporary attraction approaches to build the pipelines with a focus on areas where the workforce supply is challenged Build a framework to pursue non-traditional candidates during recruitment to expand talent pipelines by developing a strategy to assess candidates on their credentials and prior experience rather than solely on the skills needed to perform in the role. This can be achieved by removing formal education and experience requirements from job postings and instead reaching out directly to internal or external candidates from non-traditional backgrounds who may not have access to certain professional opportunities, or even be aware of them 	<ul style="list-style-type: none"> Strong and credible employees who are innovative, influential and respected by our people and the community Talent Pipeline framework developed and implemented with strong connections and partnerships with Schools, Registered Training Organisations, TAFEs and Universities Increase in local young people retained in the community through employment in Council Strong employment brand and Employee Value Proposition online and in Council thereby attracting and retaining a credible and skilled workforce

ACTIVITY NUMBER	OBJECTIVE	ACTIVITY DESCRIPTION	WHAT WILL SUCCESS LOOK LIKE?
3. (continued)	Workforce Acquisition (continued)	<p>Contracting in/out Utilise talent from the contingent workforce (contractors, consultants, casuals freelancers) to access or gain the needed skills and innovation through:</p> <ul style="list-style-type: none"> Developing a framework to contract in/out the requirement for specific skills. What capabilities do we need inhouse, what/who can we partner with to gain the required capabilities. <p>Secondments in/out Utilise temporary transfers to access or gain the needed capability/skills through:</p> <ul style="list-style-type: none"> Developing a framework to second in/out the requirement for specific skills. What capabilities do we need inhouse, what Councils/State Government Agencies can we partner with to gain the required capabilities for a period of time or for Council's employees to gain the necessary capability/experience outside of Council. 	<ul style="list-style-type: none"> Contingent Workforce framework and policy developed and implemented Secondment framework and policy developed and implemented
4.	Workforce Health and Wellbeing	<p>Health Program</p> <ul style="list-style-type: none"> Development and implementation of a best practice Wellbeing Strategy and initiatives incorporating psychosocial wellbeing, wellness initiatives for the aged workforce, and consolidating all current Council health initiatives Develop a culturally safe framework with an emphasis on First Nations people, gender diversity and age diversity Develop and implement a Health Program for Executive and Senior Leaders Supported by consultation, review and redesign current flexible work practices with a view of incorporating internal mobility initiatives Design, develop and implement the first bi-annual Employee Engagement Survey with an external provider and review the results at 2 years and 4 years Provide robust frameworks for Council to manage the legislative changes around gender pay equity and reporting requirements, new ways to engage with casual workers, working from home provisions. 	<ul style="list-style-type: none"> Wellbeing Strategy developed and implemented Our workforce is culturally safe, representative of the community we serve Our workforce is flexible to meet the needs of individuals and the community we serve Health Program developed and implemented Employee Engagement Survey designed, developed and implemented with trends and best practice to support our employees' needs Framework developed and implemented for equitable gender pay Framework designed, developed and implemented to support psychosocial safety in the workplace

ACTIVITY NUMBER	OBJECTIVE	ACTIVITY DESCRIPTION	WHAT WILL SUCCESS LOOK LIKE?
4. (continued)	Workforce Health and Wellbeing (continued)	<ul style="list-style-type: none"> Supported by consultation, provide a robust framework to manage the risk of psychosocial hazards including identifying psychosocial hazards, assessing the level of risk they present, identifying and implementing control measures to manage these risks and mechanisms for maintaining and reviewing the control measures. Provide a framework to eliminate or minimise psychosocial safety including: <ul style="list-style-type: none"> Identifying roles with high demands Identifying roles with low job control Identifying roles with insufficient support Identifying the roles with lack of role clarity Identifying the roles with remote or isolated work Identify poor physical environments Identifying roles exposed to violence and aggression 	





Southern Downs
REGIONAL COUNCIL

Southern Downs

A great place to live, work, play and stay.

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11. CUSTOMER AND ORGANISATIONAL SERVICES REPORTS

11.1 Financial Services - Financial Report as at 31 May 2024

Document Information

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

Recommendation

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

REPORT

Background

The Finance Team have prepared the Financial Performance Report for May 2024.

Report

Income Statement

Revenue

Operational revenue of \$96M is \$3.1M over budget compared to YTD budget of \$92.9M with the main variations being:

- General Rates and Utility Charges received year-to-date are over budget by \$902K;
- Fees and Charges received year-to-date are over budget by \$1.5M mostly relating to higher than expected Saleyard revenue, Water Sales, Waste Disposal Fees and Animal Registrations;
- Interest income is \$680K over budget due to higher than expected cash balance and changes in Reserve Bank cash rates;
- Contracts and Sales Revenue is under budget by \$546K due to Roads Maintenance and Performance Contract funds received year-to-date being less than anticipated due to timing of claims; and
- Grants and Subsidies are \$591K over budget due to the anticipated timing of funds received.

Expenses

Operational expenditure of \$88.2M is \$4.5M under budget compared to YTD budget of \$92.7M.

Variations include:

- Materials and Services are under budget by \$5M. 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 \$487K. Increased capitalisation and revaluation changes will impact the figures later in the financial year.

Capital Grants

Revenue from capital grants is over budget by \$2.8M. The timing of the receipt of capital grants can vary and dependent on the progress of projects.

Balance Sheet

As at 31 May 2024, Council had \$76.7M 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 May 2024 was \$55.2M which is 64.3% of the adopted capital works budget of \$85.8M. There are committed costs of \$17.2M meaning \$72.4M has been spent or committed, representing 84.4% of the adopted budget.

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

	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land & Land Improvements	267,198	27,638	10.3%	16,792	44,430	16.6%
Buildings	8,635,572	5,668,563	65.6%	1,280,815	6,949,378	80.5%
Plant & Equipment	7,742,319	2,469,188	31.9%	2,579,993	5,049,181	65.2%
Roads, Drains & Bridges	34,841,177	26,286,626	75.4%	3,856,686	30,143,312	86.5%
Water	12,786,759	7,761,280	60.7%	3,761,247	11,522,527	90.1%
Sewerage	9,328,089	5,767,950	61.8%	3,377,919	9,145,869	98.0%
Other Assets	12,228,843	7,244,284	59.2%	2,322,318	9,566,601	78.2%
Total	85,829,957	55,225,529	64.3%	17,195,770	72,421,298	84.4%

FINANCIAL IMPLICATIONS

The Third Quarter Budget Review was adopted by Council on the 19th April 2024. The 2024/25 Draft Budget is currently out for Community Consultation.

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 May 2024 [u](#)



Southern Downs
REGIONAL COUNCIL

Performance Report

May 2024

Southern Downs Regional Council Income Statement

May 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	39,438,371	39,287,113	151,258	0.4%	39,286,696	39,438,371
Rural fire brigade levy	280,041	278,700	1,341	0.5%	278,700	280,041
Utility Rates and Charges	32,161,236	31,400,406	760,830	2.4%	31,400,406	32,161,236
Less Discounts	(2,354,771)	(2,401,646)	46,875	(2.0%)	(2,401,646)	(2,401,646)
Rates on Council properties	(771,177)	(713,291)	(57,886)	8.1%	(713,291)	(771,177)
	68,753,700	67,851,281	902,419	1.3%	67,850,865	68,706,825
Fees and Charges	8,145,261	6,654,997	1,490,265	22.4%	7,236,578	7,236,578
Interest	4,324,406	3,643,990	680,416	18.7%	3,975,000	3,975,000
Contract & Sales Revenue	1,248,456	1,794,867	(546,411)	(30.4%)	2,334,716	1,590,859
Rent and Other Income	1,361,394	1,423,268	(61,875)	(4.3%)	1,584,871	1,441,471
Government Grants and Subsidies	7,541,083	6,949,672	591,411	8.5%	15,265,805	15,265,000
Internal Revenue	4,626,061	4,626,061	(0)	(0.0%)	5,046,612	5,046,612
Total Operating Revenue	96,000,361	92,944,135	3,056,224	3.3%	103,294,446	103,262,345
Expenses from ordinary activities						
Employee Costs	27,286,960	27,206,605	80,355	0.3%	29,545,835	29,420,447
Materials and Services	35,887,758	40,877,593	(4,989,835)	(12.2%)	45,548,775	45,439,197
Depreciation and Amortisation	19,677,250	19,190,147	487,103	2.5%	21,825,889	21,825,889
Finance Costs	745,455	797,822	(52,367)	(6.6%)	1,187,614	1,187,614
Internal Charges	4,626,061	4,626,061	0	0.0%	5,046,612	5,046,612
Total Operating Expenses	88,223,484	92,698,227	(4,474,743)	(4.8%)	103,154,724	102,919,759
Operating Surplus/(Deficit) before capital items	7,776,877	245,908	7,530,967	3062.52%	139,722	342,586
Other Capital Amounts						
Capital Grants, Contributions and Donations	29,174,524	26,421,884	2,752,640	10.4%	47,659,448	31,000,000
Other capital income and (expenses)	(836,485)	(5,938,266)	5,101,781	(85.9%)	(4,513,108)	(4,513,108)
Net Result Surplus/(Deficit)	36,114,916	20,729,526	15,385,388	74.2%	43,286,062	26,829,478

Southern Downs Regional Council

Balance Sheet

May 2024

	Phased 2024 YTD Actual \$	Annual 2024 Budget \$	YTD Variance \$	YTD Variance %
Current Assets				
Cash assets & Investments	76,730,789	63,816,000	12,914,789	20.2%
Receivables	14,718,923	14,836,000	(117,077)	(0.8%)
Assets held for sale	1,413,409	1,309,000	104,409	8.0%
Inventories	898,548	834,000	64,548	7.7%
	<u>93,761,668</u>	<u>80,795,000</u>	<u>12,966,668</u>	<u>16.0%</u>
Non-Current Assets				
Investment Property	204,680	406,000	(201,320)	(49.6%)
Property, plant and equipment	862,687,013	935,789,000	(73,101,987)	(7.8%)
Other Financial Assets	159,993	24,000	135,993	566.6%
Capital works in progress	64,620,652	15,000,000	49,620,652	330.8%
Intangible Assets	126,321	235,000	(108,679)	(46.2%)
	<u>927,798,657</u>	<u>951,454,000</u>	<u>(23,655,343)</u>	<u>(2.5%)</u>
TOTAL ASSETS	<u>1,021,560,326</u>	<u>1,032,249,000</u>	<u>(10,688,675)</u>	<u>(1.0%)</u>
Current Liabilities				
Creditors and other payables	20,614,791	24,960,000	(4,345,209)	(17.4%)
Provisions	6,384,846	8,850,000	(2,465,154)	(27.9%)
Interest bearing liabilities	1,867,822	1,981,000	(113,178)	(5.7%)
	<u>28,867,459</u>	<u>35,791,000</u>	<u>(6,923,542)</u>	<u>(19.3%)</u>
Non-Current Liabilities				
Interest bearing liabilities	10,921,261	10,372,000	549,261	5.3%
Provisions	11,423,978	8,565,000	2,858,978	33.4%
Other Payables	4,826,324	4,767,000	59,324	1.2%
	<u>27,171,563</u>	<u>23,704,000</u>	<u>3,467,563</u>	<u>14.6%</u>
TOTAL LIABILITIES	<u>56,039,021</u>	<u>59,495,000</u>	<u>(3,455,979)</u>	<u>(5.8%)</u>
NET COMMUNITY ASSETS	<u>965,521,304</u>	<u>972,754,000</u>	<u>(7,232,696)</u>	<u>(0.7%)</u>
Community Equity				
Asset Revaluation Reserve	290,889,266	290,991,000	(101,734)	(0.0%)
Retained surplus	674,632,038	681,763,000	(7,130,962)	(1.0%)
TOTAL COMMUNITY EQUITY	<u>965,521,304</u>	<u>972,754,000</u>	<u>(7,232,696)</u>	<u>(0.7%)</u>

SDRC Sustainability Ratios As At 31 May 2024

Key Ratios	Calculation	Budget	YTD Actual	Target Ratio	On Target?	Overview
Council Controlled Revenue Ratio	$((\text{Net Rates, Levies and Charges} + \text{Fees and Charges}) / \text{Total Operating Revenue}) (\%)$	76.60%	82.62%	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.
Population Growth Ratio	$(\text{Prior year estimated population} / \text{previous year estimated population}) - 1$	0.28%	0.28%	N/A	✓	Population growth is a key driver to a Council's operating income, service needs, and infrastructure requirements into the future.
Operating Surplus Ratio	$(\text{Net Operating Surplus} / \text{Total Operating Revenue}) (\%)$	0.14%	8.14%	> 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	$(\text{Net Operating Surplus} + \text{Depreciation} + \text{Finance Costs}) / \text{Total Operating Revenue} (\%)$	64.19%	59.15%	> 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.
Unrestricted Cash Expense Cover Ratio	$(\text{Total Cash and Equivalents} + \text{Current Investments} + \text{Available Ongoing QTC Working Capital Facility Limit} - \text{Externally Restricted Cash}) / \text{Total Operating Expenditure} - \text{Depreciation and Amortisation} - \text{Finance Costs}) \times 12$	7	10	Greater than 4 months	✓	The unrestricted cash expense cover ratio is an indicator of the unconstrained liquidity available to a Council to meet ongoing and emergent financial demands, which is a key component to solvency. It represents the number of months a Council can continue operating based on currently monthly expenses.
Asset Sustainability Ratio	$(\text{Capital Expenditure on the Replacement of Assets (renewals)} / \text{Depreciation Expense})$	250.4%	193.1%	> 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	$\text{Written Down Replacement Cost of Depreciable Infrastructure Assets} / \text{Current Replacement Cost of Depreciable Infrastructure Assets}$	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	$(\text{Book Value of Debt} / (\text{Total Operating Revenue} - \text{Total Operating Expenditure} + \text{Depreciation and Amortisation}))$	0.56	0.47	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	$(\text{Current Assets} / \text{Current Liabilities})$	2.25 : 1	3.25 : 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	$((\text{Total Liabilities} - \text{Current Assets}) / \text{Total Operating Revenue})$	(20.6%)	(39.5%)	<=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	326,274	333,000	(6,726)	(2.0%)	333,000	
Sundry Revenue	25,755	19,488	6,267	32.2%	21,030	
Internal Revenue	439,184	439,184	-	0.0%	479,110	
Total Operating Revenue	791,990	791,673	(318)	0.0%	833,140	
Operating Expenses						
Employee Costs	3,092,384	3,271,779	(179,395)	0.0%	3,537,705	Note 1
Materials	491,063	692,038	(200,975)	(5.5%)	794,491	Note 2
Contracts and Services	402,117	1,093,836	(691,720)	(63.2%)	1,248,438	Note 3
Depreciation and Amortisation	10,268	9,410	857	9.1%	10,253	
Plant Hire	102,828	37,079	65,749	177.3%	40,450	
Other Expenses	995,503	1,125,251	(129,748)	(11.5%)	1,293,365	Note 4
Rates on Council Properties	3,333	3,352	(19)	(0.6%)	3,352	
Internal Charges	180,696	180,696	-	0.0%	197,123	
Total Operating Expenses	5,278,191	6,413,443	(1,135,251)	(17.2%)	7,125,178	
Operating Surplus/Deficit	(4,486,201)	(5,621,770)	1,135,569	(20.2%)	(6,292,038)	
Comments						
Note 1	Employee Costs - Staff Recruitment and Personal Protective Equipment actuals less than anticipated \$(123)K					
Note 2	Corporate Communication and Tourism Advertising and Promotion actuals not aligned with budget (\$140)K					
Note 3	Connections Plus - Lease Fee actuals not aligned with budget \$(28)K Council Election costs YTD less than anticipated - not yet invoiced by Electoral Commission Qld \$(208)K Council Election costs budgeted twice \$(193)K					
Note 4	Economic Development various projects work schedules not aligned with budget \$(250)K Various Community Grants not yet paid due to timing of events/budget not aligned with work schedule \$(107)K					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Customer and Organisational Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	35,664,325	35,473,693	190,632	0.5%	35,473,276	
Fees and Charges	1,815,571	1,508,136	307,435	20.4%	1,634,570	Note 1
Operating Grants and Subsidies	5,312,340	4,586,756	725,583	15.8%	9,211,821	Note 2
Interest Received	4,324,406	3,643,990	680,416	18.7%	3,975,000	Note 3
Leasing and Rent	549,608	466,888	82,720	17.7%	509,332	
Sundry Revenue	233,384	419,577	(186,193)	(44.4%)	457,711	Note 4
Internal Revenue	4,058,305	4,058,305	-	0.0%	4,427,242	
Total Operating Revenue	51,957,938	50,157,345	1,800,593	3.6%	55,688,952	
Operating Expenses						
Employee Costs	7,997,621	7,195,017	802,604	11.2%	7,811,506	Note 5
Materials	4,617,458	6,136,780	(1,519,322)	(24.8%)	6,450,384	Note 6
Contracts and Services	3,746,573	4,784,694	(1,038,121)	(21.7%)	5,990,719	Note 7
Finance Costs	160,859	138,395	22,464	16.2%	306,416	
Depreciation and Amortisation	1,119,593	1,132,144	(12,550)	(1.1%)	1,228,436	
Plant Hire	400,596	466,244	(65,648)	(14.1%)	508,386	
Other Expenses	739,810	878,064	(138,253)	(15.7%)	892,342	Note 8
Rates on Council Properties	178,964	161,148	17,815	11.1%	161,148	
Internal Charges	775,238	775,238	-	0.0%	845,714	
Total Operating Expenses	19,736,711	21,667,723	1,931,012	(8.9%)	24,195,052	
Operating Surplus/Deficit	32,221,227	28,489,622	(3,731,605)	13.1%	31,493,900	
Comments						
Note 1	Saleyard Fees and Charges received YTD more than anticipated \$293K					
	Truck Wash Fees and Charges received YTD more than anticipated \$95K					
Note 2	Flood Event funding received earlier than anticipated \$915K					
	Killarney, Karara and Allora Flood Studies Program funding received YTD less than anticipated \$(157)K, budget not aligned with actuals.					
Note 3	Interest received higher than expected due to cash balance and changes in Reserve Bank cash rates.					
Note 4	Warwick Aerodrome Fuel Sales YTD less than anticipated \$(141)K. Service out of order from November 2023 to January 2024 due to staff turnover impacting changes in bank service provider.					
Note 5	Employee Superannuation and Works Compensation Payments not aligned with budget phasing \$(246)K. Oncost Recoveries under budget by \$1.1M					
Note 6	Warwick Aerodrome petrol expense actuals YTD less than anticipated \$(159)K					
	Community Recovery and Resilience Program YTD less than anticipated. Budget not aligned with schedule \$(183)K					
	Natural Disaster Event Response and Recovery Trigger Point budget not aligned with actuals \$(228)K - actuals allocated against January 2024 Flood Event within the Works Department					
	Library Books purchases YTD less than anticipated. Budget not aligned with purchasing schedule \$(147)K					
	Sport and Recreation Strategy 2022-27 actuals YTD less than anticipated \$(64)K					
	Telephone, Leases, Licences and Registration actuals YTD less than \$(720)K due to budget phasing. This is currently being reviewed					
Note 7	Asset Management Plans and Flood Studies Programs YTD budget not aligned with works schedule \$(503)K					
	Aerodrome budget not aligned with schedule of work under the Regional Airport Program Round 2 \$(162)K					
	WIRAC Contractor YTD less than anticipated \$(306)K. May account not yet received. Budget not aligned with actuals.					
Note 8	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	739,110	805,961	(66,851)	(8.3%)	879,230	
Operating Grants and Subsidies	397,276	436,514	(39,238)	(9.0%)	4,121,582	
Leasing and Rent	5,760	11,440	(5,680)	(49.7%)	12,480	
Recoverable Works	1,248,456	1,794,867	(546,411)	(30.4%)	2,334,716	Note 1
Sundry Revenue	41,076	26,967	14,110	52.3%	64,418	
Internal Revenue	128,572	128,572	-	0.0%	140,260	
Total Operating Revenue	2,560,250	3,204,321	(644,071)	(20.1%)	7,552,686	
Operating Expenses						
Employee Costs	8,676,883	8,674,568	2,314	0.0%	9,420,131	
Materials	5,426,564	5,902,900	(476,336)	(8.1%)	6,439,255	Note 2
Contracts and Services	3,979,113	3,140,081	839,032	26.7%	3,427,449	Note 3
Finance Costs	184,532	205,777	(21,245)	(10.3%)	274,370	
Depreciation and Amortisation	12,874,853	12,463,262	411,591	3.3%	14,501,952	Note 5
Plant Hire	(2,546,418)	(2,983,827)	437,409	(14.7%)	(3,254,832)	Note 6
Other Expenses	137,927	128,000	9,927	7.8%	128,000	
Rates on Council Properties	527,679	493,387	34,292	7.0%	493,387	
Internal Charges	565,480	565,480	-	0.0%	616,887	
Total Operating Expenses	29,826,613	28,589,628	1,236,986	4.3%	32,046,599	
Operating Surplus/Deficit	(27,266,364)	(25,385,307)	(1,881,057)	7.4%	(24,493,912)	
Comments						
Note 1	Road Maintenance Performance Contract revenue received YTD less than anticipated \$(631)K due to timing of claims being processed.					
Note 2	Privat Work revenue received YTD more than anticipated \$98K Plant Operating Maintenance - diesel actuals YTD less than anticipated \$(317)K Plant Registration costs YTD less than anticipated - budget not aligned with actuals \$(118)K					
Note 3	Road Maintenance Performance Contract YTD more than anticipated - budget not aligned with work schedule \$425K January 2024 Flood Event actuals more than anticipated \$318K. This is offset against the Natural Disaster Event Response and Recovery Trigger Point					
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	1,953,170	1,700,788	252,382	14.8%	1,855,407	Note 1
Operating Grants and Subsidies	14,588	36,796	(22,208)	(60.4%)	36,796	
Sundry Revenue	5,616	4,492	1,124	25.0%	4,900	
Total Operating Revenue	1,973,373	1,742,076	231,297	13.3%	1,897,103	
Operating Expenses						
Employee Costs	3,406,764	3,622,130	(215,366)	(5.9%)	3,941,480	Note 2
Materials	682,974	669,016	13,957	2.1%	687,677	
Contracts and Services	631,477	1,258,280	(626,803)	(49.8%)	1,336,367	Note 3
Depreciation and Amortisation	20,145	20,345	(200)	(1.0%)	22,166	
Plant Hire	154,178	419,270	(265,091)	(63.2%)	457,385	Note 4
Other Expenses	70,075	103,875	(33,800)	(32.5%)	111,500	
Rates on Council Properties	3,564	3,274	290	8.9%	3,274	
Internal Charges	232,430	232,430	-	0.0%	253,560	
Total Operating Expenses	5,201,607	6,328,619	(1,127,012)	(17.8%)	6,813,410	
Operating Surplus/Deficit	(3,228,233)	(4,586,543)	1,358,310	(29.6%)	(4,916,307)	
Comments						
Note 1	Animal Registrations YTD more than anticipated \$169K					
Note 2	Employee Costs calculated based on FTE numbers at March 2024					
Note 3	Environmental Local Laws - Willi St Depot and Office - contaminated land investigation and remediation works - YTD actuals less than anticipated/not aligned with budget \$(83)K Planning Scheme Preparation and Amendments YTD budget not aligned with actuals \$(278)K Building and Planning Compliance/Applications YTD less than anticipated - budget not aligned with actuals \$(89)K Pest Animal Control - Wild Dog Fencing and Bating YTD budget not aligned with work schedule \$(121)K					
Note 4	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	15,724,715	15,024,534	700,181	4.7%	15,024,534	
Fees and Charges	549,322	222,200	327,122	147.2%	242,400	Note 1
Operating Grants and Subsidies	-	66,000	(66,000)	(100.0%)	72,000	
Sundry Revenue	72,135	22,000	50,135	227.9%	24,000	
Total Operating Revenue	16,346,172	15,334,734	1,011,438	6.6%	15,362,934	
Operating Expenses						
Employee Costs	2,680,895	2,869,255	(188,360)	(6.6%)	3,125,844	Note 2
Materials	3,418,672	2,932,801	485,871	16.6%	3,199,421	Note 3
Contracts and Services	958,963	946,733	12,230	1.3%	1,032,800	
Finance Costs	167,124	180,589	(13,466)	(7.5%)	240,786	
Depreciation and Amortisation	3,059,086	3,001,595	57,490	1.9%	3,270,245	
Plant Hire	303,189	355,946	(52,757)	(14.8%)	388,305	
Other Expenses	1,818	5,000	(3,182)	(63.6%)	15,000	
Rates on Council Properties	10,202	14,412	(4,210)	(29.2%)	14,412	
Internal Charges	1,515,936	1,515,936	-	0.0%	1,653,748	
Total Operating Expenses	12,115,884	11,822,266	293,618	2.5%	12,940,560	
Operating Surplus/Deficit	4,230,288	3,512,468	717,820	20.4%	2,422,374	
Comments						
Note 1	AVDATA and Stanthorpe Water Station Sales received YTD more than anticipated \$348K					
Note 2	Employee Costs calculated based on FTE numbers at March 2024					
Note 3	Bulk Water quarterly allocation paid for the full year - actuals not aligned with the budget phasing \$315K					
	Warwick Water Treatment Plant - Waste Disposal Fees more than anticipated YTD \$137K					
	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	363,854	454,577	(90,723)	(20.0%)	483,151	
Total Operating Revenue	10,632,404	10,694,153	(61,749)	(0.6%)	10,722,727	
Operating Expenses						
Employee Costs	976,416	1,168,028	(191,612)	(16.4%)	1,266,512	Note 1
Materials	1,168,586	890,417	278,169	31.2%	971,364	Note 2
Contracts and Services	998,248	1,232,469	(234,221)	(19.0%)	1,749,724	Note 3
Finance Costs	172,799	203,580	(30,781)	(15.1%)	273,774	
Depreciation and Amortisation	2,383,748	2,353,779	29,969	1.3%	2,564,453	
Plant Hire	91,098	248,286	(157,188)	(63.3%)	270,849	Note 4
Rates on Council Properties	35,511	27,067	8,444	31.2%	27,067	
Internal Charges	633,138	633,138	-	0.0%	690,696	
Total Operating Expenses	6,459,543	6,756,763	(297,219)	(4.4%)	7,814,438	
Operating Surplus/Deficit	4,172,860	3,937,390	235,471	6.0%	2,908,289	
Comments						
Note 1	Employee Costs calculated based on FTE numbers at March 2024					
Note 2	Warwick Sewerage Hardware actuals YTD more than anticipated \$102K					
	Warwick Sewerage Chemical actuals YTD more than anticipated \$129K					
Note 3	Stanthorpe Sewerage Treatment, Reticulation and Pump Station various actuals YTD less than anticipated \$(171)K.					
	Budget not aligned with actuals.					
Note 4	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
Waste Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	7,867,287	7,826,770	40,517	0.5%	7,826,770	
Fees and Charges	2,723,457	1,963,335	760,122	38.7%	2,141,820	Note 1
Operating Grants and Subsidies	1,490,605	1,490,605	-	0.0%	1,490,605	
Sundry Revenue	428,060	452,417	(24,357)	(5.4%)	491,000	
Total Operating Revenue	12,509,410	11,733,127	776,282	6.6%	11,950,195	
Operating Expenses						
Employee Costs	456,441	405,828	50,613	12.5%	442,655	
Materials	2,044,077	2,582,228	(538,151)	(20.8%)	2,846,973	Note 2
Contracts and Services	6,842,669	7,750,130	(907,461)	(11.7%)	8,433,505	Note 3
Finance Costs	60,142	69,480	(9,338)	(13.4%)	92,268	
Depreciation and Amortisation	209,557	209,613	(56)	(0.0%)	228,384	
Plant Hire	28,157	82,002	(53,846)	(65.7%)	89,457	
Rates on Council Properties	11,925	10,652	1,273	11.9%	10,652	
Internal Charges	723,144	723,144	-	0.0%	788,884	
Total Operating Expenses	10,376,110	11,833,077	(1,456,967)	(12.3%)	12,932,778	
Operating Surplus/Deficit	2,133,299	(99,950)	2,233,249	(2234.4%)	(982,583)	
Comments						
Note 1	Waste Disposal Fees received YTD more than anticipated \$421K State Government Waste Levy Collected YTD more than anticipated \$311K					
Note 2	State Government Waste Levy Payment actuals YTD less than anticipated \$(402)K - April and May levy outstanding Warwick and Stanthorpe Waste Management Facilities - Laboratory Testing actuals YTD less than anticipated \$(103)K - work schedule not aligned with budget					
Note 3	Waste Facility Administration YTD budget not aligned with work schedule \$(54)K Warwick Waste Management Facilities actuals YTD less than anticipated \$(243)K - May Account not yet received Waste and Recycling North - Spec A and Bay 4 actuals YTD less than anticipated \$(218)K - May Account not yet received Transfer Stations and Bin Compounds actuals YTD less than anticipated \$(393)K - May Account not yet received					

Flood Events

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Life-to-Date Actuals \$	Notes
Flood Events - Operational							
Total Operating Revenue	3,648,611	2,733,628	(914,983)	33.5%	2,970,961	23,871,412	
Total Operating Expenses	2,901,015	1,420,358	(1,480,657)	104.2%	1,549,481	28,291,730	
Net Operating Surplus/Deficit	747,596	1,313,270	(565,674)	-43.1%	1,421,480	(4,420,318)	

Comments

Actual expenditure includes January 2024 events. The Finance team, in collaboration with the DRFA Project Manager, will continue to review actuals and budgets.

Flood Events - Capital

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Life-to-Date Actuals \$	Notes
Flood Events - Capital							
Total Capital Revenue	15,078,497	18,622,079	(3,543,582)	(19.0%)	20,652,672	24,540,083	
Total Capital Expenses	19,337,887	20,876,274	(1,538,387)	-7.4%	23,254,575	27,852,704	
Net Capital Surplus/Deficit	(4,259,390)	(2,254,195)	(2,005,195)	89.0%	(2,601,903)	(3,312,621)	

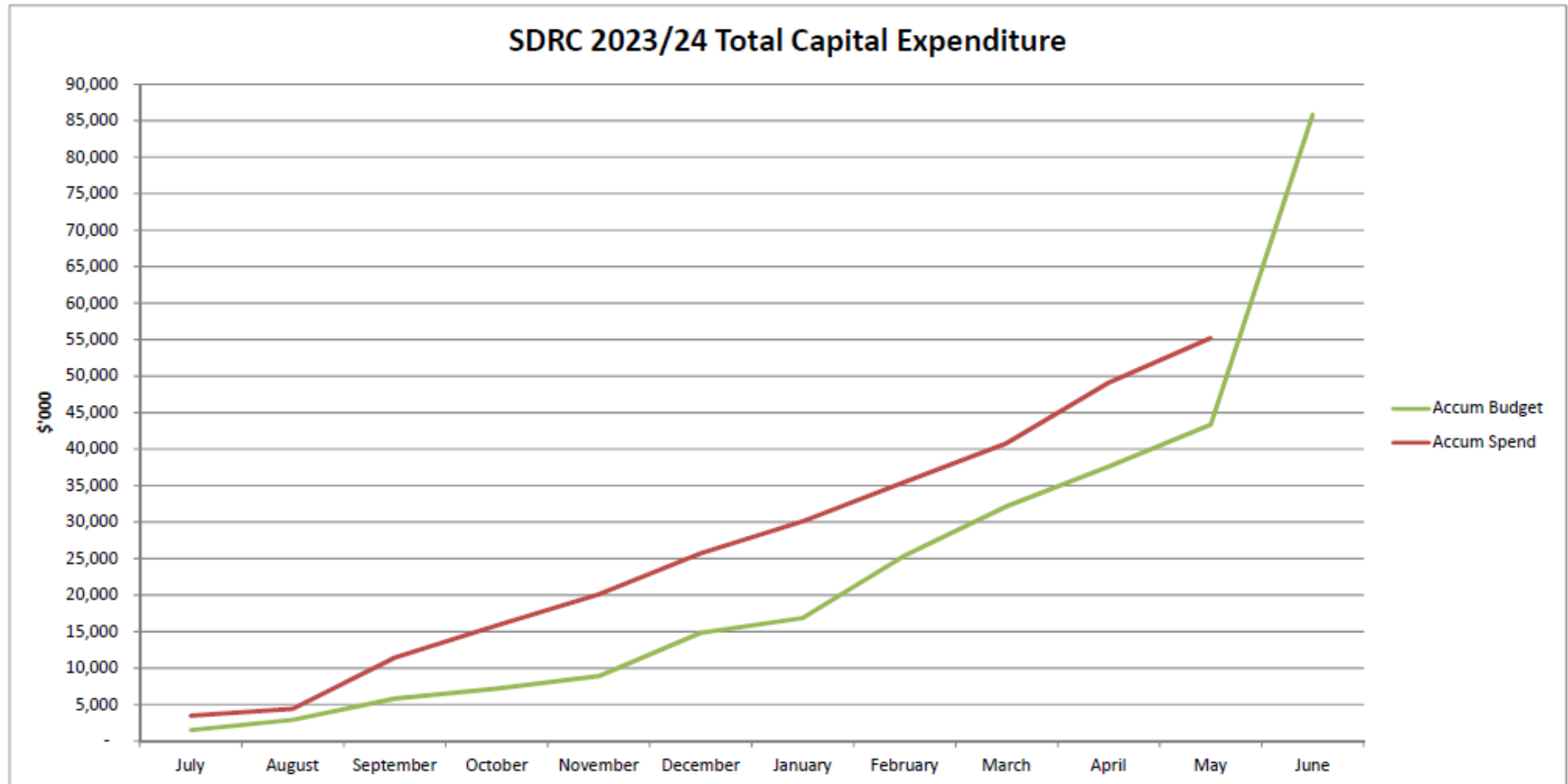
Comments

Actual expenditure includes January 2024 events. The Finance team, in collaboration with the DRFA Project Manager, will continue to review actuals and budgets.

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

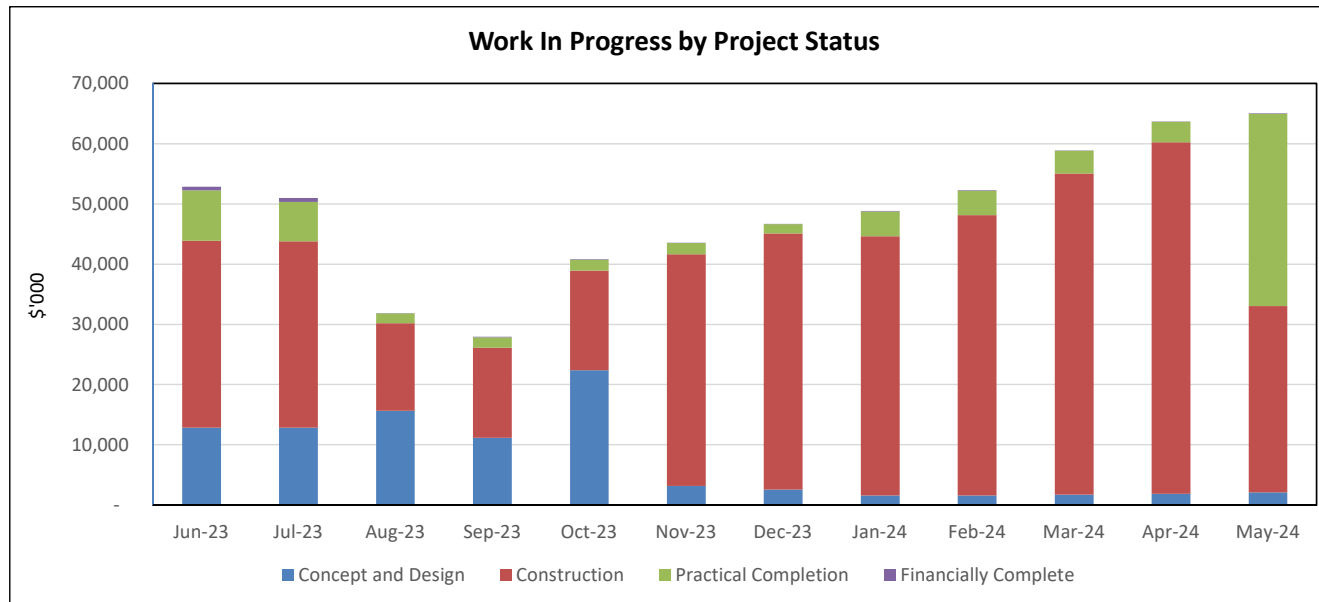
	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land & Land Improvements	267,198	27,638	10.3%	16,792	44,430	16.6%
Buildings	8,635,572	5,668,563	65.6%	1,280,815	6,949,378	80.5%
Plant & Equipment	7,742,319	2,469,188	31.9%	2,579,993	5,049,181	65.2%
Roads, Drains & Bridges	34,841,177	26,286,626	75.4%	3,856,686	30,143,312	86.5%
Water	12,786,759	7,761,280	60.7%	3,761,247	11,522,527	90.1%
Sewerage	9,328,089	5,767,950	61.8%	3,377,919	9,145,869	98.0%
Other Assets	12,228,843	7,244,284	59.2%	2,322,318	9,566,601	78.2%
Total	85,829,957	55,225,529	64.3%	17,195,770	72,421,298	84.4%

Southern Downs Regional Council
Capital Expenditure
As At 31 May 2024



Capital committed costs as at 30 April 2024 is \$19 Million

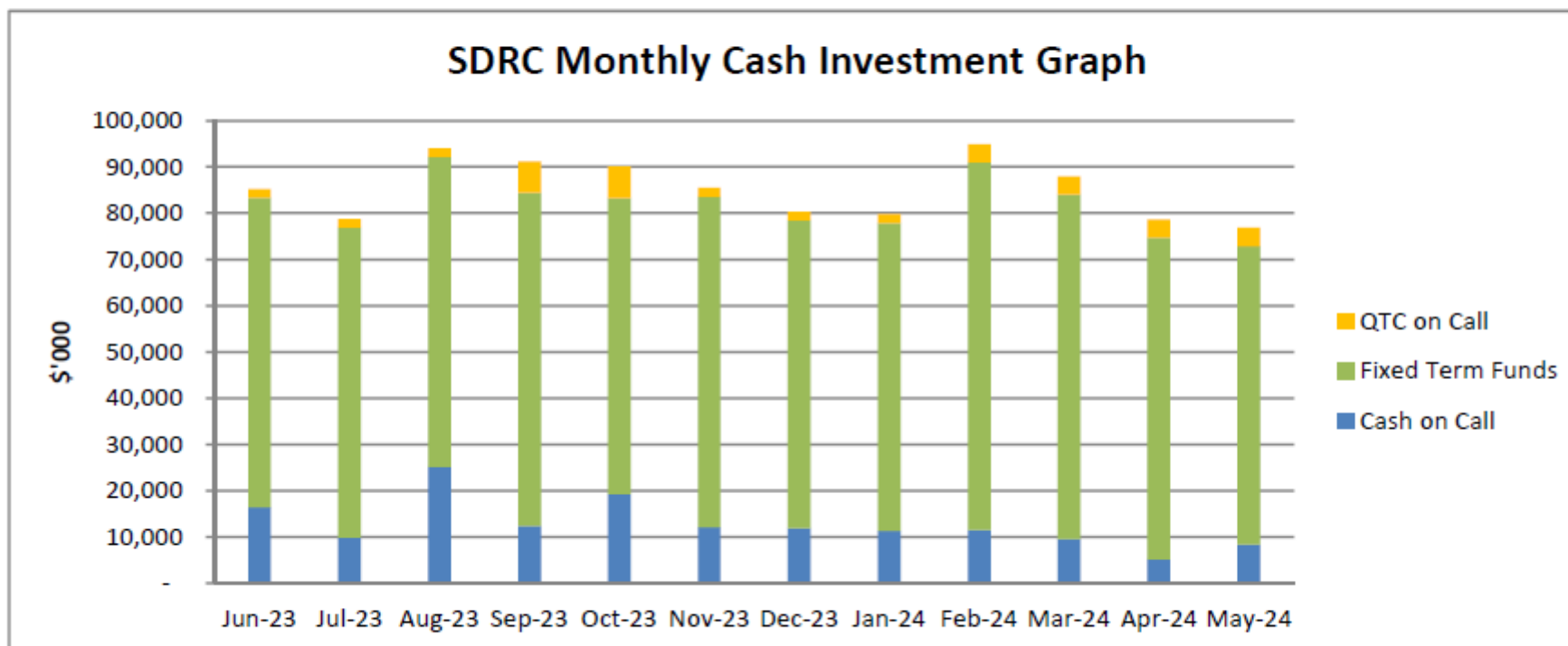
**Southern Downs Regional Council
Work in Progress (WIP) Status Report
As At 31 May 2024**



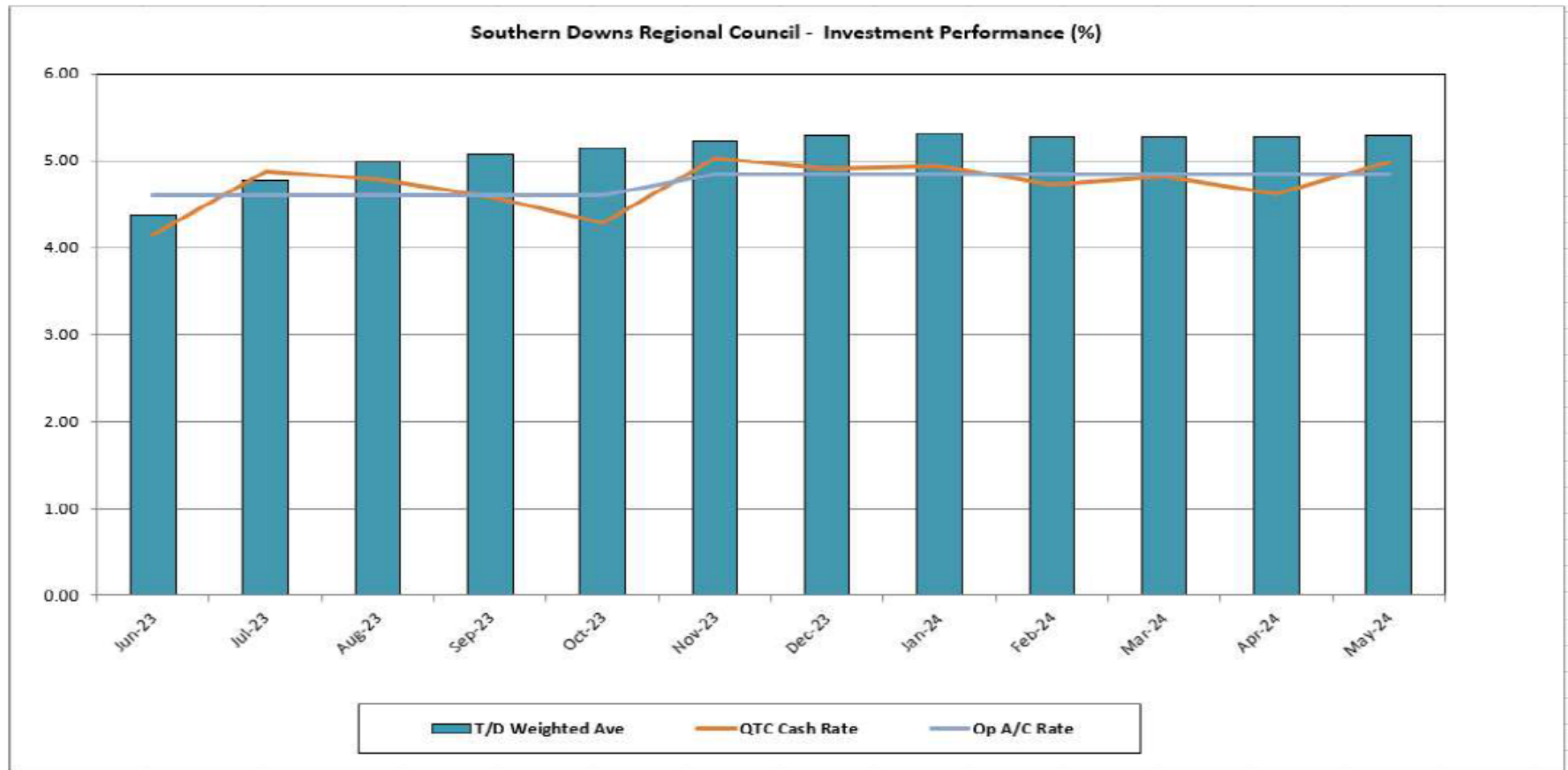
Project status' were reviewed and updated in April 2024.

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 May 2024



Southern Downs Regional Council
Investment Performance
As At 31 May 2024




**Southern Downs Regional Council
Borrowings Report
As At 31 May 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	12,789,082

11.2 Schedule of General Fees and Charges 2024/25

Document Information

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

Recommendation

THAT Council adopt the attached Schedule of General Fees and Charges for the 2024/25 Financial Year.

REPORT

The purpose of this report is for Council to adopt the Schedule of General Fees and Charges for the 2024/25 financial year. Council has over 600 fees and charges which generate over \$6.7M in revenue.

Council's Schedule of General Fees and Charges 2024/25 has been prepared in accordance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012* and is presented for Council's consideration and adoption. Council has the ability to change fees and charges throughout the year and adopt the updated Schedule of Fees and Charges at any time.

The majority of fees and charges have on average increased by 5.00% for the 2024/25 financial year. Due to the minimal value of some of the fees and charges and rounding of the dollar values, there are some fees and charges that have varied percentage increases.

The CEO has the ability waive an individual fee or charge. In 2024/25 the maximum amount of this fee has been increased from \$1,000 to \$10,000. This is to improve efficiency saving staff and council time with the preparation and presentation of reports for minor fees and charges.

FINANCIAL IMPLICATIONS

The Southern Downs Regional Council Schedule of General Fees and Charges 2023/24 has been prepared in accordance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

RISK AND OPPORTUNITY

Risk

Not setting fees and charges appropriately can have potential financial implications with increased risks of assets or services not maintained appropriately resulting in reputation damage.

Opportunity

With regular reviews of services and service delivery models, Council can influence the level and efficiency of services delivered. This can subsequently influence the fees and charges set by Council.

COMMUNITY ENGAGEMENT

Internal Consultation

Managers, Directors and Councillors

External Consultation

Draft fees and charges will be distributed for public consultation.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

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

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

Policy / Strategy


Nil

ATTACHMENTS

1. SDRC 2024-25 Schedule of Fees and Charges (Excluded from agenda - Provided under separate cover) [⇒](#)

11.3 External Audit 2023-24 - Interim Audit Report

Document Information

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

Recommendation

THAT Council receive the 2024 Interim Report as part of the 2023-24 External Audit

REPORT

Background

The Queensland Audit Office (QAO) have contracted Council's external audit to Crowe Australasia based in Toowoomba. The external auditors have as part of the External Audit Plan performed an interim audit in May 2024 and provided an interim report with their findings.

The interim report was presented to the Audit and Risk Management Committee on 23 May 2024.

Report

The interim audit assessed the design and implementation of Council's internal controls relevant to the financial report, and whether they are operating effectively. Audit assessed the key controls they intend to rely on in auditing Council's financial statements. The interim audit does not assess all controls that management has implemented across the organisation.

The results of the interim audit identified the following issues:

Internal Control Issues (1 New and 3 Prior Years)	
Deficiency	Untimely review of various council policies (New)
Significant Deficiency	Lack of review of Masterfile changes – rates revenue
Deficiency	Insufficient contract management processes
Deficiency	Capitalisation of capital work in progress
Financial Reporting Issues (Prior Years)	
Low Risk	Trust accounts
Low Risk	Assessment of grant agreements for accounting treatment
Low Risk	Documented assessment of control of Council buildings
Medium Risk	Prior period errors (grant revenue – contract assets and liabilities and property, plant and equipment)

Management continuously monitors and mitigates risks by implementing controls and remains vigilant against fraudulent activities. All identified issues together with recommendations for appropriate action and management's response have been included in the 2024 Interim Report to the Mayor, attached.

Conclusion/Summary

Council will continue to focus on the outstanding issues with a view to closing out as many prior issues as possible.

FINANCIAL IMPLICATIONS

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

RISK AND OPPORTUNITY

Risk

Lack of resources and inadequate systems / processes can impact Council's ability to address outstanding issues with could result in inadequate reporting, increased exposure to fraud and completion of financial statements.

Opportunity

New or review of existing systems and processes which could help in addressing deficiencies and improve reporting plus transparency for the users of the financial statements.

Regular reviews/development of policies to address gaps identified through audit.

COMMUNITY ENGAGEMENT

Internal Consultation

Staff and management of the Financial Services section of Council

External Consultation

External auditors

Audit and Risk Management Committee

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009
Chapter 4 Finances and accountability
Part 3 Financial planning and accountability
Section 104 Financial management systems
(5)(b) *financial accountability documents*

Corporate Plan

Goal 4 Our Performance

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

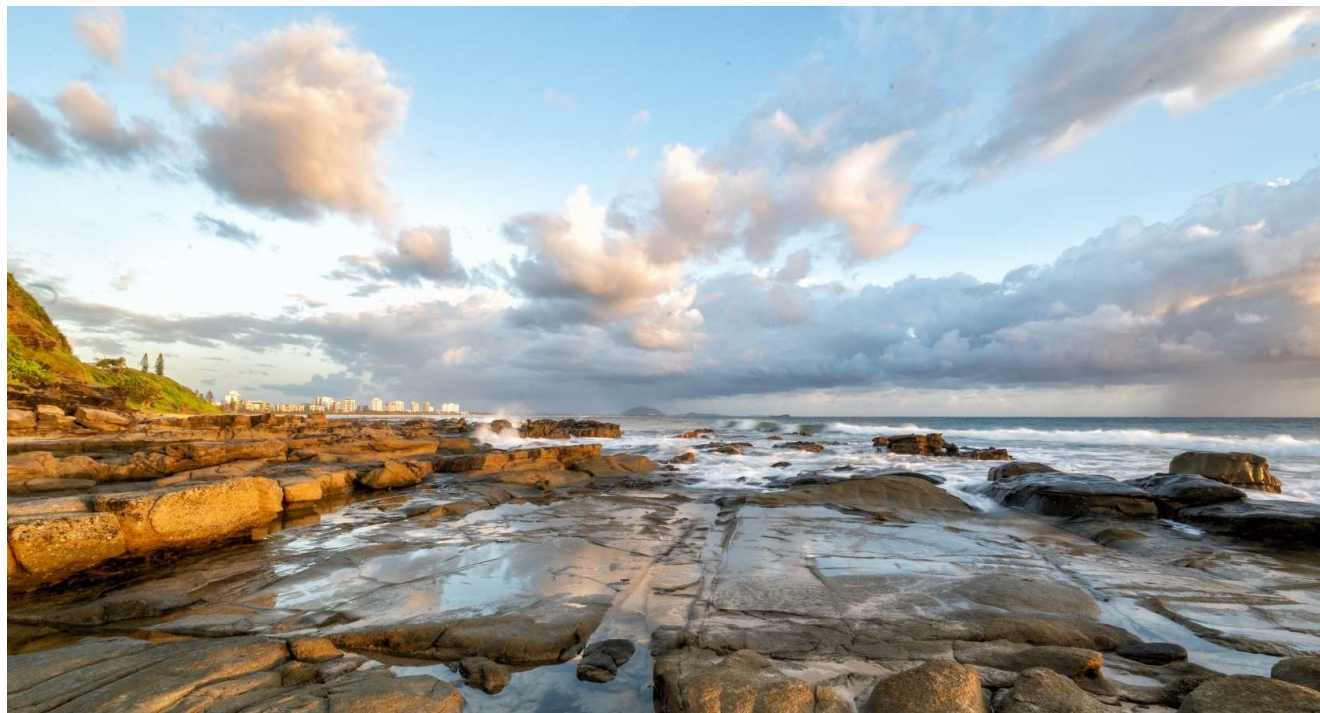
Objective: 4.4.1 Provide assurance through effective governance, audit and risk management practices.

Policy / Strategy

Nil

ATTACHMENTS

1. 2023-24 Interim Report [↓](#)



2024 INTERIM REPORT

Southern Downs Regional Council

22 May 2024



OFFICIAL

Cr Melissa Hamilton
Mayor
Southern Downs Regional Council
PO Box 26
WARWICK QLD 4370

Dear Cr Hamilton,

2024 Interim report

We present our interim report for Southern Downs Regional Council ('Council', 'SDRC') for the financial year ending 30 June 2024. This report details the results of our interim work performed to 31 May 2024. Under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

Results of our interim audit

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

Deficiencies:

- 1 raised in the current year, relating to the untimely review of various council policies
- 3 unresolved from prior years

Financial reporting matters:

- None raised at interim
- 4 unresolved from prior years

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

Refer to section 1 & 2 for further details.

Milestones – On track

Currently all milestones are on track based on the most recent updates discussed with management.

If you have any questions or would like to discuss the audit report, please contact me 4616 2266 or Taf Mudarikwa on 4614 2234.

Yours sincerely

Bruce Preston
Partner (Crowe)

Enc.

cc. Cr Melissa Hamilton , Mayor
Ms Kerry Phillips, Chair Audit and Risk Management Committee

1. Status of issues

Internal control issues

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

Year and status	Significant deficiencies	Deficiencies	Other matters*
Current year issues	0	1	0
Prior year issues – unresolved	1	2	0
Total issues	1	3	0

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

The following section details control deficiencies and other matters identified as at 22 May 2024. It includes a response from management.

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



D Deficiency

24-IR1 – Untimely review of Council policies

Observation

During our interim testing we noted a number of council policies which were overdue for renewal / review. We understand that a project is currently in progress to bring these policies up to date and approved for use – with several scheduled to be approved this month.

Implication

Council policies should be reviewed regularly to ensure that policies continue to be relevant and updated.

QAO recommendation

We recommend that all Council policies be reviewed in line with policy review expectations. Considering the number of policies and procedures maintained by Council the review of policies may have different priorities and may not be required on a uniform basis (i.e. every 3 years), as such, management may wish to articulate the cadence of these reviews, and how extensions are granted where considered appropriate.

Management response

The policy register is currently being transferred to an online cloud-based system which will allow transparency of timeframes with the addition of tasks assigned to the relevant Manager both for prompting and action. Additionally, the policy framework is also under current review which will also provide much needed clarity moving forward.

Responsible officer: Manager Corporate Services

Status: Work in progress

Action date: 30 September 2024

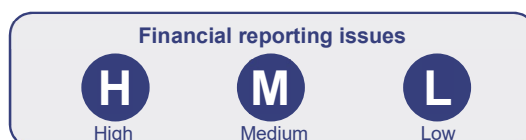
Financial reporting issues

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

Year and status	High risk	Medium risk	Low risk
Current year issues	-	-	-
Prior year issues – unresolved	-	1	3
Total	-	1	3

There were no new financial reporting issues identified as at 31 March 2024.

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



2. Matters previously reported

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

Ref.	Rating	Issue	Status
23-IR1	S	Lack of review of masterfile changes – rates revenue Audit was unable to sight evidence of an established process and cadence of review relating to rates revenue masterfile changes. Subsequent to the Interim report dated 30 June 2023, this matter was updated to a significant rating as a result of further moderation across the sector.	Work in progress Responsible officer: Chief Financial Officer Action date: 30/06/2024 Revised action date: 30/09/2024
23-IR2	D	Insufficient contract management processes Council did not have a centralised contract management process, including a central contract register. A contract register could maintain details such as contracts awarded to vendors, key contact KPI's and how these are monitored, progress tracking, fee escalations, scope variations and overall vendor performance.	Work in progress Responsible officer: Chief Financial Officer Action date: 30/06/2025
23-IR2	D	Capitalisation of capital work in progress Approximately \$13 million of completed projects in Capital Work-in-progress were not transferred to PPE asset classes at 30 June 2021.	Work in progress Responsible officer: Principal Asset Engineer / Chief Financial Officer Action date: 30/09/2023 Revised action date: 30/09/2024

2024 Interim report

Ref.	Rating	Issue	Status
18-FR2	L	Trust Accounts The trust account register included amounts dating back to 1997	Work in progress Responsible officer: Financial Services Coordinator Action date: 30/09/2023 Revised action date: 30/06/2025
20-FR1	L	Assessment of grant agreements for accounting treatment Minimal qualitative assessment of revenue recognition in accordance with AASB 15 Revenue or AASB 1058 Income of Not-for-Profit Entities.	Work in progress Responsible officer: Management Accountant Action date: 30/09/2023 Revised action date: 30/09/2024
20-FR2	L	Documented assessment of control of Council buildings There were a number of unique arrangements in place with individual clubs and a variety of formal and informal agreements.	Work in progress Responsible officer: Manager Corporate Services Action date: 30/06/2024
23-FR1	M	Prior period errors – (Grant revenue - contract assets and liabilities & Property, plant and equipment) Prior period errors were noted in respect of infrastructure and contract assets and liabilities relating to the recognition of grant revenue.	Work in progress Responsible officer Chief Financial Officer Action date: 30/06/2024

3. Climate-related financial disclosures

The Commonwealth Treasury has issued proposed legislation outlining the scope of mandatory climate and environmental sustainability reporting and assurance.

In June 2023, the International Sustainability Standards Board (ISSB) issued its first 2 standards – IFRS S1 *General Requirements for Disclosure of Sustainability-related Financial Information* and IFRS S2 *Climate-related Disclosures*.

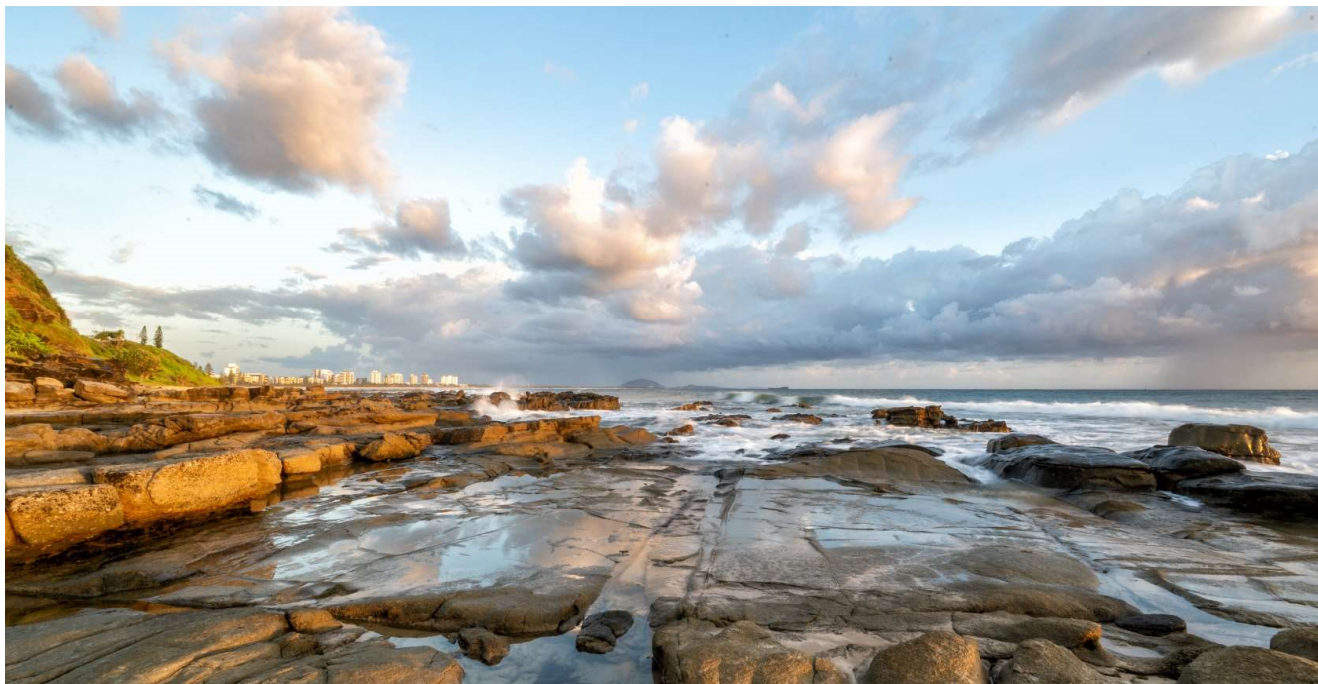
In October 2023, the Australian Accounting Standards Board (AASB) issued Exposure Draft SR1 *Australian Sustainability Reporting Standards (ASRS) 1 General requirements for disclosure of Climate-related Financial Information* for public feedback. The AASB's approach is to take a 'climate first' approach. It is proposing that references to sustainability in the ISSB standards be replaced with 'climate-related' in the Australian equivalents.

In January 2024, the Commonwealth Treasury issued proposed legislation on how it will mandate application of climate-related financial disclosures to entities reporting under the *Corporations Act 2001* (Corporations Act). These proposals are expected to affect many Queensland government owned corporations (GOCs) and large public sector companies.

It will be up to Queensland Treasury to determine how the standards apply to the public sector entities under its jurisdiction that are outside of the Corporations Act (such as departments and statutory bodies). Queensland Treasury is currently evaluating how the content of the proposed standards will apply to these entities. This will include those registered as companies who are required to report under the new standards.

The impact on your entity

Your entity is not included in the scope of the draft Commonwealth legislation. Therefore, you are not a mandatory reporting entity and will need to follow the guidance from Queensland Treasury.



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11.4 National Competition Policy

Document Information

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

Recommendation

THAT Council, in accordance with section 47(7) of the *Local Government Act 2009*:

1. Continue to apply the code of competitive conduct to the following significant business activities:-
 - Water and sewerage; and
 - Waste services
2. Determines not to apply the code of competitive conduct to the Warwick Saleyards prescribed business activity, as the cost of applying the code will outweigh any benefit.

REPORT

Council is required to produce a set of annual financial statements that comply with the *Local Government Act 2009*, the *Local Government Regulation 2012* and the Australian Accounting Standards. The statements are required to be audited by the Queensland Audit Office.

A note within the financial statements relates to the National Competition Policy which discloses business activities to which the code of competitive conduct applies. Council included the national competition policy note in relation to water and sewerage in the 2022-23 financial statements and it has been attached for information.

Code of Competitive Conduct

The *Local Government Act 2009* Section 47(7) states that “A local government must decide each financial year, by resolution, whether or not to apply the code of competitive conduct to a business activity prescribed under a regulation.”

A **business activity**, of a local government, means trading in goods and services by the local government.

Significant business activities

As per the Local Government Act 2009:-

section 43(4) a **significant business activity** is a business activity of a local government that—
(a) is conducted in competition, or potential competition, with the private sector (including off-street parking, quarries, sporting facilities, for example); and
(b) meets the threshold prescribed under a regulation.

Section 43(5) However, a **significant business activity** does not include a business activity that is—

- (a) a building certifying activity; or
- (b) a roads activity; or
- (c) related to the provision of library services.

To determine whether or not these activities fall under a significant business activity they need to meet the following thresholds as set out in the Local Government Regulation s19:

	Business Activity	Criteria	Applicable
1	Combined water and sewerage	10,000 or more premises are connected to a water service as at 30 June of the previous financial year	Yes – 12,233 connections
2	Another business activity	Expenditure of at least \$9.7M for the financial year ending immediately before the current financial year.	Yes – Waste Services \$12.7M expenditure

Council has undertaken an assessment of these activities and the number of premises connected to a water service at 30 June 2023 was 12,063. As the threshold has been met the water and sewerage business activity will be included in the 2023-24 financial statements.

An assessment of the waste activity shows expenditure of \$12.7M for the 2022-23 financial year so this activity will also be included in the note in the financial statements.

In general, applying the Code of Competitive Code means that the competitive neutrality principle is applied to the business activity.

Under the competitive neutrality principle, an entity that is conducting a business activity in competition with the private sector should not enjoy a net advantage over competitors only because the entity is in the public sector.

Application of the competitive neutrality principle will be achieved through the application of full cost pricing.

Prescribed Business activities

The *Local Government Regulation 2012* section 39 states that a business activity is prescribed for a financial year if the amount of current expenditure for the previous financial year is \$340,000 or more.

If Council decides not to apply the Code, then the reasons for not doing so must be stated per the Act (section 47(8)). The following activities are primarily involved in trading goods and services, and have been considered:

Roads Activities

Section 47(3) of the LGA states that the local government must apply the code of competitive conduct to a roads activity, but this only includes the business activities which the State or Local

Government has been put out to tender. Council does not presently perform any such road activities and therefore the requirements of this section does not apply.

Warwick Saleyards

The Saleyards activity does have a commercial nature and meets the prescribed threshold (2023-24: budgeted expenses total \$963k with anticipated operational loss of over \$200k). Council has made significant investment in upgrading the current infrastructure with future upgrades proposed. It would be timely for Council to undertake a review of the operating model and explore self-funding price path options. It is anticipated that applying the code of competitive conduct to the business activity without any review at this stage will add an administrative expense without necessarily improving decision making or the financial results of the activity. Therefore, it is proposed that the code of competitive conduct not be applied to this activity at this year, but a review be undertaken during the year to inform a decision next year.

FINANCIAL IMPLICATIONS

Applying the code of competitive conduct ensures Council's prescribed business activities are based on full cost recovery which moderates any financial risk.

RISK AND OPPORTUNITY

Risk

Not undertaking full cost recovery results in understated expenditure which subsequently results in lower utility charges. This can have a significant financial impact on Council as the revenue generated may not be sufficient to support business operations.

Opportunity

Council is able to undertake price path review and benchmark in a comparable manner against similar organisations.

COMMUNITY ENGAGEMENT

Internal Consultation

Chief Financial Officer
Director Customer and Organisational Services

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

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

Policy / Strategy

Nil

ATTACHMENTS

1. 2022-23 Note 26 National Competition Policy [↓](#)

Southern Downs Regional Council

Financial Statements 2023

Notes to the Financial Statements

for the year ended 30 June 2023

Note 26. National competition policy

Business activities to which the code of competitive conduct is applied

Council applies the competitive code of conduct to the following activities:

- Water and Sewerage
- Waste Services

This requires the application of full cost pricing, identifying the cost of community service obligations (CSO) and eliminating the advantages and disadvantages of public ownership within that activity.

The CSO value is determined by Council, and represents an activities cost(s) which would not be incurred if the primary objective of the activities was to make a profit. The Council provides funding from general revenue to the business activity to cover the cost of providing non-commercial community services or costs deemed to be CSO's by the Council.

The following activity statements are for activities subject to the competitive code of conduct:


\$ '000	Water and sewerage	Waste
Revenue for services provided to the Council	604	22
Revenue for services provided to external clients	24,094	11,168
Community service obligations	(266)	—
	24,432	11,190
Less : expenditure	(19,463)	(12,671)
Surplus/(deficit)	4,969	(1,481)

Description of CSO's provided to business activities:

Activities	CSO description	Actual \$'000
Water and sewerage	For providing free services to public areas	604
Waste services	For providing free services to public areas	20

11.5 Regional Arts Development Fund 2023/24 - Applications for Recommendation

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Acting Grants Officer	ECM Function No/s: 15.36.01

Recommendation

THAT Council approve the three (3) grant applications for funding under the Regional Arts Development Fund (RADF) program namely:

1. Jumpers and Jazz in July Inc for \$18,344 for the project title 'Music, Dance and Physical Theatre workshops and Performances';
2. Stanthorpe Pottery Club Inc for \$3,876 for the project title 'Workshop 1 Refine Your Making Skills: Workshop 2 Mould Making';
3. Greg Huglin for \$11,000 for the project title 'Youth Screen Production Industry immersions and Red-Carpet community Screening Event'.

REPORT

Background

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Southern Downs Regional Council to support local arts and culture in regional Queensland.

The purpose of the RADF program is to support local artists and creative community organisations and to provide opportunities for local residents to participate in arts and cultural activities.

The priorities for the 2023/24 Program are:

- Arts and cultural tourism (e.g. festivals and events);
- Heritage and collections of the region (e.g. museums, galleries, libraries, heritage trails);
- Applications where funding is aimed at participants from demographics and segments of the community who have not historically participated in RADF funded programs or projects;
- Arts and creative activities which support the wellbeing of participants, strengthen social connections and build community resilience; and
- Provide employment opportunities for local artists and arts workers.

Applicants can apply for up to \$25,000 in funding.

Report

The 2023/24 RADF program opened on 30 October 2023 and remains open until 31 July 2024.

Three (3) applications were received in May 2024 and were assessed online via SmartyGrants and undertaken in accordance with Council's RADF Guidelines.

An overview of the process is provided below:

- Stage One (1) is the pre-eligibility criteria assessment which ascertains if applications are eligible to apply for the funding. If applications are deemed ineligible, they do not progress to stage two (2).
- Stage Two (2) is the application assessment criteria, which is undertaken by two (2) assessors. These assessors come from a pool of Council and Gallery staff members.
- Each application assessment criteria carries a percentage weighting, as follows:

Weighting	Application Assessment Criteria (total score of 100%)
15%	Description of the project and how the funding will be used
20%	How the project contributes to the Assessment Criteria (Quality, Reach, Impact and Viability) as outlined in the RADF Guidelines
15%	Outline the outcomes expected to be achieved from the project and how it will benefit the Southern Downs community
15%	Budget – description of expenses, income and co-funding, authentic quotations attached
10%	How the need for the project was identified
10%	How does the project align with the Southern Downs priorities
5%	List each stage of the project and the expected completion date
5%	What steps have been taken to address Workplace Health & Safety, Public Liability Insurance, Blue Card (if working with children), copyright and relevant licences
5%	Support materials (letter of support, concept plans etc)

- Each application is individually assessed and scored by each assessor.
- SmartyGrants automatically calculates the moderated score for each application for each assessor.
- The Total Moderated Score is calculated and as per the Guidelines, applications must meet the minimum Total Moderated Score of 3 (out of 5) to be recommended for funding.
- If the application meets all pre-eligibility criteria and the minimum Total Moderated Score, the Grants Officer will write an Email of Recommendation to the Manager of Community Services for their consideration.
- The Manager Community Services advises whether they do or do not recommend to Council to award funding.

The three (3) applications assessed, met the minimum Total Moderated Score of three (3) and above and are therefore recommended for funding.

The current budget remaining for the 2023/24 RADF Program is \$33,220.00.

The total funding requested for the three (3) Applications is \$33,220.00.

Conclusion/Summary

The Manager Community Services recommends that the three (3) applications received in May 2024 from Jumpers and Jazz in July Inc, Stanthorpe Potter Club Inc and Greg Huglin which met the Assessment Criteria of the RADF Guidelines, be funded for a total of \$33,220.00.

NOTE: If Council approves the allocation as recommended, whilst it is in accordance with the guidelines approved by Council, it will mean that this RADF allocation would be in addition to the \$30,000 Council allocated in the 2023/24 Budget for the event.

FINANCIAL IMPLICATIONS

The 2023/2024 budget includes \$115,567.00 for the RADF Program as per below:

	Arts Queensland Funds	Council Contribution	Total
	\$41,475	\$39,500	\$80,975
RADF 2023/2024	<i>2022/23 Unspent funds carried over to 2023/24</i>		\$34,592
	Total available for 2023/24		\$115,567

To date, \$82,347.00 in RADF grant funding has been approved by Council, leaving a balance of \$33,220.00 in the current program.

If the recommended funding of \$33,220.00 is awarded to the three (3) applicants, the 2023/24 RADF Program will be fully allocated.

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Funding to be granted to various projects throughout the region, providing many ongoing benefits to the community.

COMMUNITY ENGAGEMENT

Internal Consultation

Council staff

External Consultation

Applicant feedback: The Council's online SmartyGrants application forms include a feedback section to be completed by the applicant. The feedback data is collated and reviewed by the Grants Officer in an endeavour to ensure continuous improvement in the Council's delivery of funding to the community. The feedback summary is attached to this report (Attachment Two (2)).

LEGAL / POLICY

Legislation / Local Law

Corporate Plan

Goal 1 Our People

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

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

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

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

Objective: 1.3.1 Identify, promote and grow opportunities for arts, cultural expression and the development of creative industries.

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

Policy / Strategy

Arts & Culture Policy PL-CS053 27 January 2021

Public Art Policy PL-CS107 10 August 2022

ATTACHMENTS

1. List of Applicants & Scores [↓](#)
2. Applicant Feedback Summary [↓](#)

Item 11.5 Regional Arts Development Fund 2023/24 - Applications for Recommendation
Attachment 1: List of Applicants & Scores

2023/24 Regional Arts Development Fund (RADF)

Recommended Applications (sorted by Total Moderated Score)

Application ID	Applicant	Project Title	Brief Project Description	Project Start Date	Project End Date	Total Project Cost	Total Amount Requested	Total Moderated Score (must be above 3)	Amount Recommended	Approved by Council Resolution
RADF-2223023	Bony Mountain Folk Festival Incorporated	Bony Mountain Folk Festival	<i>The festival is run to provide a significant benefit to Artists both professional and aspiring. With fire, flood and COVID many performers have had limited opportunities to perform this provides a significant mental boost. The performers both professional and up and coming benefit both financially and by appreciation of their artistic talents. We give aspiring artists the opportunity to perform onstage in front of a significant audience, this gives a significant degree of confidence to them to continue with their efforts. By running the festival and utilising paid performers it gives us the ability to be able to devote significant stage time to many who wish to become artists in their own rite.</i> <i>This year we are running two workshops. One is the Ukulele workshop which has been run approximately 5 times at the festival. The workshop attracts on average 30 participants who attend the workshop for 3 days and on the final day all participants get up on stage to perform their new found skills. we have numerous verbal reports of many of the attendees progressing with their skills and participating in music groups and forming local bands, we regard this as a very significant boost to local artists. This year is the first time we are running a Song writing workshop</i>	11/09/2023	17/09/2023	\$45,720.00	\$10,000.00	3.20	\$ 10,000.00	23/08/2023
RADF-2223015	SCOTS PGC College P&F Association - Pipe Band Sub-group	Australian Juvenile Piping and Drumming Workshops	<i>The Australian Juvenile Piping and Drumming Workshops are designed to empower and educate individuals interested in piping and drumming. These workshops aim to provide comprehensive lessons in all disciplines, ensuring that participants gain a deep understanding of the musical aspects involved in these traditional art forms. Informal workshops will also be open to the public to come and try over the weekend.</i> <i>The Workshops are for aspiring pipers and drummers from across the country and encourage youth from the local district to participate regardless of experience. Participants will receive expert guidance on music theory, technique, and performance, enabling them to develop their skills and express themselves creatively through their instruments.</i> <i>Through expert instruction and hands-on activities, the workshops participants will learn essential skills such as reed adjustment, drumhead tuning, and instrument cleaning, fostering a sense of responsibility and pride in their equipment.</i>	28/09/2023	30/09/2023	\$89,549.00	\$9,986.00	3.90	\$ 9,986.00	23/08/2023
RADF-2223025	CelticFest Incorporated	CelticFest Warwick Celtic Music Program	<i>CelticFest Warwick is a multi-day destination event celebrating the rich Celtic (Irish and Scottish) heritage of the Southern Downs, which will be held on the long weekend in September 2023. CelticFest will run a full program of music and dance on the main stage on the Sunday, comprising Celtic bands and entertainers. The musicians will also be involved in public workshops at the event on Saturday evening and Sunday at the Showgrounds, and also as part of the Celtic Fringe festival on the Saturday. CelticFest proposes to use the RADF funding to help support the provision of a high-quality lineup of nationally-recognised Celtic musicians and dancers who can share their artistic excellence both on stage and in workshops with festival enthusiasts, who will be from the local community and also visitors to the region.</i>	29/09/2023	2/10/2023	\$147,750.00	\$16,450.00	3.83	\$ 16,450.00	23/08/2023
RADF-2324-005	Deborah C Wheeler	Southern Downs Military History Website	<i>The funding will be used to build a dedicated website, where all aspects of the Southern Downs regions vast, varied and rich military history can be housed in the one central place and to research and upload the details of the nineteen men whose names appear on the Warwick Armature Rugby League Honour Board which hangs on the front wall of the Warwick Town Hall. The website will be called: Southern Downs Military History. Once established it will be populated with the completed records of the 19 footballers, the 46 WWI & 43 WWII soldiers from the new Freestone Honour Boards and a link to the existing Kyoomba Sanatorium website with records of 750 soldiers, doctors, nurses.</i>	11/06/2024	20/12/2024	\$ 25,949.00	\$ 18,099.00	3.77	\$ 18,099.00	15/05/2024

Item 11.5 Regional Arts Development Fund 2023/24 - Applications for Recommendation
Attachment 1: List of Applicants & Scores

RADF-2324-006	Warwick Art Gallery	Exhibition Public Programs during Jumpers & Jazz in July	<p>Warwick Art Gallery has planned six exhibitions and installations for the 2024 Jumpers and Jazz in July festival. Designed to showcase innovation in textile art and commemorate the twentieth year, the program will include:</p> <ul style="list-style-type: none"> • Yarn Bombed Tree retrospective exhibition • WA touring exhibition (Indigenous artist Desmond Taylor and textile artist Mariaan Pugh) • Knitted installation of Australian Birds with community collaboration and workshops by NSW artist Leanne Wicks • Installation of knitted panels exploring self-care by North QLD artist Kate Just • Story telling, dress up play activity inside an inflatable Australian animal sculpture by Evelyn Roth, presented by Illuminat • Community project with local facilitator Sue Keong making large cardboard relief sculptures for four CBD palm trees <p>These undertakings unite under two key attributes: they highlight craft's contemporary art potential and are rich in narrative. Anticipated to attract over 6,000 visitors during Jumpers and Jazz in July, these exhibitions promise wide appeal. Their diversity caters to all demographics, including children, individuals of all abilities, and First Nations people, ensuring everyone can engage with the project portfolio. We are seeking RADF support for three of the activities but have mentioned all six to highlight the breadth of the project.</p>	11/06/2024	28/07/2024	\$ 35,562.00	\$ 20,322.00	3.47	\$ 20,322.00	15/05/2024
RADF-2324-011	Border District Eisteddfod	2024 Border District Eisteddfod	<p>The Border District Eisteddfod is a 10 day festival of Arts covering music, dance and drama, run entirely by volunteers. The Eisteddfod provides young rural competitors the opportunity to showcase not only their artistic talents but to have a platform to compete and receive feedback from professionals in their field. We are seeking funding to cover the cost of hiring professional adjudicators which includes their professional time, travel and accommodation costs for the 10 days.</p>	19/05/2024	29/05/2024	\$ 27,595.00	\$ 7,490.00	4.35	\$ 7,490.00	15/05/2024
RADF-2324-001	Jumpers & Jazz in July	Music, Dance and Physical Theatre Workshops and Performances	<p>We propose 3 workshops followed by opportunity to perform the skills learned in the workshop.</p> <ol style="list-style-type: none"> 1. Jazz Band workshop - Warwick High School and UQ Big Band 2. Dance workshops - Empire Swing at 2 signature events 3. Physical theatre workshops for children & young people - 'Folly Games' provides static workshops that involve juggling, balance and teamwork activities which are used in the final production later that day. <p>Whilst the jazz band & dance workshops were delivered in 2023, it is our objective to continue to build on what was started with skill development, the level of anticipation from participants about what could be learned this year was evident in feedback received last year.</p> <p>The children's physical theatre workshop and performance work to maximize participant's potential, developing physical skills whilst increasing capacity for creativity and collaborative learning. Led by highly qualified and experienced artists, students are encouraged to explore, create and challenge themselves in a fun, safe and supportive learning environment.</p>	19/07/2024	27/07/2024	\$ 45,660.00	\$ 18,344.00	3.23	\$ 18,344.00	
RADF-2324-009	Stanthorpe Pottery Club	Workshop 1 Refine Your Making Skills: Workshop 2 Mould Making	<p>The project for which funding support is sought involves two workshops aimed at refining pottery making skills. The first workshop focuses on enhancing participants' skills in hand-building and throwing techniques. The second workshop focuses on mould making techniques, contributing to the development of participants' skills in this specialised area of pottery.</p>	1/06/2024	6/12/2024	\$ 5,556.00	\$ 3,876.00	3.67	\$ 3,876.00	
RADF-2324-013	Greg Huglin	Youth Screen Production Industry Immersions and Red-Carpet Community Screening Event.	<p>Academy Award winning Cinematographer Greg Huglin (The Cove) has delivered annual workshop roadshows to Southern Downs schools with RADF and Federal RISE grants in 2019, 2021, 2022 and 2023).</p> <p>Growing the program in 2024, this 8-day program provides: acting for screen and screen production industry immersions for 120 Warwick Youth and 8 educators, 4 hands-on, work-experience style workshops, vocational careers guidance and creative 21st century skills training.</p> <p>Engaged as the crew, Youth participants become empowered as Scriptwriters, Directors, Producers, Actors, Camera Operators, Sound Technicians, Story boarders and Editors. Familiar school venues provides a supported environment for Youth to culturally express themselves through digital media and utilise safe transport networks. Teaching immersive competency-based digital storytelling skills from conception to Red-Carpet Event, Greg's 54-year career provides commercial knowledge, mentorship and State-of-the-Art RED Epic 5K UHD cameras, audio, editing, live streaming and projection technologies worth \$150,000.</p>	25/08/2024	1/09/2024	\$ 49,422.00	\$ 11,000.00	4.10	\$ 11,000.00	
									Total Amount Recommended:	\$ 115,567.00

Total Budget for 2023/24: \$ 115,567.00
Remaining for 2023/24 Program: \$ -

Regional Arts Development Program *Applicant Feedback Summary*

Application Form Feedback

The RADF **application** form requires applicants to respond to the following questions -

1. How they heard about the RADF Program? *Mandatory multiple choice question.*

Option	Responses
Community Grants Officer	3
Customer Service Officers	0
Direct email to your group	1
Council Facebook page	0
Council website	2
Word of mouth	0
Other	1

2. How they rated using the online *SmartyGrants* application form? *Mandatory single choice question.*

Option	Responses
Very easy	1
Easy	3
Neutral	2
Difficult	0
Very difficult	0

3. How long it took to complete the application form? *Not a mandatory question.*


Time in Minutes	Responses
200	1
240	2
400	1
1500	1
1800	1

4. Applicants were offered an opportunity to add any additional feedback. *Not a mandatory question.*

Feedback Comment	Action (if required)

11.6 State Government Gifting of Building Asset

Document Information

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

Recommendation

THAT Council:

1. Note the Department of Environment, Science and Innovation's offer to gift Gunns Cottage;
2. Submit a formal Expression of Interest in accepting Gunns Cottage from the Department as a gift;
3. Authorise the Chief Executive Officer to enter into negotiations with Department to final the terms of offer/acceptance of the building, including support for removal/relocation;
4. Authorise the Chief Executive Officer to facilitate discussions and negotiate an agreement with the local community group (SheHive) and the Stanthorpe Agricultural Society on the basis that the Stanthorpe Agricultural Society takes ownership of the gifted asset on the proviso that it be made available to SheHive for use on a term determined between the Stanthorpe Agricultural Society and SheHive.
5. If required, allocate funds through the 2024/25 Q1 budget review to facilitate the building's relocation.

REPORT

Background

On 3 June 2024, the Department of Environment, Science and Innovation ("the Department") wrote to the Council (Attachment 1 - Girraween National Park - Gunn's Cottage) indicating that they were in the process of commencing a planned redevelopment of the Girraween National Park, with part of that redevelopment looking to demolish an old cottage. As a result of this work, the Department sought Council feedback on whether it would like the building, which would be gifted.

If the Council were to accept the offer, the Department has indicated that they would be open to discussing costs to relocate and remove.

Report

From speaking to the Department, Gunns Cottage was built in the 60's and moved to the National Park from Glen Aplin several years ago.

The building has had several modifications through the years, which include restumping and roof replacement. A copy of the general layout and estimated room dimensions is included as Attachment 2 – Gunns Cottage Floor Layout.

In response to the offer, Council officers inspected the site on 7 June 2024 and took several photos, with those photos included under Attachment 3 – Gunns Cottage Photos. The inspection generally found the building to be in good repair for its age. Officers were also provided with a copy

of the asbestos report (Attachment 4), which indicates possible ACM inside the small internal switch box, however, this switch box has since been removed, suggesting the building no longer contains asbestos.

Council officers have also reached out to the Stanthorpe She hive who have been looking for a permanent home. In response, officers determined that SheHive have been in discussions with the Stanthorpe Agricultural Society about a possible relocation to the showgrounds. The area currently being investigated is between the sheepdog trial arena and the International Club. This area is on a slope and may have some drainage issues to which they are waiting on a quote for earthworks/ building pad. They have limited funds and will require grant funding to proceed. Considering Gunns Cottage is on stumps and off the ground, this may alleviate some of these issues.

Conclusion/Summary

Council already owns many built assets and is not looking to add to the portfolio. However, an opportunity does exist to provide a solution to a local community group, which would give them some certainty of tenure.

FINANCIAL IMPLICATIONS

Council may still be liable for costs associated with the removal, restumping and reservicing. Initial forecasts are circa. \$80k - \$90k.

RISK AND OPPORTUNITY

Risk

Council would need to identify additional budget.

Opportunity

Reduced cost to house a community organization

Existing Building Repurposed

COMMUNITY ENGAGEMENT

Internal Consultation

Chief Executive Officer
Director Customer and Organisational Services
Manager Sustainability and Strategy
Project Management Office
Community Services Coordinator

External Consultation

SheHive
Stanthorpe Agricultural Society

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: 2.2.1 Facilitate and plan for safe, accessible and affordable infrastructure, housing, health and communication services for the community, visitors and industry.

Policy / Strategy

Nil

ATTACHMENTS

1. Girraween National Park - Gunn's Cottage [↓](#)
2. Gunns Cottage - Floor Layout [↓](#)
3. Gunns Cottage Photos - 7 June 2024 [↓](#)
4. Gunns Cottage Asbestos Report [↓](#)

From: "Holly Urquhart" <Holly.Urquhart@des.qld.gov.au>
Sent: Mon, 3 Jun 2024 11:25:33 +1000
To: "mail@sdrcl.qld.gov.au" <mail@sdrcl.qld.gov.au>
Subject: Girraween National Park - Gunn's Cottage
Attachments: Girraween Gunns Cottage SIGN.pdf
Importance: High

Good morning,

I'm not sure who to direct this email to, if you could please assist.

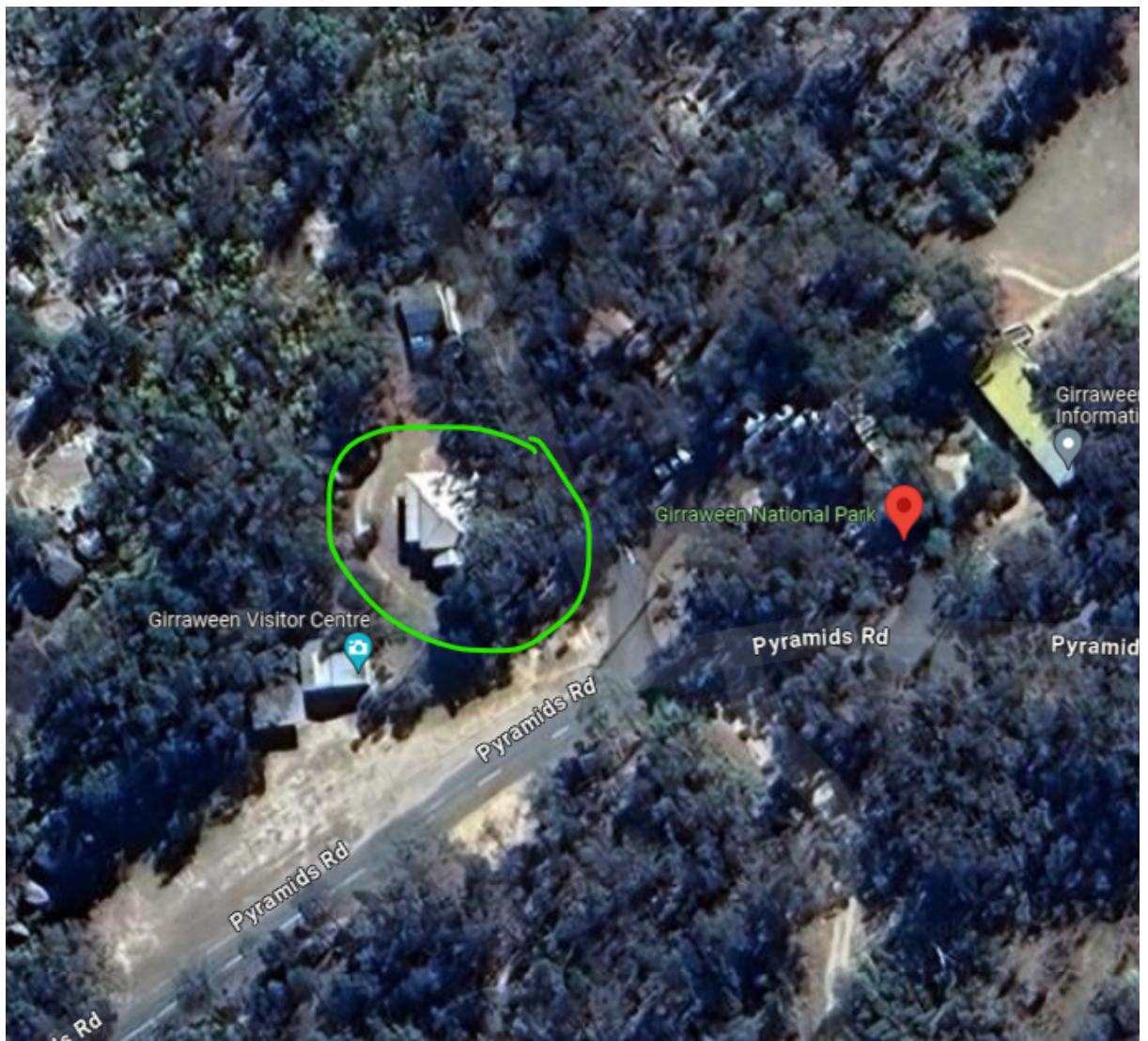
I am the project manager for the upcoming planned redevelopment of the Girraween National Park Visitor Upgrades. This includes the construction of a new, modern visitor centre, an expanded carpark, and a new amenities block along with the refurbishment of the existing visitor centre to be an office for the local management unit.

With the expansion of the carpark, Gunn's cottage is pegged for demolition. Gunn's cottage is the second building on the left as you head towards the existing visitor centre – circled below in green. The building is in pretty good condition, and although BEMIR reports show that it does contain asbestos it would be a shame if it were to be demolished when it could be repurposed to benefit the local community in any way. Which comes to my question – would the council be interested in the building at all? Perhaps as an office in the showgrounds or the like? Or is it aware of any community groups that may have use of the building? The building itself would be a gift, the cost of removing and relocating the building is a discussion to be had should council/local community groups be interested.

We weren't able to find any real building documents on our systems, so in lieu of anything else please see the attached evacuation plan for a floor plan.

Please let us know if the Council might be interested, or know of any community groups might be interested (happy to contact them myself) **by COB Friday 7 June**. Sorry for the tight deadline, we'll have to look at other options (like an EOI via QTender) should the council not be interested and that process takes several weeks, not including the works themselves.

If you have any questions, please don't hesitate to give me a call.



Kind regards,



Holly Urquhart ([she/her](#))

Senior Project Officer

Capital Delivery

Asset Services | Park Services

Management and Operations | QPWS & Partnerships

Department of Environment, Science and Innovation

P 0458 099 140

Level 5, 400 George Street Brisbane QLD 4000

PO Box 15187 CITY EAST QLD 4000

 [Chat with me on Teams](#)

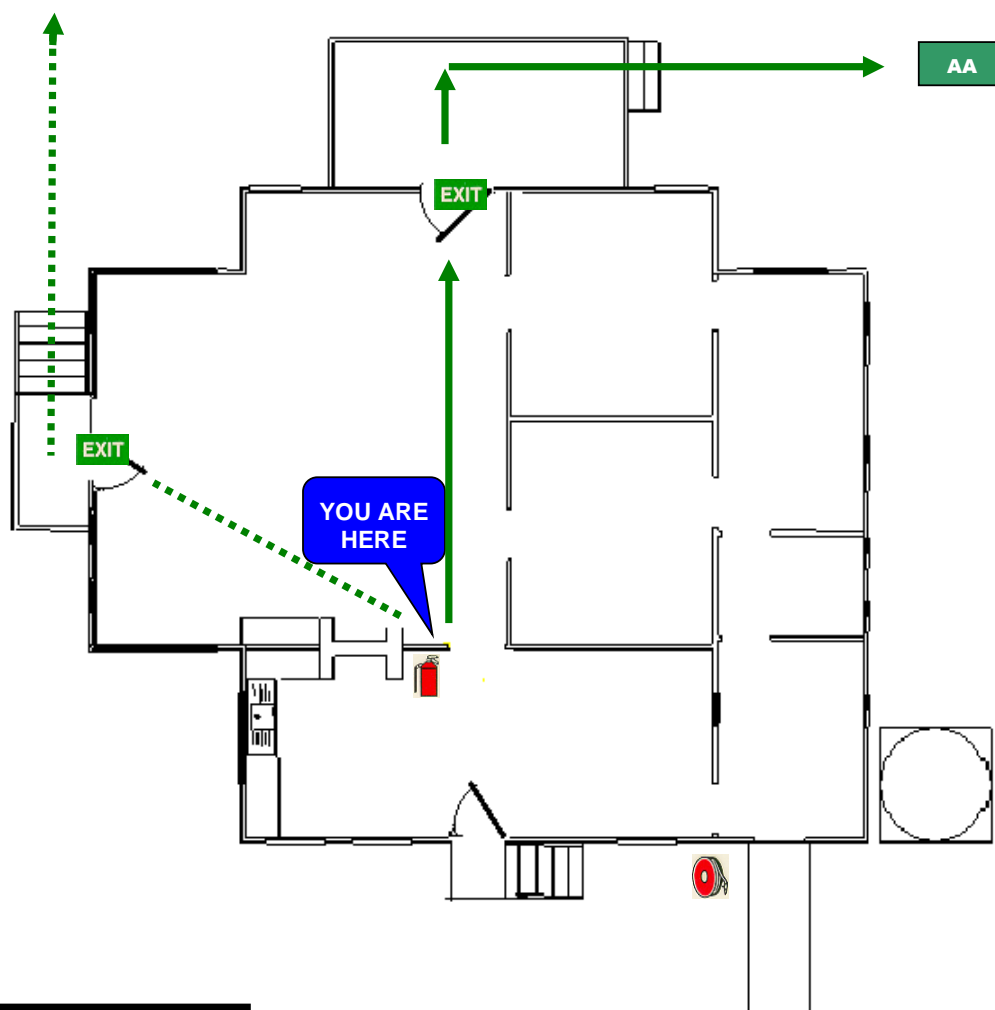
Queensland Parks and Wildlife Service and Partnerships

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If you have received this message in error, you are asked to inform the sender as quickly as possible and delete this message and any copies of this message from your computer and/or your computer system network.

Emergency Evacuation Procedure Gunns Cottage

In case of Fire or Other Emergency

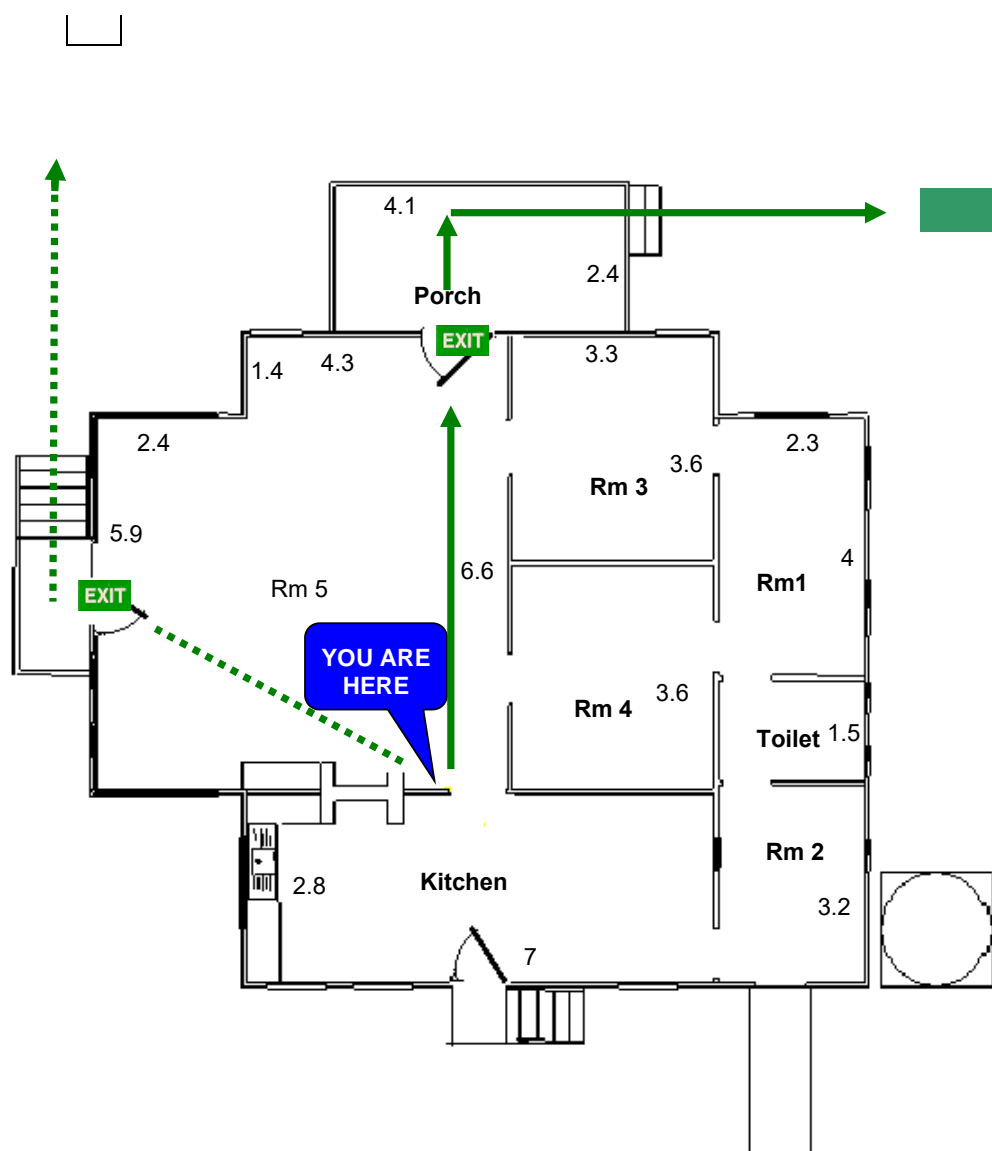
- If you see **SMOKE, FLAMES** or hear the **FIRE ALARM**, alert other occupants immediately.
- If safe, close any windows and doors to confine the fire.
- Follow the **EXIT** signs to locate and leave through the emergency exit and proceed down the fire stairs to the assembly area located in the rear car park.
- **TELEPHONE 000** and notify the fire service.
- Calmly follow instructions given by staff or the attending Fire Officers.



EXIT	
ASSEMBLY AREA	
PATH OF EXIT	
ALTERNATE PATH	
FIRE HOSE REEL	
EXTINGUISHER	
MANUAL CALL POINT	
FIRE INDICATOR PANEL	



Attachment 2 - Floor Plan Estimated Room Sizes



Attachment 3: Gunns Cottage – Photos Taken 7 June 2024

Southern Front Elevation



Eastern Elevation



Northern Elevation



Western Elevation



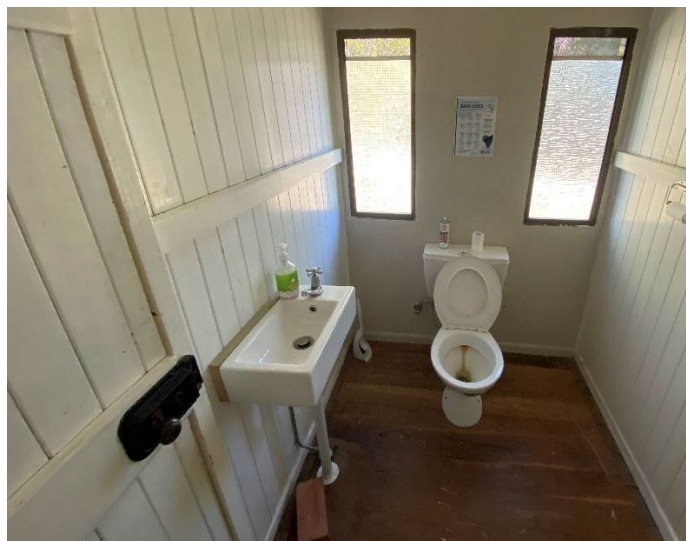
Front Porch



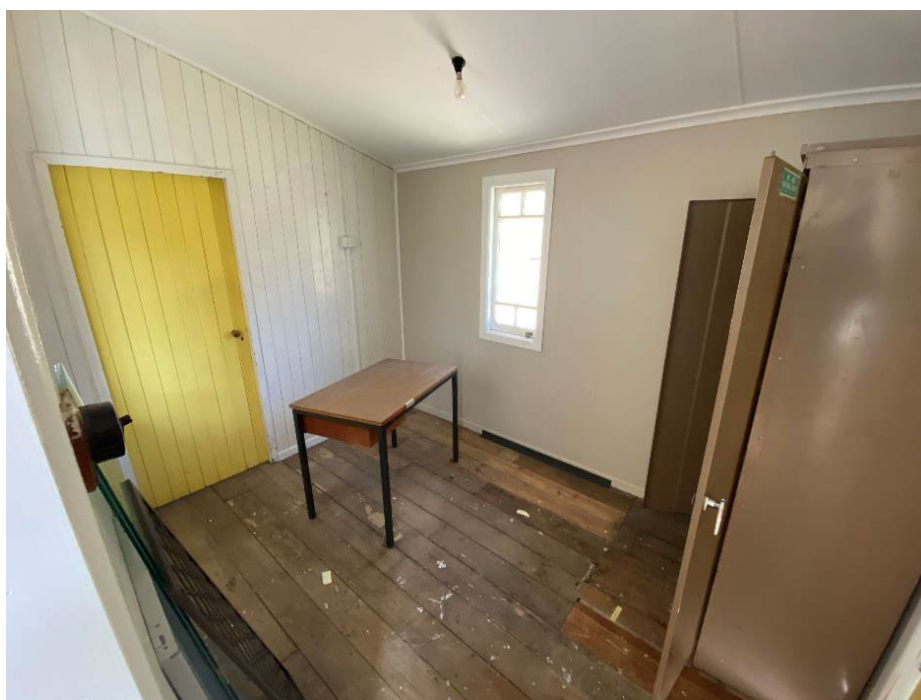
Room 1



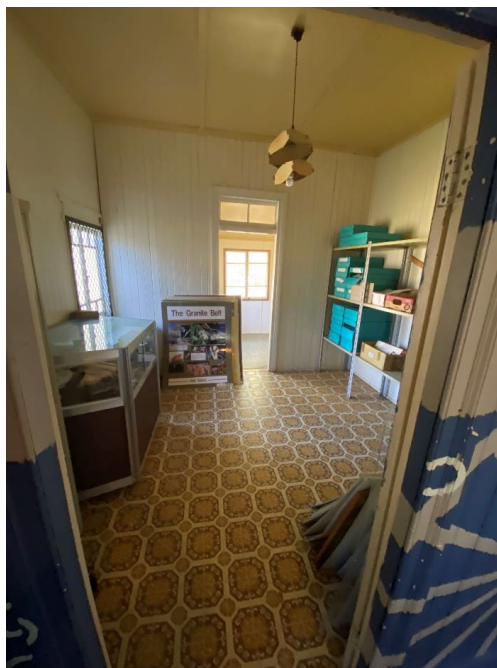
Toilet



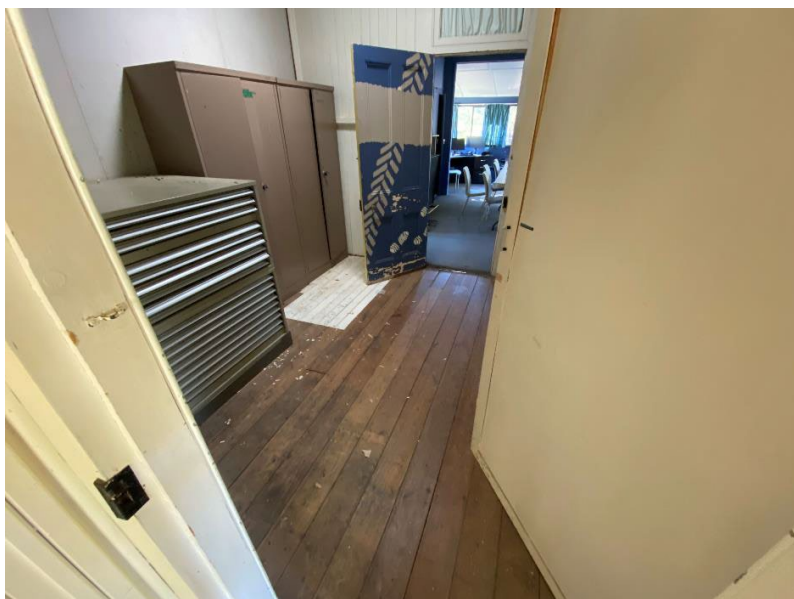
Room 2



Room 3



Room 4



Room 5



Kitchen



Roof Structure





Sub-Structure







Simtars Report OH98099F1

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PO Box 453, MACKAY, QLD, 4740 Australia
Phone +61 7 4999 5300 Fax +61 7 4999 5301

Occupational Hygiene Test Report – Results Only

Client Contact

Greg Keith - RIC
NPSR - QP&WS South West Region
Girraween National Park
Pyramids Rd
BALLANDEEN QLD 4382

Client Reference

Barracks / Gunns Cottage

Job Description

Asbestos Sampling / Analysis

Date Received

24 April 2018

Sample Responsibility

Simtars

Date Analysed

26 April 2018

Approved Signatory

A handwritten signature in cursive script, appearing to read 'Deborah van Zanten'.

Deborah van Zanten
Senior Occupational Hygienist MAIOH

Report Date

01 May 2018

Unless otherwise indicated responsibility for sampling rests with the client. Where test items are submitted by the client results expressed in this report relate only to test items as received.

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Laboratory No.	Location / Description	Result
OH98099 / 14 S-8693	Barracks: Internal, North East facing Bedroom, all walls West facing wall is a single skinned wall from Centre Bedroom	<i>Chrysotile Asbestos Present</i>
OH98099 / 15 S-8694	Barracks: Internal, Centre North Bedroom, all walls	<i>Chrysotile Asbestos Present</i>
OH98099 / 16 S-8695	Barracks: Internal North West facing bedroom, East wall only (North & West walls are timber) # This wall is presumed to continue through into Bathroom & clad over with new material in the Bathroom, sheeting visible under building	<i>Chrysotile Asbestos Present</i>
OH98099 / 17 S-8696	Barracks: Internal North West facing bedroom, South facing wall, common wall with Bathroom	No Asbestos Detected Organic Fibre Present
OH98099 / 18 S-8697	Gunns Cottage: External, Front veranda, wall panels below handrails	No Asbestos Detected Organic Fibre Present
Refer S-8697	Gunns Cottage: External, Front veranda, ceiling and upper wall panels, Gable	No Asbestos Detected Organic Fibre Present
OH98099 / 19 S-8698	Gunns Cottage: External, Eaves soffits, all of building	No Asbestos Detected Organic Fibre Present
OH98099 / 20 S-8699	Gunns Cottage: Internal, Kitchen / Dining / Laundry, ceiling Walls are plasterboard	No Asbestos Detected Organic Fibre Present
Gunns Cottage: Most ACM's have been removed from this building Small Switchbox with Resinous backing board still in-situ & suspect ACM board inside box , Western side room		

Sample Analysis

Samples were analysed for the presence of asbestos, using polarised light microscopy techniques, by a NATA accredited Laboratory.

Certificate Number: 18-2289, attached below.

Unless otherwise indicated responsibility for sampling rests with the client. Where test items are submitted by the client results expressed in this report relate only to test items as received.

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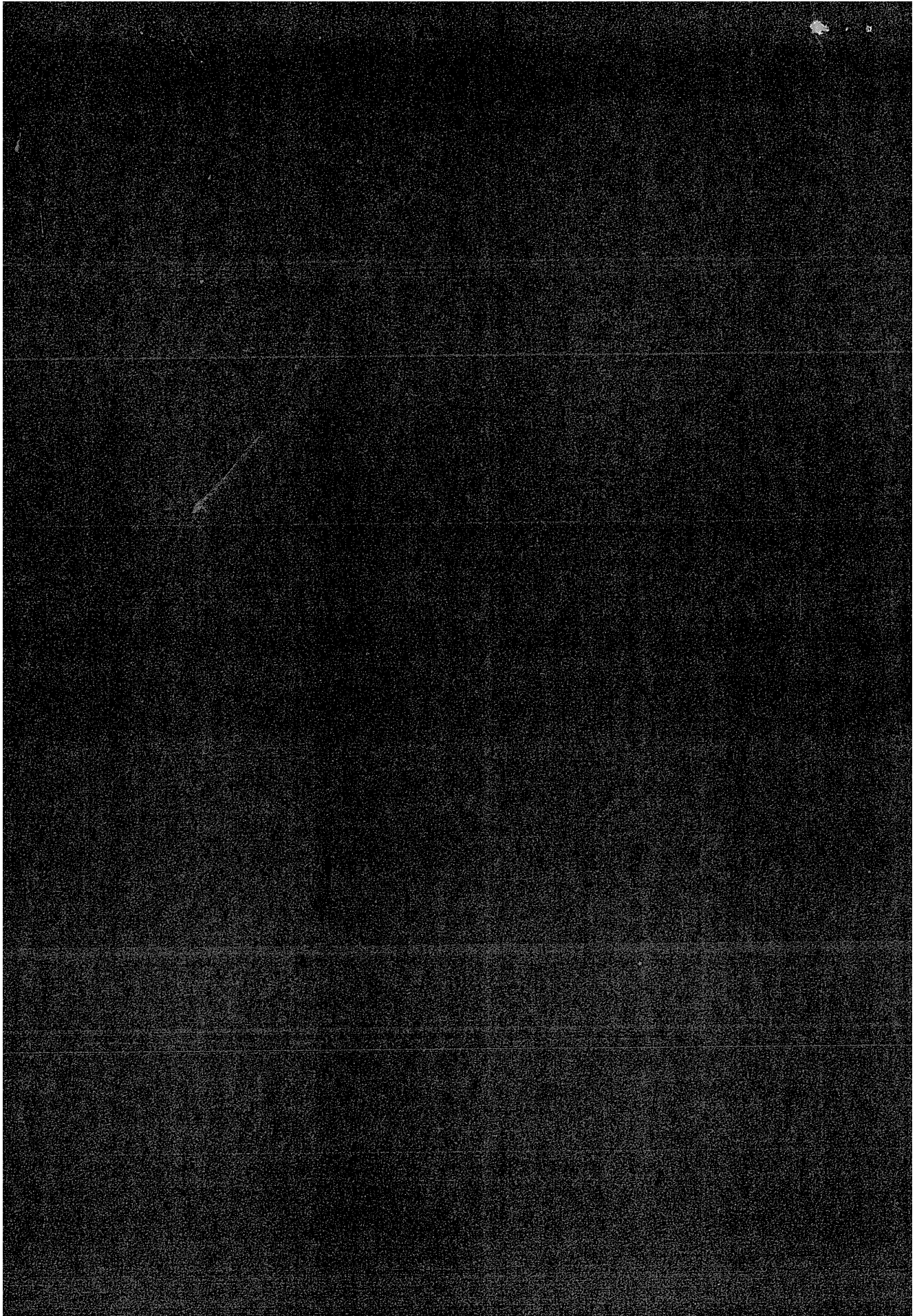
Photos ACM



Gunns Cottage: Switchbox, ACM Resinous Backing Board & suspect internal ACM board


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HE0004 Status Date: 070415



11.7 Community Engagement Results - Old Allora Fire Station

Document Information

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

Recommendation

THAT Council:-

1. Note the results of the community survey relating to the preservation of the history of the former Allora Fire Station building; and
2. Authorise officers to proceed with removing the former Allora Fire Station building from the site; and
3. Salvage the front lintel from the building with it to be incorporated into the future redevelopment of the Precinct; and
4. Authorise officers commence actioning parts 3 and 4 of the council resolution of the 17 January 2024.

REPORT

Background

In late 2023, Council completed a survey in late 2023 to better understand the community sentiment around a number of the Council assets in Allora, specifically:

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

At the time, Council was considering:-

- the possibility of relocating the Allora Library and Council Customer Service Centre to the Allora Senior Citizens Centre,
- the expansion of the Allora Sports Museum into the library area;
- the financial investment required to upgrade the Allora Hall and whether this was the most effective use of limited resources given other options available.

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

Table 1: Aerial photographs of both precincts

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

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

These survey questions included:

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

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

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

On 17 January 2024, these survey results were then tabled at the Ordinary Council Meeting, with Council generally resolving as follows:

1. Note that the Allora Community Hall has already been actioned through the Council resolution made in December 2023 by executing a contract to complete the necessary works to the building to make it safe and allow it to be reopened and Council continue to investigate further relevant upgrades to the hall;
2. Undertake consultation with the Allora community in relation to the preservation of the history of the Old Allora Fire Station Building prior to the removal of the existing building;
3. Pending the outcome of the consultation consider the removal of the old Allora Fire building located on Lot 1, RP70817, 80 Herbert Street, Allora, to allow for the septic compliance issues to be addressed and for the future enhancement/improvements to be made to the entire precinct, with the precinct currently being defined as Lot 2, RP155048, 18 Drayton Street, Allora, Lot 1, RP155048, 78 Herbert Street, Allora and Lot 1, RP70817, 80 Herbert Street, Allora, subject to the provision of a suitable budget allocation for its removal and undertaking of other associated compliance works;
4. Subject to the removal of the existing Fire Shed, relocate the Allora Library and Customer Service Centre from its existing location to the former Allora Senior Citizens building located at Lot 2, RP155048, 18 Drayton Street, Allora, subject to removal of the Deed of Trust from the title, compliance with any planning/building/plumbing requirements, reconfiguration of lots as required and provision of suitable budget allocation for relocation and building fitout; and
5. That the recent offer of the Allora Regional Sports Museum to fund the expansion of the museum be noted.

Report

As a result of the Council resolution, in particular part 2, a survey was released on 18 March 2024 through Council media releases, the website and email contacts. The survey was released through Survey Monkey, closing 29 March 2024, being open for twelve (12) days. Fifty-six (56) responses were received, with the overview of those responses being tabled in the attachments to this report.

The preferred method of preservation of the history of respondents is the retention of the lintel and its display within the site.

Conclusion/Summary

Council has now completed several surveys with the Allora Community about the Allora Hall and Allora Precinct, with those results being tabled to Council on each occasion.

With the latest survey results on the Allora Precinct, in particular, about the future of the Old Allora Fire Station Building, Council is now in a position to be guided in its future decision-making by the feedback provided by the community.

FINANCIAL IMPLICATIONS

If Council decides to follow the results of the community feedback, Council will need to allocate future funds to complete the capital work required to address the compliance issues and to allow future development of the Allora Precinct.

RISK AND OPPORTUNITY

Risk

Council has now engaged with the community on several occasions on this matter. There is a risk that Council may be seen as not listening should it continue to question the feedback of the community.

Opportunity

Should Council decide to follow the community feedback, this would allow works to be undertaken to the Allora Precinct that would allow for its future development as an improved community space.

COMMUNITY ENGAGEMENT

Internal Consultation

Councillor Information Sessions
Ordinary Council Meetings

External Consultation

Community Surveys

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.

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

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

Policy / Strategy

Nil

ATTACHMENTS

1. Old Allora Fire Station Condition Report[↓](#)
2. Old Allora Fire Station - Survey Results[↓](#)

OLIVOTTO

CONSULTING

A.C.N 637 763 896
A.B.N. 85 637 763 896

Structural Condition / Damage Report



Allora Fire Station
80 Herbert Street, Allora QLD 4362
Client: Southern Downs Regional Council

Ref No: 24027

Date: 27 February 2024

Prepared By: MO

DOCUMENT CONTROL			
REVISION	DATE	AUTHOR	APPROVED
Draft A	27/02/2024	Marcel Olivotto BEng, MIEAust, CPEng, RPEQ, RPEV, NER	Marcel Olivotto BEng, MIEAust, CPEng, RPEQ, RPEV, NER

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1.2 Item 2 – Rear Annex Floor Framing.....	7
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1.4 Item 4 – Wall & Roof Cladding	9
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0.0 Introduction & Background

0.1 The building at 80 Herbert Street, Allora is a brick façade, timber framed structure previously utilised as the Fire Station that serviced Allora QLD. This report presents the results of an inspection carried out on 19 February 2024 by Olivotto Consulting Engineers Pty Ltd to record and assess the damage and condition to the structure.

0.2 This report outlines Olivotto Consulting's observations and associated recommendations in relation to the visually inspected condition and damage. Visually inspected damage was measured using a tape measure and recorded for damage classification and future reference.



Figure 1 - Aerial View (Source: SDRC Intramaps) North Up Page

0.3 Drainage around the building is considered poor along the north, west and south elevations.

0.4 Olivotto Consulting has considerable experience in providing structural engineering services for old and heritage buildings. It is important that all stakeholders recognise that it is highly unlikely that older buildings meet current Australian Standards. To address this, we apply engineering first principles to determine strength and serviceability behaviours of the structure with a heritage engineering industry recognised reduction of Australian Standards loading by 30%. Structural behaviours that directly impact safe use of the structure are not included within this loading reduction.

1.0 Structural Findings

1.0.1 Below shows the layout of the fire station and is referenced throughout this report.

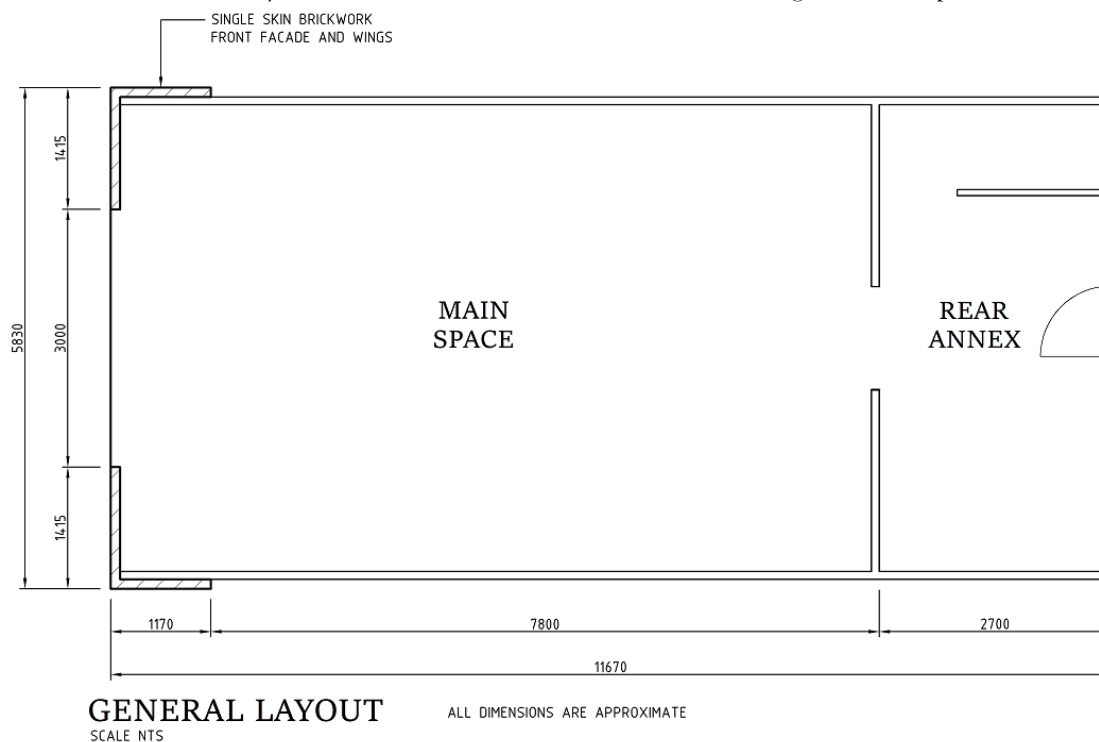


Figure 2 - Layout - Not to Scale - North Down Page

1.1 Item 1 – Brick Façade

- 1.1.1 The front, street facing, elevation of the building consists of a single skin brickwork wall with a ~0.425m deep concrete lintel over the opening. A lightweight framed parapet sits on top of the single skin brickwork.



Figure 3 - Street Facing Elevation

- 1.1.2 Single skin brickwork wing walls extend back from the street elevation on the north and south elevation by approximately 1.17m creating brickwork wings.
- 1.1.3 The single skin brickwork has no evidence of engaged piers or other support systems.
- 1.1.4 The single skin brickwork wings (on the north and south elevation) are not adequately fixed to the timber framing.
- 1.1.5 There are radiating cracks, of approximately 5mm in width. Cracks are wider at the top of the wall and dissipate towards the side of the opening. As can be observed in the below images, light can be seen through the cracks at several locations.

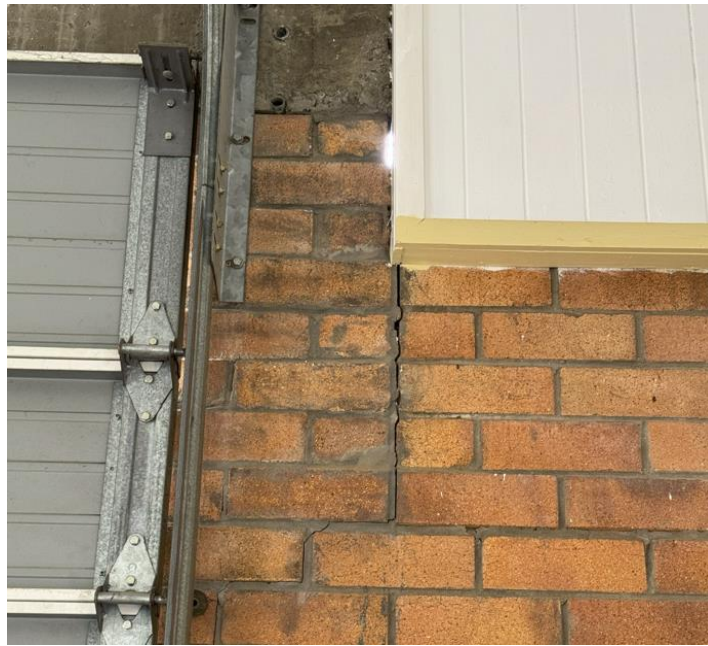


Figure 4 - Detail View of Brickwork Crack

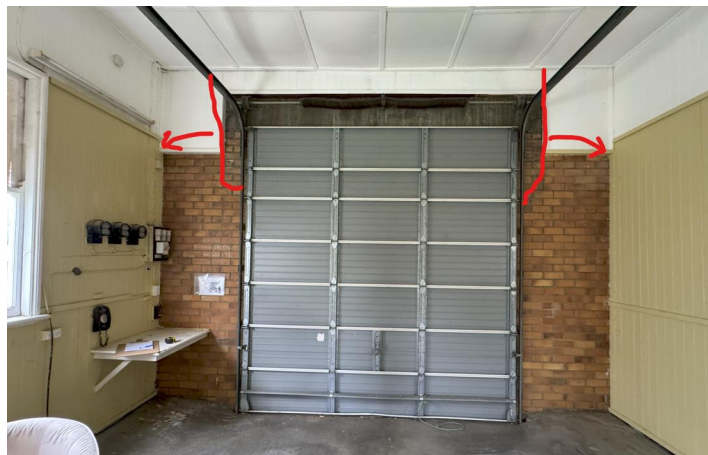


Figure 5 - Approximate Locations of Both Cracks

- 1.1.6 Undertaking an analysis of the single skin brick wall in its current cracked condition using AS3700 and relevant guides provided by Think Brick we find that the front façade is structurally unsound and not suitable for public access.
- 1.1.7 Peak wind and earthquake loading scenarios of the front brick façade also determined insufficient structural capacity of the single skin brickwork.

1.2 Item 2 – Rear Annex Floor Framing

1.2.1 The rear annex floor system is bouncy, has signs of long-term creep and is poorly supported.

1.2.2 It appears that the floor has been previously propped throughout. The propping system used appears temporary in nature, is insufficiently secured and doesn't provide a sound bearing surface.



Figure 6 - Evidence of Previous Propping

1.2.3 The rear annex floor framing is structurally unsound and not fit for public access.

1.3 Item 3 – Roof Framing

- 1.3.1 Visual inspection of the roof framing was not possible during our site visit due to the lack of manhole access and presence of asbestos sheeting.
- 1.3.2 Gable boards and flashing were missing in several locations which allowed for identification of rot and deterioration of the roof framing timbers at environmental element exposure locations.



Figure 7 - Rot of Roof Framing Timbers where Exposed

- 1.3.3 It was not possible to determine structural stability of the roof system generally.

1.4 Item 4 – Wall & Roof Cladding

- 1.4.1 Weatherboards around the building were generally in poor condition. Many showed signs of rot and deterioration.



Figure 8 - Weatherboard Deterioration

- 1.4.2 Paint on the weatherboards was severely cracked and peeling which is exacerbating the deterioration of the boards.
- 1.4.3 Loose boards were identified on all elevations of the building however were most significant on the rear (west) elevation.



Figure 9 - General Cladding Deterioration and Loose Weatherboards

- 1.4.4 Old buildings utilised weatherboard cladding as lateral bracing elements, loose boards significantly reduce the bracing capacity of the system, resulting in a structure that is unable to suitably withstand peak wind and earthquake loading.
- 1.4.5 The customorb roof sheeting appeared extremely damaged and deteriorated and would require replacement to ensure weathertightness of the building.

1.5 Item 5 – Lateral Bracing Capacity

- 1.5.1 Assessment of lateral bracing capacity using AS 4055:2012 finds that the structure requires a capacity of 23.8 kN in the north-south direction and 13.4 kN in the east-west direction.
- 1.5.2 The damaged street facing single skin brickwork wall has insufficient capacity to restrain expected forces.
- 1.5.3 The timber framing system, with loose weatherboards, has insufficient capacity to restrain the expected forces.
- 1.5.4 In its current state, the building does not have adequate lateral bracing capacity and is therefore not safe or fit for public use.

1.6 Item 6 – Fireplace Flue

- 1.6.1 The fireplace has previously been removed from inside the building however the flue is still visible externally.
- 1.6.2 As inspection of the roof space was not possible, we would consider that the flue is potentially not secured appropriately. The flue should be removed to prevent risk of it falling.



Figure 10 - Fireplace Flue

2.0 Professional Opinion & Conclusion

2.1 Professional Structural Opinion

2.1.1 In its current state, the structure is generally unsuitable for public access.

2.1.2 Olivotto Consulting recommends that the building be cordoned off from the public to prevent access until a structural resolution is found. Temporary fencing should be installed around the building with a distance of approximately 4m from the building to the fencing.

2.1.2 The building can either be decommissioned and safely dismantled or remediated.

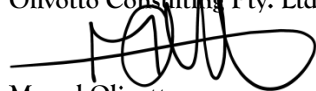
2.1.3 Remediation may include, but is not limited to:

- Permanent steel scaffolding framing behind the single skin brickwork to achieve suitable support to the front parapet.
- Safe removal of all asbestos cladding and lead paint.
- Complete replacement of the foundations and timber framing in the annex.
- Replacement of the weatherboard cladding and add additional lateral bracing to the existing timber framing.
- Remove the existing flue.
- Replacement of the custom orb roof sheeting.
- Replacement of the roof battens, as a minimum, other roof framing members may need to be replaced also once sheeting is removed to allow for a visual inspection by a suitably qualified structural engineer.

2.2 Conclusion

- 2.2.1 Olivotto Consulting has undertaken a visual inspection of 80 Herbert Street, Allora to determine the structure's condition and suitability for public access.
- 2.2.2 It was found that in its current state, the structure does not have appropriate structural adequacy to meet minimum structural safety requirements and is not suitable for public access.
- 2.2.3 Should you have any queries or require further information, please do not hesitate to contact the undersigned.

Yours faithfully
Olivotto Consulting Pty. Ltd.



Marcel Olivotto
BEng, MBA, MIEAust, CPEng, NER, RPEQ, RPEV

Old Allora Fire Station

Community Engagement Survey



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

Background

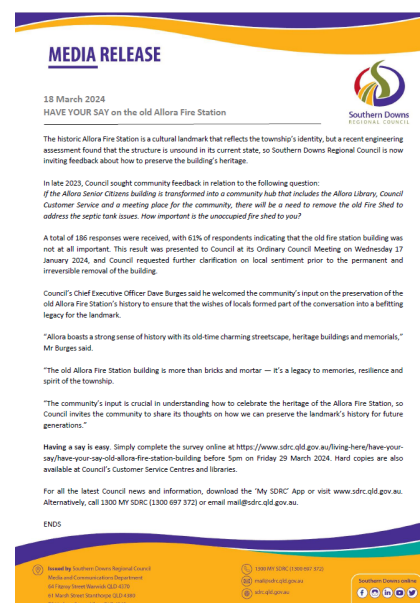
- In late 2023, Council sought community feedback about the following question:

If the Allora Senior Citizens building is transformed into a community hub that includes the Allora Library, Council Customer Service and a meeting place for the community, there will be a need to remove the old Fire Shed to address the septic tank issues. How important is the unoccupied fire shed to you?

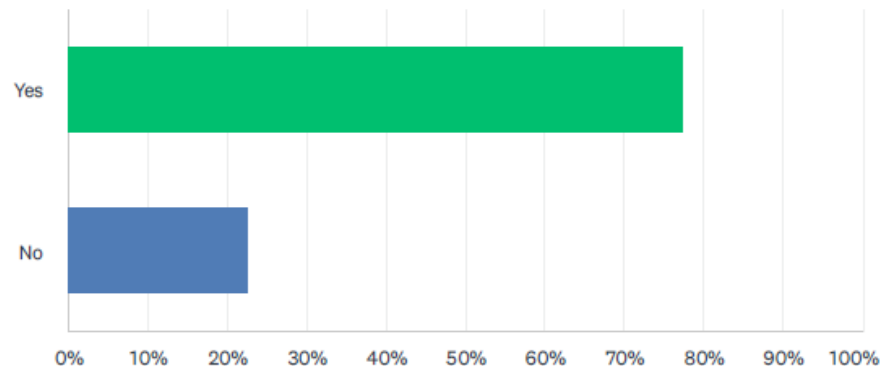
- A total of 186 responses were received, with 61% of respondents indicating that the old fire station building was not at all important. This result was presented to the Council at its Ordinary Council Meeting on Wednesday 17 January 2024, and the Council requested further clarification on local sentiment before the permanent and irreversible removal of the building.

Survey

- Survey opened on 18 March and closed 29 March 2024
- Survey released to media, on Council's website and email to contacts available
- 56 Responses received

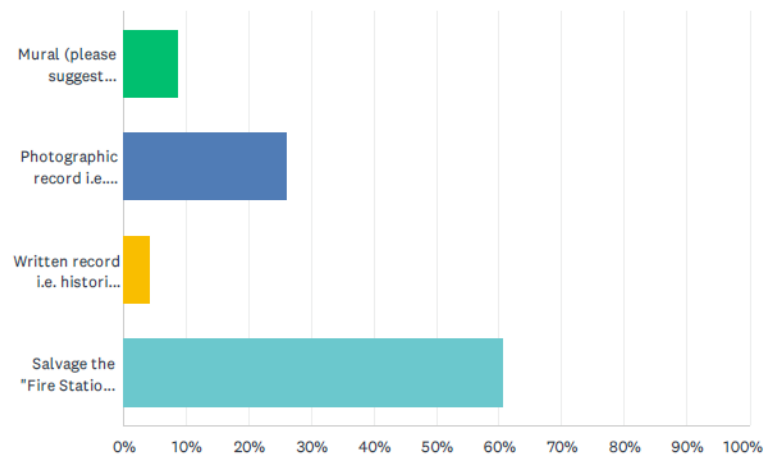


Should Council celebrate the history?



ANSWER CHOICES	RESPONSES	
Yes	77.36%	41
No	22.64%	12
TOTAL		53

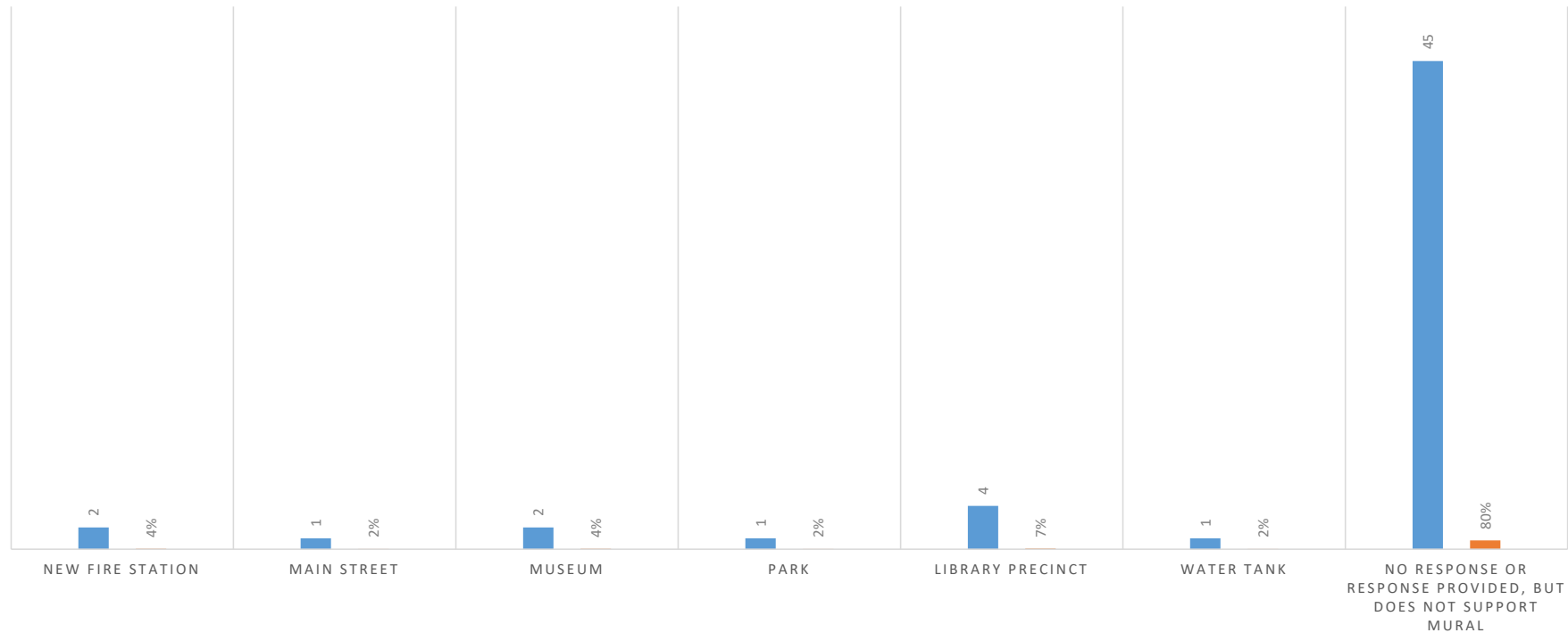
How should Council celebrate the history?



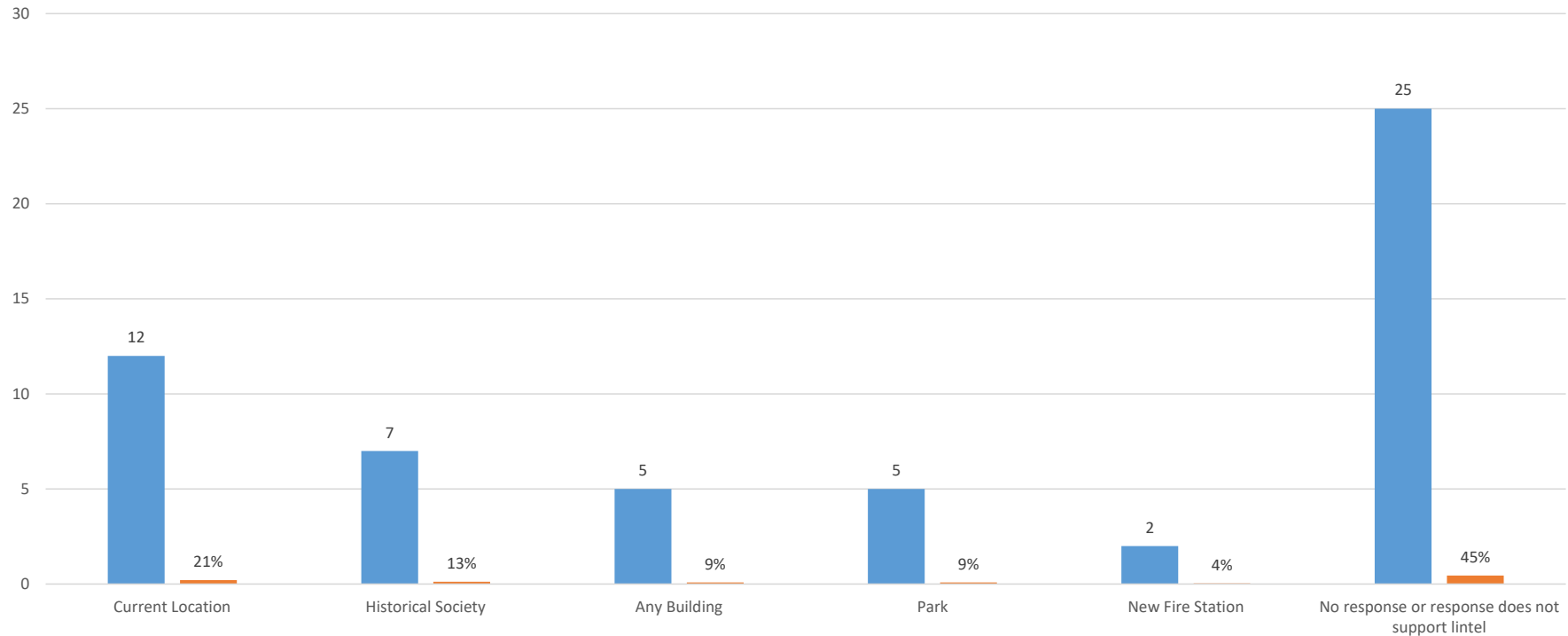
ANSWER CHOICES	RESPONSES	
Mural (please suggest location in question 3 below)	8.70%	4
Photographic record i.e. historical pictorial displayed onsite	26.09%	12
Written record i.e. historical written record held in the library	4.35%	2
Salvage the "Fire Station" lintel (please suggest location and method of display in question 4 below)	60.87%	28
TOTAL		46

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

If yes to mural, where should it be located?

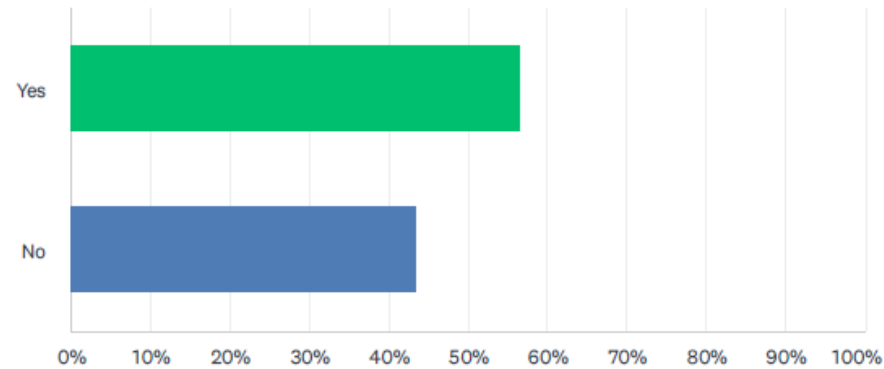


If yes to lintel, where should it be displayed?



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Should expense be limited?

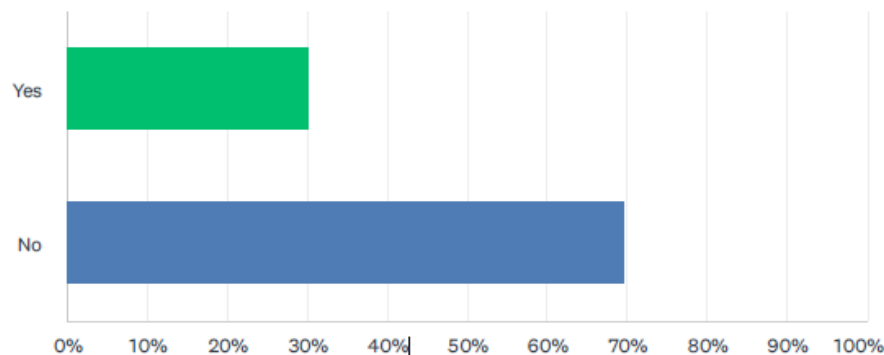


ANSWER CHOICES	RESPONSES	
Yes	56.60%	30
No	43.40%	23
TOTAL		53

What is an appropriate budget?

Description	Value
Responses	13
Range	\$0 - \$200,000
Most	\$5000 (4 responses)
Median	\$5000
Average	\$21,607.14

Do you want to participate in a working group?



ANSWER CHOICES	RESPONSES	
Yes	30.19%	16
No	69.81%	37
TOTAL		53

Cost to rebuild


- Building area approx. 40sqm
- Would need to be new location due to current septic issues on-site
- Building contains asbestos
 - \$30-\$45 per sqm to remove
- Estimate to knock down and rebuild (KNRB) circa. \$350k - \$750k, av. \$500k

[How Much Does Asbestos Removal Cost? \[2023\] | HIREtrades](#)

[2022 guide to knock down rebuilds \(KDRB\) - realestate.com.au](#)

11.8 Works for Queensland Funding Program

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Acting Grants Officer	ECM Function No/s:

Recommendation

THAT Council submit the following projects to the Department of Housing, Local Government, Planning and Public Works for assessment and approval from Council's \$4,580,000 allocation under the 2024-27 Works for Queensland program:

1. Warwick Water Treatment Plant (WTP) Distribution Centre - \$125,000
2. Safe City Project – CCTV renewal program - \$300,000
3. Footpath missing links and repairs - \$100,000
4. Allora Community Precinct – Redevelopment and enhancement - \$600,000
5. Leslie Park, Warwick irrigation system replacement - \$100,000
6. Energy Audit Initiatives – Energy efficiency upgrades - \$130,000
7. Rollout of Solar – \$300,000
8. Warwick Saleyards – Redevelopment Stage 3 and 4 - \$800,000
9. Tree replacement program - \$100,000
10. WIRAC Project – Priority works from Condition Assessment Report - \$1,000,000
11. Council Building Maintenance Program - \$300,000
12. Waste Options Master Plan - \$200,000
13. Infill Development with Warwick and Stanthorpe – \$80,000
14. Waste Reduction and Recycling Plan - \$100,000
15. Asset Management Plans - \$300,000
16. Cloud Adoption Strategy - \$50,000

REPORT

Report

On 13 May 2024, the Department of Housing, Local Government, Planning and Public Works advised that the latest round of the Queensland Government's \$300 million 2024-27 Works for Queensland Program (W4Q) has now been announced.

The aim of the 2024-27 W4Q is provide funding to eligible councils to deliver local infrastructure and maintenance, planning and capability development projects that support essential services, contribute to community economic development and improve council sustainability.

Council has been allocated \$4,580,000 under the 2024-27 program and is required to submit a list of projects for consideration to the Department by 5 July 2024. Funded projects cannot commence prior to official notification of funding approval and must be completed by 30 June 2027. There is no obligation for Council's to make a co-contribution under 2024-27 W4Q.

To be considered eligible under 2024-27 W4Q program, projects must:

- focus on supporting council to manage their long-term sustainability and must demonstrate alignment with their long-term and strategic planning; and
- be able to be completed by 30 June 2027; and
- not have already commenced or are intended to commence prior to official notification; and
- be an essential service, including critical infrastructure such as but not limited to water supply, sewerage (including common effluent drainage schemes), waste infrastructure, waste management, roads and drainage, stormwater systems, asset management data collection, disaster resilience and preparedness, provision of council staff housing, enabling works for future residential housing development, community safety and wellbeing, CCTV, active transport infrastructure, sport and recreation facilities (including swimming pools, skate and bicycle parks); and
- be for economic development or council sustainability such as but not limited to renewable energy transition project or local economic infrastructure project (saleyards, airport and aerodromes, caravan/tourist parks, telecommunication/data infrastructure, community hubs, works depot), town center works (including beautification works), library/knowledge center, playgrounds and parks; and
- maintenance or repair of existing infrastructure must improve the condition, quality or lifespan of an existing council-owned capital asset.

In line with the discussions at a recent 2024/25 budget information session, the following projects have been identified as being eligible under 2024-27 W4Q:

Project Name	Estimated Cost
Warwick Water Treatment Plant (WTP) Distribution Centre	\$125,000
Safe City Project – CCTV renewal program	\$300,000
Palmerin Street, Warwick – Footpath missing links and repairs	\$100,000
Allora Community Precinct – Redevelopment and enhancement	\$600,000
Leslie Park, Warwick irrigation system replacement	\$100,000
Energy Audit Initiatives – Energy efficiency upgrades	\$130,000
Rollout of Solar	\$300,000
Warwick Saleyards – Redevelopment Stage 3 and 4	\$800,000
Palmerin Street, Warwick – Tree replacement program	\$100,000
WIRAC Project – Priority works from Condition Assessment Report	\$1,000,000
Council Building Maintenance Program	\$300,000
Waste Options Master Plan	\$200,000
Infill Development with Warwick and Stanthorpe	\$80,000
Waste Reduction and Recycling Plan	\$100,000
Asset Management Plans	\$300,000
Cloud Adoption Strategy	\$50,000

FINANCIAL IMPLICATIONS

Council may choose to, but is not obligated to, contribute to the cost of projects under 2024-27 W4Q.

RISK AND OPPORTUNITY

Risk

There is always a risk that due to unforeseen circumstances some project may run over due to resourcing issues, however due to the extended project completion date this risk is minimal.

Opportunity

Undertake additional required projects outside Council's existing budget.

Ability to continue to engage and have positive external stakeholder engagement with the State Government administering the grant program, demonstrating Council's capabilities of completing projects.

COMMUNITY ENGAGEMENT

Internal Consultation

CEO, Directors and relevant Managers have been contacted to provide the list of projects as well as assisting with determining the best fit projects for recommendation to Council.

External Consultation

Correspondence received from community members regarding some of these projects over a period of time demonstrates the need for these projects.

LEGAL / POLICY

Legislation / Local Law

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

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 2 Our Places

Outcome: 2.2 Public places, services and facilities are accessible, sustainable and cost effective.

Objective: 2.2.1 Facilitate and plan for safe, accessible and affordable infrastructure, housing, health and communication services for the community, visitors and industry.

2.2.3 Improved resource recovery and waste management and minimisation through new technologies, education and innovation.

Goal 3 Our Prosperity

Outcome: 3.3 The Southern Downs is a destination of choice for business and visitors.

Objective: 3.3.2 Develop and implement a Planning and Development Facilitation Program for potential major developments.

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

Nil

ATTACHMENTS

1. 2024-27 Works for Queensland Guidelines [↓](#)

2024-27 Works for Queensland Program guidelines

The Department of Housing, Local Government, Planning and Public Works connects industries, businesses, communities and government (at all levels) to leverage regions' strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive and resilient communities.

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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

Copies of this publication are available on our website at www.statedevelopment.qld.gov.au and further copies are available upon request.

Contact us

☎ +61 7 3328 4811 or 13 QGOV (13 74 68)

🌐 <https://www.localgovernment.qld.gov.au>

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

GPO Box 806
BRISBANE QLD 4001

🏠 1 William Street, Brisbane 4000

Source number D24/4903

Key information

Eligible councils advised of their approved 2024-27 Works for Queensland program funding	8 May 2024
Funding program guidelines released	8 May 2024
eGrant opens to accept project proposals	13 May 2024
Closing date for submission of project proposals	5 July 2024
Funding period	1 July 2024 – 30 June 2027
Policy agency	Department of Housing, Local Government, Planning and Public Works
Administering agency	Department of Housing, Local Government, Planning and Public Works
Program budget	\$300 million
Program type	Targeted, non-competitive (allocation with application based)
Eligible applicants	65 local governments outside of South-East Queensland (see Appendix 1)
Enquiries	<p>Northern region: Townsville office - 07 4758 3425 Cairns office – 07 4037 3223</p> <p>Southern region: 07 4122 0411</p> <p>Email: lgdgrants@dsdilgp.qld.gov.au</p> <p>Website: https://www.localgovernment.qld.gov.au</p>

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2024-27 Works for Queensland – Executive summary

Queensland's 65 non-South-East Queensland (SEQ) councils play a critical role in creating local communities across regional Queensland that are great places to live, work and play.

Our regional councils are very diverse, covering a large geographic area and comprising many cultures, social factors, and economic drivers. However, these councils face many similar and growing challenges, including aging assets and infrastructure, escalating infrastructure and service delivery costs, housing and skilled worker shortages, population change, and supporting local communities respond to the changes and harness the opportunities of Queensland's renewable energy transition.

Through the 2024-27 round of Works for Queensland (W4Q) the Queensland Government is supporting Queensland's regional councils to meet these challenges. The 2024-27 W4Q provides \$300 million in funding for: infrastructure maintenance, upgrades, and replacement; essential planning projects; capability development and improvement initiatives within councils.

This funding builds on the \$800 million provided by the Queensland Government since 2016 through four previous rounds of W4Q and continues the state's partnership with regional councils to support economic development and job creation in regional communities across Queensland.

The 2024-27 W4Q complements other Queensland Government initiatives focused on growing our regions and supporting sustainable councils, including the *Queensland Energy and Jobs Plan*, *Regional Growth Framework* and *new Local Government Sustainability Framework*.

The 2024-27 W4Q program prioritises investment in projects that enhance essential council services, contributes to community and regional economic development, and supports the long-term sustainability of Queensland councils.

To support councils achieve these outcomes, key changes to 2024-27 W4Q include:

- funding round increased to \$300 million.
- allocation calculations based on a \$1.5 million base – up from \$1 million, which means more funding for small, remote and Indigenous councils.
- projects should be supported by council approved documents demonstrating the need for the proposed project.
- councils can allocate up to twenty percent (20%) of their W4Q program funding towards planning projects (non-infrastructure projects) and up to five percent (5%) towards capability development projects.
- greater emphasis on project descriptions. A guide is provided to help with appropriate project descriptions.

W4Q is a great example of what can be achieved when two levels of government work together. The 2024-27 W4Q program will build on this by better supporting councils deliver projects that help local communities thrive and building a more sustainable local government sector for the long-term.

1. Introduction

- (a) The Department of Housing, Local Government, Planning and Public Works (the department) is responsible for administering the 2024-27 Works for Queensland funding round (2024-27 W4Q - the 'grant program').
- (b) The \$300 million 2024-27 W4Q funding round will support the 65 councils outside of SEQ to deliver local projects that create good jobs, deliver better services, and improve the lives of Queenslanders now and into the future. **Appendix 1** lists the 65 eligible councils.
- (c) This document sets out the guidelines for the 2024-27 round of the grant program.

2. Overview

2.1 Program description

- (a) The grant program is a non-competitive, allocation-based funding program. The budget for the round is \$300 million.
- (b) Each eligible council will receive an approved funding allocation (program funding) under the grant program. Allocations have been determined using a base allocation of **\$1.5 million** plus an additional amount calculated based on weighted population and unemployment figures in its local government area.
- (c) Eligible councils are to submit project proposals providing details of the project(s) which the council intends to deliver using its 2024-27 W4Q program funding. Eligible councils will be required to submit project proposals using the department's eGrant system.
- (d) All projects must be completed by 30 June 2027, with any unspent funds to be returned to the department.

2.2 Program aim

- (a) The aim of 2024-27 W4Q is to support councils to deliver local infrastructure and maintenance, planning and capability development projects which:
 - support essential services, contribute to community economic development and improve council sustainability.
 - create and/or support jobs and deliver liveable communities where Queenslanders want to work, live and play.

2.3 Applicant eligibility criteria

- (a) The 65 councils outside of SEQ listed in **Appendix 1** are eligible to receive funding under the 2024-27 W4Q.

2.4 Project eligibility

(a) Overview

- (1) Recipient councils are to use their 2024-27 W4Q program funding towards **infrastructure / maintenance** projects, **planning** projects or **capability development** projects.
- (2) Councils are to prioritise projects that address local critical infrastructure and maintenance needs, such as water and wastewater infrastructure, staff housing, housing trunk infrastructure, transition to renewable energy, and regional economic development. A non-exhaustive list of project types and examples is included in sections 2.4 (a) (4), 2.4 (a) (5), 2.4 (a) (7).
- (3) Councils can choose to use:
 - (i) up to twenty percent (20%) of their 2024-27 W4Q program allocation for planning projects.
 - (ii) up to five percent (5%) of their 2024-27 W4Q program allocation for capability development projects.
- (4) Proposed projects should focus on supporting councils to manage their long-term sustainability and must demonstrate alignment with their long-term and strategic planning. Examples of long-term and strategic planning documents include (but are not limited to):
 - a council corporate plan or asset management plan
 - a council operational plan
 - local government planning documents
 - critical infrastructure condition reports, including non-compliance directives or notifications from regulators or other State agencies
 - council 10-year financial forecasting.

Project proposals can also reference strategic State and regional planning documents, including (but not limited to):

 - the *State Infrastructure Strategy*
 - the *Regional Growth Framework*
 - *Regional Plans* and *Regional Transport Plan*
- (5) Supporting documents are to be included with the project proposals and are to be referenced. For example to demonstrate:
 - a project's link to long-term or strategic planning
 - project planning and need through a condition assessment report or project scoping, planning and design documents.
- (6) Councils are encouraged to include supporting documents that demonstrate the community support/need for a project. For example, demonstrations of project support from local community groups, economic/regional development authorities.
- (7) To be considered as an eligible project for program funding, infrastructure/maintenance, planning and capability development projects **must**:
 - (i) align with the funding program aim; and
 - (ii) be able to be completed by **30 June 2027**.
- (8) Any questions about the eligibility of proposed projects should be addressed to the council's Departmental Regional Advisor.

(b) Infrastructure / maintenance projects

- (1) To be eligible for program funding, each nominated infrastructure or maintenance project **must** meet all requirements of Sections 2.4 (a) (4), 2.4 (a) (5), 2.4 (a) (7) and:
- (i) be undertaken within the council's prescribed local government area;
 - (ii) be undertaken on land owned or controlled by the council at the time the project application is submitted;
 - (iii) have all required land tenure and / or Native Title approvals secured at the time the project application is submitted;
 - (iv) be a project that is:
 - A. an **essential services project**, including a:
 - critical infrastructure project - water supply, sewerage (including common effluent drainage schemes), waste infrastructure, waste management, roads and drainage, stormwater systems, asset management data collection;
 - a disaster resilience and preparedness project (that protect existing essential public infrastructure and/or builds resilience to future natural disasters);
 - a housing supply project – provision of council staff housing, enabling works for future residential housing development;
 - a community safety and wellbeing project – CCTV, active transport infrastructure, sport and recreation facilities (including swimming pools, skate and bicycle parks).
 - B. an **economic development or council sustainability project**, including a:
 - renewable energy transition project or local economic infrastructure project (saleyards, airports and aerodromes, caravan / tourist parks, telecommunications / data infrastructure, community hubs, works depots)
 - a tourism infrastructure project – town centre works (including beautification works).
 - a community buildings and facilities project – library/knowledge centre, playgrounds and parks.
 - (v) Maintenance or repair of existing infrastructure must improve the condition, quality, or lifespan of an existing council-owned capital asset.

(c) Planning projects

- (1) Recipient councils can choose to direct up to twenty percent (20%) of their 2024-27 W4Q program funding to planning projects, including preliminary work for a funded project under another program.
- (2) To be eligible for program funding, each nominated planning project **must**:
- (i) meet all requirements of Sections 2.4 (a) (4), 2.4 (a) (5) and 2.4 (a) (7).

- (ii) be a project that is a:
 - **strategic planning for infrastructure projects** – funding studies and investigations that will assist local governments to form a strategic view of their key infrastructure priorities and needs (needs assessment, preliminary costings, options analysis); or
 - **business case and/or detailed design projects** – the development of local government infrastructure proposals and designs to provide better clarity on investment decisions; or
 - **asset condition assessment reports** – studies or investigations to determine current condition of assets and their remaining useful life.

(d) Capability development projects

- (1) Recipient councils can choose to direct up to five percent (5%) of their 2024-27 W4Q program funding to a capability development project.
- (2) Capability development projects should support the long-term sustainability of the council by improving capability and capacity across one or more of the Local Government Sustainability Framework elements – finances, governance, asset management, compliance, or operating environment.
- (3) To be eligible for program funding, each nominated capability development project must:
 - (i) meet all requirements of Section 2.4 (a) (7)
 - (ii) be a project that:
 - supports training of council staff in operating essential council assets, such as water treatment or sewerage plants; or
 - provides for competency attainment, such as certificates; or
 - improves council systems, such as finance and asset management systems.
- (4) Only the direct project cost (for example, cost of an attainment course) is eligible to be funded under 2024-27 W4Q. Other costs, such as travel and accommodation are not eligible to be funded through the 2024-27 W4Q.

(e) Ineligible projects

- (1) The following projects and activities are ineligible under 2024-27 W4Q:
 - (i) projects not able to be delivered within the funding program's timeframes.
 - (ii) projects (including pre-construction activities) that have already commenced or are intended to commence prior to official notification of funding approval.
 - (iii) projects undertaken not within the council's prescribed local government area.
 - (iv) projects undertaken on land not owned or controlled by the council at the time the project application is submitted.
 - (v) purchase of an asset or works to an asset that is not or will not be owned and/or controlled by the council or which will not benefit the council's area.

- (vi) land purchases and / or costs associated with land purchases; land buy-back scheme costs; house raising and relocation schemes; purchase of existing buildings.
 - (vii) projects dedicated towards purchase, lease or hire of core business capital equipment such as plant, motor vehicles, office furniture and equipment and information and communication technology (ICT) equipment.
 - (viii) temporary works.
 - (ix) projects already fully funded from another source (examples: State Government funding programs, Commonwealth Government funding programs etc).
 - (x) projects that will primarily benefit a single private sector commercial operator.
 - (xi) state infrastructure projects that would usually be funded through the normal business of Queensland Government agencies.
- (f) The Deputy Director-General, Local Government Division will have the final determination for eligible and ineligible project costs.

2.5 Eligible and ineligible project costs

(a) Eligible project costs

- (1) Program funding may only be used for 'eligible project costs', which includes **direct costs only**.

(b) Ineligible project costs

- (1) Costs incurred prior to the Project Start Date identified in the signed Project Funding Agreement, including any otherwise eligible expenditure.
- (2) Statutory fees and charges and/or any costs associated with obtaining regulatory and/or development approvals.
- (3) Legal expenses.
- (4) Temporary works, other than those required to enable completion of the proposed project.
- (5) Core business (business as usual) costs, including:
 - (i) ongoing costs for local government administration, operation, maintenance or engineering.
 - (ii) corporate overheads and on-costs, including travel and accommodation
 - (iii) remuneration costs of council employees except for the remuneration costs of a project manager and outdoor workforce resources allocated to the direct delivery of the project.
- (6) Vehicle purchasing.
- (7) Vehicle leasing, unless directly required for construction (and only to that extent), e.g. water trucks, excavators.
- (8) Land purchases and/or costs associated with land purchases (including any land purchases that may be part of an eligible project; and land buy-back scheme costs).

- (9) Movable/portable furnishings, supplies and related items, such as portable and attractive items, computers, tables and chairs, cutlery, crockery, appliances (refrigerators, microwave ovens, bench top appliances).
 - (10) Costs associated with preparing the project proposal (excluding planning projects).
 - (11) Official opening expenses.
 - (12) Any other costs as determined by the department to be ineligible.
- (c) The above list identifies common examples of ineligible costs and is not intended to be definitive. If there is any doubt about ineligible projects or costs, please contact the council's departmental Regional Advisor.
- (d) The Deputy Director-General, Local Government Division will have the final determination for eligible and ineligible project costs.

2.6 Goods and Services Tax (GST)

- (a) Provision of grant funding to councils is not considered a taxable supply and therefore Goods and Services Tax (GST) is not applicable. All costs associated with the projects must be **excluding** GST.

2.7 Project assessment criteria

- (a) Project proposals will **not** be individually scored. Project proposals will be assessed as either being 'eligible' or 'ineligible'. Councils will be advised of any ineligible projects and provided opportunity to submit replacement or refined project proposals.
- (b) To be assessed as eligible, project proposals must:
- (1) include a project title and description.
 - (2) explain how the project meets the aim of the program guidelines
 - (3) demonstrate eligibility in accordance with Section 2.4 of the program guidelines
 - (4) include relevant supporting documents.
- (c) Project proposals are to be supported by a statement from the council's Chief Executive Officer that whole-of-life costs have been identified and are affordable.
- (a) Refer **Appendix 2** of these guidelines for further information on preferred project titles and project descriptions.
- (b) The department reserves the right to return project proposals for amendment should the project title, description or supporting information be inadequate.

2.8 Other requirements

- (a) Council's 2024-27 W4Q funding is not to be used by the council as their contribution towards other State or Commonwealth Government funding programs.
- (b) Councils may use their 2024-27 W4Q program funding (or a part thereof) towards the cost of a project which is receiving funding from another source (e.g. another State or Commonwealth Government funding program). The component(s) funded from the 2024-27 W4Q program funding must be clearly identified. For example:

- *W4Q funds the cost of a building construction, while a Commonwealth Government funding program funds the landscaping and car park.*
 - *W4Q funds the cost of a planning project, that then receives further funding under another program for constructions and implementation.*
- (c) Projects can be a stage of a larger project, where delivery of the identified project stage can be achieved within program period and meets the project eligibility requirements. The staged component must be identifiable as a discreet component/project within the larger project.
- (d) Recipient councils may use their entire 2024-27 W4Q program funding towards a single project. If the allocation is a 'contribution' towards a larger project, the council must:
- (1) be able to clearly identify the component of the larger project to which the 2024-27 W4Q funding will be directed; and
 - (2) be able to complete this identified component prior to 30 June 2027.
- (e) Councils will be required to estimate, and report on, the number of jobs each project will create or sustain.

2.9 Funding arrangements

- (a) Councils will be required to execute a Project Funding Schedule under their Head Funding Agreement with the State.
- (b) Once executed, the Program Guidelines, the Project Funding Schedule and the Head Funding Agreement will constitute the Project Funding Agreement with council.
- (c) Payment of program funding to councils will be made in accordance with the provisions of the Project Funding Agreement and in accordance with the Milestone Schedule set out in the Project Funding Schedule.
- (d) The State has no obligation to provide program funding to a council until the Project Funding Schedule is fully executed. Councils should not make any financial commitments until all necessary documents have been finalised and executed.
- (e) **Note:** After project endorsement, the department may request councils to provide additional information to demonstrate on-time delivery of projects. Documents may include Project Management Plan, Gantt Chart and other supporting documentation.

2.10 How to access funding

Funding under the 2024-27 W4Q is provided through an allocation / application / assessment process.

- (a) To access the funding, councils must:
- (1) complete the online application form on the eGrant Portal at <https://egrants.powerappsportals.com/>
 - (2) provide all the information requested;
 - (3) submit your application/s to the department by the closing date and time.

- (b) The department's eGrant portal will close on 5 July 2024. Councils will not be able to submit project proposals after this date.

2.11 Assessment and approval process

- (a) Project eligibility will be assessed by the department and recommendations made to the Director-General, Department of Housing, Local Government, Planning and Public Works. The Director-General has discretion in all funding decisions.
- (b) Councils will be notified in writing following endorsement of projects by the Director-General.
- (c) Nothing in this section limits the State's discretions under section 5.1 of these guidelines.

2.12 Allocation payments

- (a) The department will make payments according to the following schedule:

Payment schedule	Milestone
First payment (50% of project funding)	<ul style="list-style-type: none"> The department will make the first payment as soon as practicable after 1 July 2024, subject to the Project Funding Schedule being executed by both parties.
Second payment (40% of project funding)	<ul style="list-style-type: none"> Council has expended 50% or more of its total program funding, and Either a periodic or ad-hoc progress report, properly certified by the Chief Executive Officer or authorised delegate, has been lodged with and approved by the department via the eGrant portal.
Final payment (10% of project funding)	<ul style="list-style-type: none"> All endorsed projects have been completed, and Evidence of signage erected at the project sites, where required, has been provided to the department, and A Project Completion Report, properly certified by the Chief Executive Officer or authorised delegate, has been lodged with and approved by the department via the eGrant portal. The Project Completion Report is to be supported (where practical) by photographs and proof of expenditure for all projects. See below (b) 'Project photograph requirements' and (c) Proof of expenditure.

- (b) Project photograph requirements:
- (1) At least two (2) of the project area/site prior to works commencing; and
 - (2) At least two (2) photos of the completed works funded by 2024-27 W4Q.
- (c) Proof of expenditure must include copies of general ledger extract for relevant job/project detail payments that indicate monies spent in the delivery of the project.
- (d) Once the Project Completion Report has been submitted, and final payment has been made, the council will not be able to make any further claims for expenditure incurred on the endorsed project(s).

(e) The Project Completion Report will be required to demonstrate the completed endorsed projects created/supported jobs and realised at least one of the following outcomes in their local community (supporting Section 2.2 of these Guidelines):

- enhanced delivery of essential services
- contributed to greater economic development and/or council sustainability.

2.13 Program monitoring, acquittal and evaluation

- (a) All projects (including replacement projects) will be monitored by the department to ensure the aim of the 2024-27 W4Q is being achieved.
- (b) Councils must comply with all reporting, record keeping and audit obligations in the Project Funding Agreement, which includes the provision of quarterly progress reports. Progress reports are to be submitted via the department's on-line eGrant portal. Departmental regional staff will conduct regular follow up of project progress outside of specified reporting periods.
- (c) The department may call for additional information and/or updates on the status of funded projects at any time, including the requirement for more frequent project reporting. As such, councils are to ensure expenditure records and construction photographs are to be kept current and up to date.
- (d) For infrastructure/maintenance projects - once a project has commenced, councils are to provide photos of the site/work area in their next progress report.
- (e) The Project Completion Report and any supporting documents must be provided to the department before the date specified in Section 16 of the Project Funding Schedule (30 September 2027).
- (f) The department reserves the right to require a council, through Clause 20 of the Project Funding Schedule, to establish a dedicated bank account for the purposes of managing its program funding allocation. This may also include the requirement to provide quarterly, or if requested more regular, bank statements or other reports for the account.

2.14 Extensions of time and withdrawn projects

- (a) All projects funded under the 2024-27 W4Q **must** be completed by 30 June 2027.
- (b) Extensions of time to complete works will not be considered. All expenditure must be acquitted by 30 September 2027. No extensions to acquit funds will be granted.
- (c) Where a council determines that a project cannot be delivered, the council may apply to the department to withdraw the project and (i) replace it a new eligible project(s); or (ii) amend the scope of an existing endorsed project(s).
- (d) Approval to withdraw a project and/or replace an alternative project will be at the discretion of the Director-General. The reallocation of budget from a withdrawn project to address cost overruns on existing approved project(s) will only be considered in exceptional circumstances.

3. Funding acknowledgement and communications

3.1 Acknowledgement and Communications

- (a) Grant recipients are required to acknowledge the funding provided by the Queensland Government.
- (b) Any reference to Queensland Government funding in communication materials requires approval from the department. Funding recipients must provide copies of any planned project-related communication materials to the department **before** the intended release date so approval can be arranged.
- (c) Information about funding acknowledgement requirements can be found at:

[Funding acknowledgement requirements | State Development, Infrastructure, Local Government and Planning](#)

3.2 Confidentiality, privacy and use of information

- (a) The State will maintain controls in relation to the management of confidential information provided by councils. Councils should specifically mark any information the applicant considers to be confidential.
- (b) During the submission, review, assessment and endorsement process, councils must keep confidential its project proposals and its dealings with the State about its project proposals but may make disclosures if required by law or to its representatives or advisors who are under an obligation of confidentiality.
- (c) Councils must also keep confidential any information designated by the State as confidential.
- (d) The State may disclose information, including confidential information, of or provided by councils:
 - (1) to its representatives and advisors for any purpose
 - (2) to any government agency or authority and its representatives and advisors, including for the purpose of assessing and verifying such information
 - (3) to comply with or meet applicable standards of accountability of public money or established government policies, procedures or protocols or
 - (4) if required to be disclosed by law.
- (e) The State intends to publicly disclose the names of councils, information about projects, the amount of funding granted to each council and details about the anticipated economic outcomes and benefits of successful projects.
- (f) Any personal information submitted as part of an application will not be used by the State or disclosed to any third party for a purpose other than in connection with the assessment of the application without a council's consent, unless required by law or in accordance with the Information Privacy Act 2009.
- (g) For audit purposes, the State is required to retain project proposals and other supplied supporting material for a period of seven years.
- (h) The provisions of the *Right to Information Act 2009* apply to documents in the possession of the State.

3.3 Complaints

- (a) The decision in relation to endorsement of a council's submitted project proposals is final and may not be appealed. If, however, a council has any concerns in relation to the submission or assessment process, a council may raise their concerns in writing by contacting: lgdgrants@dsdilgp.qld.gov.au
- (b) All questions about decisions on applications for the grant program are to be lodged in writing to: lgdgrants@dsdilgp.qld.gov.au

4. Enquiries and contact details

- (a) Councils should contact their designated Departmental Regional Advisor in relation to general questions, requests for clarification, requests for further information and questions on how to apply.
- (b) The contact telephone numbers for the Regional Offices are:

Northern region: Townsville office - 07 4758 3425
Cairns office – 07 4037 3223

Southern region: 07 4122 0411

Email: lgdgrants@dsdilgp.qld.gov.au

Website: www.localgovernment.qld.gov.au

- (c) The department is not able to assist in preparing council's project submissions.

5. Terms and conditions

5.1 Reservation of rights

- (a) Despite any provision of these guidelines to the contrary, the State reserves the right to administer the grant program and conduct the process for the assessment and approval of applications to the grant program in such manner as it thinks fit, in its absolute discretion.
- (b) Without limiting paragraph (a), the State retains all rights and powers to make all decisions and actions to achieve the program objectives and the State reserves the right, in its absolute discretion and at any time, to:
 - (1) change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall grant program (including submission and compliance of applications), where in such circumstances notice will be provided to applicants
 - (2) consider or accept, or refuse to consider or accept, any application which is lodged other than in accordance with these guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these guidelines or is otherwise non-conforming in any respect;
 - (3) vary or amend the eligibility or assessment criteria;

- (4) take into account any information from its own and other sources (including other government agencies and other advisors);
 - (5) accept or reject any application, having regard to these guidelines, the eligibility criteria, the assessment criteria or any other item, matter or thing which the State considers relevant, including the limitations on the funds available for the grant program;
 - (6) give preference by allocating weighting to any one or more of the eligibility criteria or assessment criteria over other criteria;
 - (7) conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial and economic appraisals;
 - (8) require an applicant to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information;
 - (9) terminate the further participation of any applicant in the application process;
 - (10) terminate or reinstate the grant program or any process in the grant program;
 - (11) not proceed with the grant program in the manner outlined in these guidelines, or at all;
 - (12) amend the nature, scope or timing of the grant program;
 - (13) allow the withdrawal of an applicant;
 - (14) seek presentations from or interviews with any applicant and conduct negotiations with any one or more applicants after the applications have been lodged;
 - (15) publish the names of applicants to the grant program; and
 - (16) take such other action as it considers in its absolute discretion appropriate in relation to the grant program processes.
- (c) Where, under these guidelines, it is stated that the State may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including an applicant).

5.2 No relationship

- (a) The State's obligations in connection with the application process are limited to those expressly stated in these guidelines.
- (b) No contractual or legal relationship exists between the State and an applicant in connection with the grant program, these guidelines or the application process or any stage of the grant program.
- (c) An applicant, or its representatives:
 - (1) has no authority or power, and must not purport to have the authority or power to bind the State, or make representations on behalf of the State
 - (2) must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the applicant is for any purpose an employee, agent, partner or joint venturer with the State

- (3) must not represent to any person that the State is a party to the proposed project other than as a potential funder, subject to the application process detailed in these guidelines.

5.3 No action

- (a) To the extent permitted by law, no applicant will have any claim of any kind whatsoever against the State (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:
- (1) any costs, expenses, losses or liabilities suffered or incurred by the applicant in preparing and submitting its application (including any amendments, requests for further information by the State, attendance at meetings or involvement in discussions) or otherwise in connection with the grant program
 - (2) the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the grant program
 - (3) any of the matters or things relevant to its application or the grant program in respect of which the applicant must satisfy itself under these guidelines,
- (b) Without limiting paragraph (a), if the State cancels or varies the grant program at any time or does not select any applicant following its assessment of the applications, or does (or fails to do) any other thing referred to under clause 0 of these guidelines, no applicant will have any claim against the State arising from or in connection with any costs, expenses, losses or liabilities incurred by the applicant in preparing and submitting its application or otherwise in connection with or in relation to (whether directly or indirectly) the grant program.
- (c) For the avoidance of doubt, each applicant:
- (1) participates in the grant program at its own risk; and
 - (2) is wholly responsible for its costs of applying for, participating in, or otherwise in connection with, the grant program.

5.4 Non-exhaustive

- (a) These guidelines do not contain all the information that applicants may require in reaching decisions in relation to whether or not to submit an application. Applicants must form their own views as to what information is relevant to such decisions.
- (b) Applicants must make their own independent investigations of the information contained or referred to in these guidelines. Applicants must obtain their own independent legal, financial, tax and other advice in relation to information in these guidelines, or otherwise made available to them, during the application process.

5.5 Disclaimer

- (a) The State makes no warranty or representation express or implied, and does not assume any duty of care to the applicants that the information in these guidelines, or supplied in connection with the grant program (information) is accurate, adequate, current, suitable or complete, or that the Information has been independently verified.

- (b) The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the Information or interpretations placed on the Information by applicants.

5.6 Intellectual property

- (a) Any intellectual property rights that may exist in an application will remain the property of an applicant or the rightful owner of those intellectual property rights. Any part of an application considered to contain intellectual property rights should be clearly identified by an applicant.
- (b) The applicant grants to the State (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the grant program.

5.7 Law

- (a) These guidelines are governed by the laws applicable in Queensland.

Appendix 1 – Eligible councils

Eligible councils receiving funding under the 2024-27 W4Q funding program are listed below.

Northern region	Southern region
<p>Aurukun Shire Council Burdekin Shire Council Burke Shire Council Cairns Regional Council Carpentaria Shire Council Cassowary Coast Regional Council Charters Towers Regional Council Cloncurry Shire Council Cook Shire Council Croydon Shire Council Doomadgee Aboriginal Shire Council Douglas Shire Council Etheridge Shire Council Flinders Shire Council Hinchinbrook Shire Council Hope Vale Aboriginal Shire Council Isaac Regional Council Kowanyama Aboriginal Shire Council Lockhart River Aboriginal Shire Council Mackay Regional Council Mapoon Aboriginal Shire Council Mareeba Shire Council McKinlay Shire Council Mornington Shire Council Mount Isa City Council Napranum Aboriginal Shire Council Northern Peninsula Area Regional Council Palm Island Aboriginal Shire Council Pormpuraaw Aboriginal Shire Council Richmond Shire Council Tablelands Regional Council Torres Shire Council Torres Strait Island Regional Council Townsville City Council Whitsunday Regional Council Wujal Wujal Aboriginal Shire Council Yarrabah Aboriginal Shire Council</p>	<p>Balonne Shire Council Banana Shire Council Barcaldine Regional Council Barcoo Shire Council Blackall-Tambo Regional Council Boulia Shire Council Bulloo Shire Council Bundaberg Regional Council Central Highlands Regional Council Cherbourg Aboriginal Shire Council Diamantina Shire Council Fraser Coast Regional Council Gladstone Regional Council Goondiwindi Regional Council Gympie Regional Council Livingstone Shire Council Longreach Regional Council Maranoa Regional Council Murweh Shire Council North Burnett Regional Council Paroo Shire Council Quilpie Shire Council Rockhampton Regional Council South Burnett Regional Council Southern Downs Regional Council Western Downs Regional Council Winton Shire Council Woorabinda Aboriginal Shire Council</p>

Appendix 2 – Project titles and descriptions

Project name

The project title should be short, descriptive, and accurately sum up the proposed project.

Examples:

- Construction of a new 25 metre swimming pool, wading pool and change rooms.
- Replace water valves in the (town name) water reticulation system.
- Stage 1 of (town name) Street beautification works – town entry statement, footpath improvements, seating and shade structures.

Project description

The project description should accurately illustrate the works for which funding is being sought. It should leave the reader in no doubt as to the nature, extent and scope of the works being proposed.

Using the abovementioned projects, examples of appropriate project descriptions are:

The council proposes to construct a new 25 metre swimming pool, toddler's wading pool and change rooms. The project will be constructed on a new council owned 'green field' site. The swimming pool will be eight lanes wide, will have a ramp to allow access by mobility impaired people and be heated to allow use all year round. The wading pool will be approximately 12 metres x 10 metres in size, will be heated and will have shade structures. The change rooms will feature a kiosk, showers, change rooms and facilities for mobility impaired people. The proposed cost will include fencing, landscaping, and filtration systems. Note: the facilities' car park will be funded through council's own revenue.

Council proposes to replace the water valves in the (town name's) water reticulation system. There are 250 valves requiring replacement. Council has received quotes indicating 120 can be replaced for the \$X council wishes to allocate to the project – the final number will depend on market prices at the time of project commencement. The project is supported by the Queensland Department of Natural Resources and Water (see attached report – Section X).

The council proposes to commence Stage 1 of (town name) street beautification works. Stage 1 works will include: a new entry statement sign welcoming visitors to the town; replacing the current footpaths with 'heritage look' pavers along X and Y streets (between A and B streets); seating and shade structures for pedestrians (the exact number of seats and shade structures will depend on budget – currently the council is looking to install eight such structures in Stage 1 works).


Project descriptions should be free of ambiguous language. Some examples:

Project description examples		
Word	Example of Use	A better way to write this...
Infrastructure	The funding is required for constructing infrastructure on the foreshore	Design and construction of fixed, covered picnic tables and chairs. Construction material to be confirmed but will probably be from concrete and timber. The items will be located on the foreshore at (location)
Works	The funding is required for works in the council-owned playground	Purchase and installation of 'spider web' climbing structure and surrounding 'soft fall' area in the

		council owned playgrounds at the following locations
Refurbish	The project will refurbish the visitor information centre	The project will involve repainting the interior and exterior of the visitor information centre, remove the old air conditioning system and replace it with a new air conditioning system, replace old 'not working' sliding windows and install a shade awning over the entrance
Anacronyms	The project will install PAL at the aerodrome	Purchase and installation of Pilot Activated Lighting (PAL) at the (location Aerodrome). The estimated cost includes electrical connection works
Upgrade	The building will be upgraded	Upgrade of building – works will include but not be limited to: remove and replace old weatherboards, painting of entire building, remove and replace old / corroded guttering, remove and replace old wooden steps with low maintenance concrete steps
Increase	Replace the existing water pump to increase the flow rate	Replace the existing water pump to increase the flow rate above the current 10 litres per second. The final flow rate to be determined by investigations by the contractor

11.9 Minutes of the Audit & Risk Management Committee held 23 May 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 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 23 May 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 23 May 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. Audit and Risk Committee Meeting Minutes - 23 May 2024 [↓](#)
2. Audit and Risk Committee Meeting Minutes Attachments - 23 May 2024 [↓](#)



MINUTES OF THE MEETING OF AUDIT & RISK MANAGEMENT COMMITTEE 23 MAY 2024



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Minutes of the Meeting
Held at 64 Fitzroy Street, Warwick on 23 May 2024 at 9:30 AM

OPEN MEETING

The Chair declared the meeting open at 9:41am

1. PRESENT

Committee Members:

Melissa Jacobs, Kerry Phillips (Chair), Anthony Trace, Erika Bursford, Cr Russell Wantling, Cr Joel Richters

Observers:

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), Bruce Preston and Taf Mudarikwa (Crowes - External Auditor), David Adams (Queensland Audit Office), Carolyn Eagle and Tracy Townsend (Pacifica – Internal Auditors), Ethan Joyce (Governance Officer and Minute Taker), and Dianna Keir (Governance Officer), Cr Carla Pidgeon, Mayor Melissa Hamilton, Cr Morwenna Harslett, Cr Sarah Deane,

2. APOLOGIES

Mansheel Kumar (QAO), Jon Charles (Manager Sustainability & Strategy), Cr Sheryl Windle, Ged Brennan (Acting Director Infrastructure Services), Nicole Collette (Manager Environmental Services)

The chair requested committee members provide a self-introduction for the benefit of the newer members of the committee. Each member introduced themselves and provide some of their background information.

3. DECLARATION OF CONFLICT OF INTEREST

The chair confirmed there were no conflicts of interest.

The chair noted the internal audit team will be joining after 11am this morning so we will aim to have a 10 minute break at 11am.

The Chair explained the ICT update is within item 10 budget as the CFO also oversees Council's IT team. Gurbindar will be providing a verbal update on item 10.3.



4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Audit & Risk Management Committee Meeting - 15 February 2024

Resolution

Moved Chair K Phillips

Seconded Ms EB Bursford

THAT the minutes of the Audit & Risk Management Committee Meeting held on Thursday 15 February 2024 be adopted.

Carried

No questions were raised relating to the previous ARMC meeting minutes.

5. BUSINESS ARISING FROM MINUTES – Summary of Action Points

Resolution

Moved Chair K Phillips

Seconded Ms M Jacobs

THAT the Audit & Risk Management Committee receive and note the business arising as presented.

Carried

Attachments

1. FTE Recruitment Data - **Attached to the Minutes Under Separate Cover**

Notes:

- Item 315 – Di Woolley confirmed this item was still outstanding however will be following up with Pacifica to progress.
- Item 318 – This has now been finalised.
- Item 327 - Once we've resolved the position paper today we can close off.

New Business Arising

- Item 328 - Questions on notice arising from Council meetings. Director Customer and Organisational Services confirmed there isn't a need to take these questions to the committee for comment however they will be presented at the next Council meeting.
- Item 329 - request for elected member training in the people and safety report, this will be covered in the CEO report. Going forward it is recommended the elected member training should be included in the people and safety report.
- Item 331 - Internal audit charter review documents were provided last meeting and are in the agenda for finalisation.
- Item 332 – Request for a more in-depth breakdown of the vacant FTE positions
- Item 333 – Request for an overview of Council's strategic position on housing

Cr Richters flagged in relation to item 329 that it would be more relevant if the CEO reported on Councillor training as the People and Culture team focus more on the employees rather than the elected members. The Chair confirmed the CEO report is more of an ADHOC report within the ARMC meetings whereas the People and Culture reports are a regular agenda item however the Chair will give this consideration.

6. CHIEF EXECUTIVE OFFICER'S UPDATE

6.1 Chief Executive Officer Update



Resolution

Moved Chair K Phillips

Seconded Ms M Jacobs

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

Carried

Attachments

1. Councillor Induction Presentation 2024 - **Attached to the Minutes Under Separate Cover**

The CEO noted the report as read and provided the committee with a brief update.

3.2 continues to be a huge body of work. Council is continuing negotiations for the TWP on various fronts with the Manager Water and Acting Director Infrastructure Services bearing majority of the workload.

The CEO is mostly involved with the Commercial and Contracts working group involving Council, SEQ Water and representatives from the Department of Regional Development, Manufacturing and Water.

3.3 Activities 1, 2 and 3 have been completed, Activity 4 is currently underway. Water treatment has become more challenging due to wider range of source water. Activities 5 and 6 have been completed and Item 7 now has a supplementary scope with additional funding.

3.4 SMSRP has identified a number of deficiencies. This has been taken on as a matter of priority and as a result we have established a project oversight committee and developed a reset map.

Sitting under the project oversight committee is another committee which will implement the work and report up to ELT. The overarching reset map outlines objectives, strategies and roles and responsibilities for each staff member on all levels. This will assist establishing a WHS register.

Mel Jacobs asked who the independent member was and what their role is. The CEO confirmed it is the A/DIS. Ged has extensive experience in this space due to his background and past experience.

Cr Richters questioned why we haven't added low level workers into the consultation for the SMS Reset? The CEO confirmed Council has implemented the WHS Consultation working group which is made up of Council employees of all levels.

The Chair commented the committee has a high level of interest in the success of this reset and suggested an update be provided at all meetings within the CEO report



3.5 Stage one of the Saleyard Project is complete, we have now commenced stage 2 which involves further enhancements of the yards located at the facility.

3.6 Stanthorpe library and art gallery project has a new contractor onboard. The Contractor has almost completed their works. Once the works are complete the Internal fit out will be completed as a separate project managed by staff.

4.2 Council are continuing to manage the increase in resource demand throughout the organisation, to do this ELT will be holding a strategy session to consider how to approach this issue.

4.3 The workforce strategy identifies certain things the organisation will need to do.

4.4 The Staff survey is a great opportunity to engage with staff across the entire organisation on a confidential basis. The results will be reported through ELT with an aim that all staff will be engaged as well. Council will form an action plan to address any issues identified in the survey which will also include staff consultation.

Erika Bursford commented there was more opportunity for a regular survey at a lower level, has this been considered? The CEO confirmed this would be considered and it would be readily available through the PULSE. The feedback will also be looped back to staff to keep them aware.

5. No external training for Councillors since the previous meeting other than the Mayor attending the AICD course in Brisbane. Cr Richters and Cr Pidgeon are attending the national general assembly in Canberra this July. As part of the Councillor information sessions we have had various external bodies attend to provide training.

The Chair commented she was pleased to see reporting of the operational plan to new elected members. The Chair asked the CEO how comfortable Council is that it can deliver the operational plan by end of the financial year? CEO responded reasonably comfortable, some activities have been completed however not marked as complete due to the rushed nature of the report unfortunately.

The Chair asked if the Governance presentation that was provided to the Councillors could be supplied to the committee. The Manager of Corporate Services confirmed this would be attached to the meeting minutes.

The Chair suggested next meeting the committee receive a briefing on Councils current strategic position on housing.

The Chair commented the committee would be interested in supporting and guiding Council with its risk appetite and strategic risks.

7. PEOPLE & SAFETY

7.1 People & Culture Report

Resolution

Moved Chair K Phillips

Seconded Councillor J Richters

THAT the Audit & Risk Management Committee receive and note the People & Culture Report as presented for the period 1 January 2024 to 31 March 2024.

Carried



The Manager of People & Safety noted the report as read. Further update on the employee engagement survey, the contract has been executed and we anticipate to meet with the company this coming week.

We will start the survey and ELT consultation. Most questions will be around Council's values and psychosocial safety.

Currently finalising the workforce strategy feedback so Council can adopt this. The strategy focuses on what we do internally with our workforce and how we can train and grow them, this also includes an attraction strategy.

The wellbeing strategy forms part of our workforce strategy and covers how we monitor the wellbeing of our employees and how Council can be proactive in this space.

Mel Jacobs asked how our current FTE occupancy is tracking based off the past two reports? Is the occupancy rate stabilising? More detail will be provided at future meetings to provide a full overview of FTE occupancy.

Have we historically seen trainees convert into full time employees? Has this been successful? Di Woolley confirmed we don't currently have a strategy however this is something we are looking at developing.

The CEO confirmed keeping trainees has been discussed at ELT if they are suitable. We provide them with the opportunity to finish their traineeship as soon as possible and will consider offering them a FTE position if we believe they will be a suitable candidate.

The Manager of People & Safety confirmed some employees are being supported by Council to complete additional qualifications.

Cr Richters asked only 5 jobs advertised for recruitment, what are we not actively looking to fill? What are we looking to actively fill however haven't been able to? Would like to see more information on what the 60 vacant FTE positions looks like? Di mentioned this will be included.

The Chair asked if this report could be included in the minutes.

7.2 Safety Update

Resolution

Moved Chair K Phillips

Seconded Ms EB Bursford

THAT the Audit & Risk Management Committee receives and notes the Safety report for the reporting period 1 January 2024 to 31 March 2024 (Q3FY23/24).

Carried

The Chair confirmed the internal auditors have joined the meeting, The Committee will proceed to item 9.1 Internal audit update at 11:11am.

Returned to item 7.2 Safety Update at 11:27am.

The Manager of People & Safety has taken the report as read.



Mel Jacobs – Asked if there were any exposures or residual risks to the two improvement notices provided by WHS QLD? Dianne Woolley confirmed the notices were around the identification of a building that might have asbestos in it and the management plans weren't readily available. The Safety team are working to get the plans in place or make them more visible. Asbestos awareness training was to be completed by staff so they are aware of the asbestos management plan.

8. EXTERNAL AUDIT

8.1 External Audit Update

Resolution

Moved Chair K Phillips

Seconded Ms M Jacobs

THAT the Audit and Risk Management Committee receive and note:

1. Briefing paper provided by Crowe Australasia and the Queensland Audit Office (QAO).
2. 2024 Interim Report prepared by Crowe Australasia on behalf of QAO (late report and to be circulated separately).

Carried

Bruce Preston Crowes has taken the interim report as read and confirmed a number of unresolved matters from previous years are outstanding and only one matter raised in the period involving the untimely review of Council policies.

One other point to note, all milestones are being achieved and met to date. We have a few previously raised matters with completion dates being extended. Managements intention to do a revaluation of water assets, this has been moved to an indexation.

The Chief Financial Officer highlighted to the committee we are still going ahead with the revaluation of land and buildings and Council is progressing the water and sewerage revaluations. We have completed the assessment however will allow more time to ensure the comprehensives get completed correctly.





David Adams confirmed the QAO have sent the overview for local government paper to all councils. The briefing paper covers off on reports to parliaments, one to note is regarding cyber attacks and how you can prepare.

The Chair commented for elected members to really engage with the resources at QAO especially the tool for comparison. The Chair confirmed she attended chair briefing where a presentation was done for what will be a requirement to do climate reporting and what the standards will be. It will be important to prepare and get ahead of this now. Mel Jacobs provided a link to the presentation in the meeting chat.

<https://www.qao.qld.gov.au/reports-resources/events/briefing-audit-committee-chairs-1-may-2024>

The QAO confirmed they are offering the opportunity for mature councils to have their hard close audited as part of their financial statement process.

8.2 2023/24 Draft Financial Statements

Resolution

Moved Chair K Phillips

Seconded Mr A Trace

THAT the Audit & Risk Management Committee consider the proposed proforma 2023-24 Financial Statements and provide feedback as appropriate.

Carried

Helen Gross confirmed the completion of going through the shell statements. We review these against tropical proforma statements the department release. There is one major change in note 1 and minor changes in other sections which is noted in the report.

The Chair confirmed nothing further to note. Draft shell statements to be submitted to external audit team.

9. INTERNAL AUDIT

9.1 Internal Audit Activity Report

Resolution

Moved Chair K Phillips

Seconded Councillor R Wantling

THAT the Audit & Risk Management Committee receive and note:

1. The Internal Audit Progress Report as presented by Pacifica; and
2. Current and outstanding internal audit recommendations as presented by Manager Corporate Services

Carried

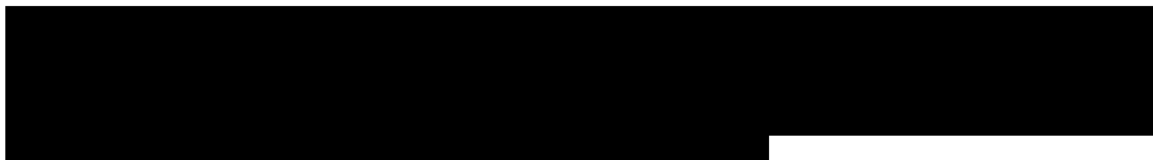
Carolyn Eagle from Pacifica confirmed the internal audit works are progressing, there were delays due to staffing however all projects are open in some form.

The draft report for the Visitor Information Centre's has been issued this week, no chance to review this yet.



Fraud Risk & Ethical Conduct review also has draft report for review, updated meeting was scheduled however had to be moved to next week.

Customer request scoping meetings were scheduled however these have been changed. Good engagement so far.



The Chair commented if a closing date in the audit recommendations spreadsheet has passed, a revised date should be established and included in the spreadsheet.

10. BUDGETING & FINANCIAL PERFORMANCE

10.1 ICT Update

Resolution

Moved Chair K Phillips

Seconded Ms EB Bursford

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

Carried

Steve Brown confirmed the ICT recovery plan has been signed off by ELT along with the sub security response plan. Both plans can now undertake a simulation exercise for testing and improvements.

Operational level of agreement with water unit is close to being finalised. This will have major improvements around security and response time surrounding their SCADA network.

Erika Bursford commented on the cyber security response plan noting federal and state requirements for data breach notifications, the two federal agencies as well as cyber are they a mandatory reporting agencies? Steve – confirmed they are mandatory reporting agencies.

Mel Jacobs commented excellent progress in this space and no incidents reported. Are you considering some have the potential to be high risk projects? Is there any linkage around that risk management process and risk register? Steve confirmed each project has a register of risks which is based on Council's risk register.

Tony Trace confirmed he wanted to know more about the tech one AM implementation and timeframes of the benefits of the implementation. Steve confirmed we are re-engaging with the functional areas who are in the process of restricting and importing data and who are undertaking training within their business units.

Gurbindar confirmed we are moving onto phase two of the project which will include rollout. One of the bigger benefit's would be getting staff to move away from paper based and move towards digitisation. There is also an opportunity to tighten up our planning and project section as a result. We are also trying to bring in enterprise asset management into project management. The challenge at the moment is managing change throughout the organisation and user training will assist with this. There are some risks the team need to manage which is something we are monitoring particularly with individuals taking on change. Tony Trace asked if there were any resourcing issues? Gurbindar confirmed there have been some challenges more around why our work processes are structured the way they are where admin staff do a lot of the heavy lifting



whereas TechOne will be more self-service based. We are working with the project manager to go to these individual areas with training so staff are more self-sufficient.

David Adams provided a link to a report to parliament regarding the services of third parties.

<https://www.gao.qld.gov.au/reports-resources/reports-parliament/state-entities-2023#h2-3>)

The Chair commented navigating the report was difficult due to lack of legend and asked if a legend could be included in future reports.

10.2 Position Papers

Resolution

Moved Chair K Phillips

Seconded Ms M Jacobs

THAT the Audit & Risk Management Committee receive and note the content of the position papers attached.

Carried

Gurbindar commented the restoration provisions still have three sites on the report, Warwick Stanthorpe and Yangan. We have tidied up the rates based on RBA rates. The main change we will see is with Stanthorpe capping council budget to start the procurement process with the intent to cap it this year however we have gone up for tender this year with the capping to commence next year. As a result we have made sure the dollars are lining up with the capping in the budget. The figures may change with whomever Council elects. The figures have been based on the assumption whomever is elected will be with Council long term. Council is going into this budget cycle with the intention for a new cell.

Gurbindar highlighted the original intent was to index stormwater with the view to complete water and waste water confirmation. Acknowledging a change with resources we will need to spend more time on this particular section. In the next few months we will have the water and waste water report finalised. Recommending we don't index any asset classes noting transport and stormwater are below 5%.

The Chair was happy with both papers and recommend them to be passed onto external auditors.

10.3 Financial Reports

Resolution

Moved Chair K Phillips

Seconded Mr A Trace

THAT the Audit and Risk Management Committee receive and note the verbal update relating to:

- Councils current financial position
- Review of quarter 3 for the 23/24 FY budget
- Overview of the 24/25 budget development

Carried



Gurbindar provided a verbal update on the budget and finance report noting council has gone through operational and capital budgets and fees and charges. We have undertaken work with the general rates review and are currently nearing the end of this process. We are visiting price points of water and sewerage charges as well. We intend to go out to community consultation early June, where it will be out for 2 weeks and review submissions that come through as a result of the consultation.

11. SUSTAINABILITY & STRATEGY

11.1 Asset Management Update

Resolution

Moved Ms EB Bursford

Seconded Councillor J Richters

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

Carried

As the Manager of Sustainability & Strategy is on apology the Director of CAOS will be presenting the report.

A quick update on the revaluation, we have RFQ out on this space reviewing AMP's to take on condition assessments as we don't have an internal resource to do this. This position has been vacant for 6-9 months however the role has since been filled and the appointed individual will commence soon.

Mel Jacobs asked if the competency of external service providers and contract managing them was a challenge for Council? Leon confirmed the competency of both external service providers and internal competency to contract manager continues to be an issue. Council has had a number of projects recently where the provider has been questioned in terms of failures and holding them accountable.

12. GOVERNANCE

12.1 Internal Audit Policy & ARMC Charter Review

Resolution

Moved Chair K Phillips

Seconded Ms M Jacobs

THAT the Audit & Risk Management Committee receive and endorse:

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

Carried



The Manager of Corporate Services confirmed additional documents with changes have been included for review.

The Chair confirmed they are not looking to change anything but rather stabilise it. The work plan provided seems a little bare and would like the committee to continue to request additional items as they arise.

Cr Richters asked why it was changed from 4-3 years? Belinda confirmed there has been some commentary from ELT that will be passed on regarding this.

12.2 Governance Update

Resolution

Moved Chair K Phillips

Seconded Ms EB Bursford

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

Carried

The Manager of Corporate Services noted with staffing at a better capacity the team is now on top of the workload. We are starting to see improvement on RTI's, Admin Action Complaints and policies and procedures.

A majority of our outstanding insurance claim are now under control as well.

Mel Jacobs confirmed the committee is happy to assist with the risk management policy going around the elected members. Mel asked why there was no information in the safety report regarding claims, particularly motor vehicle claims? Belinda confirmed we don't have access to the injury side of claims but it would be good to see both sides. Mel commented with the strategic risk register it felt like something was lacking with the people/workforce element. Belinda agreed with this and confirmed it would be timely to get back in front of the Councillors and assess this again.

The Mayor asked if we would be receiving a verbal update regarding the asbestos claim? Belinda confirmed the Manager of Environmental Services couldn't join but provided an email update. The Director Environmental and Planning Services updated the committee confirming there has been a further request to work through the information from the state however at this stage none of the information council has provided has been contested. We will most likely have to wear this cost as we have confirmed insurance won't cover this. We currently don't have a clear number the state will be seeking.

The Chair asked in relation to the policy and procedure framework review, is there anything under development in terms of guidance with use of AI across the organisation. Steve Brown confirmed – The ICT policy framework we are aligning with has sent out an update in the form of a questionnaire regarding generative AI and our stance on the type of data that we accept it can and can't be fed to assist in producing documents. There are also restrictions in the operating systems to assist with this.



13. LEGAL & REGULATORY

Nil

14. EXTERNAL REPORTS

Nil Audit & Risk Management Committee Meeting

15. GENERAL BUSINESS

15.1 Meeting Dates 2024

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

16. NEXT MEETINGS

Thursday, 26 September 2024

17. CLOSURE

The meeting closed at 1:07pm.

ADDENDUM BUSINESS ARISING UPDATED FROM THE MEETING HELD 23 MAY 2024

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), ARMC (Committee Members)							
Status	Issue No	Meeting Date	Topic	Detail	Target Due Date	Responsible Officer	Completed Date	Revised Completion Date	Comments
Incomplete	315	20/06/2023	People & Culture Report	Pacifica - sharing of Workforce plans in relation to Alumni with Councils recognising the turnover of staff and the aging workforce	Oct-23	PAC			
Incomplete	329	15/02/2024	7.1 People & Safety Report	Elected member training update to be included with regular reporting	May-24	MPS			
Incomplete	330	15/02/2024	11.1 Asset Management Update	Committee Members are asked to identify options other Councils are using, go to use or plans they have to mitigate the inherent 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.	May-24	ARMC Committee Members			
Incomplete	331	15/02/2024	12.2 Internal Audit Policy and Charter Review	Internal Audit Policy - Audit Charter Review - Any questions to be presented at the next meeting	Sep-24	ARMC Committee Members			Going up for Council Adoption in July 2024
Incomplete	333	23/05/2024	6.1 Chief Executive Officer's Update	Request an overview fo Council's strategic position on housing	Sep-24	CEO			



ATTACHMENTS TO MINUTES

AUDIT & RISK MANAGEMENT COMMITTEE MEETING

23 MAY 2024

**AUDIT & RISK MANAGEMENT COMMITTEE MEETING MINUTES ATTACHMENTS 23
MAY 2024**

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Attachment 1	FTE Recruitment Data.....	2
Attachment 2	SDRC Councillor Induction Presentation	3

Attachment 1: FTE Recruitment Data

From: [Dianne Woolley](#)
To: [Belinda Armstrong](#)
Cc: [Ethan Jones](#); [Dianne Keir](#); [Leah Lous](#); [Dave Burges](#)
Subject: Recruitment Data as at 10 May 2024 as requested by ARMC
Date: Friday, 24 May 2024 10:03:37 AM

Good morning Belinda.

At yesterday's Audit and Risk Committee it was requested that the further information be provided so that it could be included in the minutes.

The following table provides an overview of the number of roles at their various stages within the recruitment pipeline as at 10 May 2024. This information was presented in the ELT report for the meeting 214 May 2024. The reasons for vacancies being on hold can range from several attempts to recruit but unsuccessful to assessing business requirements.

STAGE	#
On hold	10
Pending advertising	7
Currently advertised	12
Shortlist / Interview	7
Recommendations / Probity	13
Offer	2
Pending commencement	3
TOTAL	54

Let me know if you require further information. We will include the information in future ARMC reports.

Kind regards, Di

Dianne Woolley
MANAGER PEOPLE & SAFETY
Southern Downs Regional Council
t 1300 MY SDRC (1300 697 372)

http://img.sdrc.qld.gov.au/sdrc_signature_2021.png



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Attachment 1: FTE Recruitment Data

any attached files.



COUNCILLOR INDUCTION HANDBOOK 2024



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CONTENTS

1. Regional Context
2. Regional Overview
3. Roles and Responsibilities
4. Councillor Compliance
5. Key Legislation, Policies and Delegation
6. Good Governance, Risk Management, Fraud and Corruption, and Complaints
7. Strategic Planning and Reporting
8. Planning Schemes and Local Laws



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REGIONAL CONTEXT



The Southern Downs Region covers an area of 7,122 square kilometers and services a population of approximately 37,040.

Encompassing the rural centres of Warwick and Stanthorpe, Southern Downs is conveniently located within two hours drive from Brisbane and one hour from Toowoomba in the high-growth region of Southern Queensland



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REGIONAL OVERVIEW

OUR DEMOGRAPHIC PROFILE

37,040
RESIDENTIAL POPULATION

TOP 3 NATIONALITIES (OF 70)
Australian | Irish | Scottish

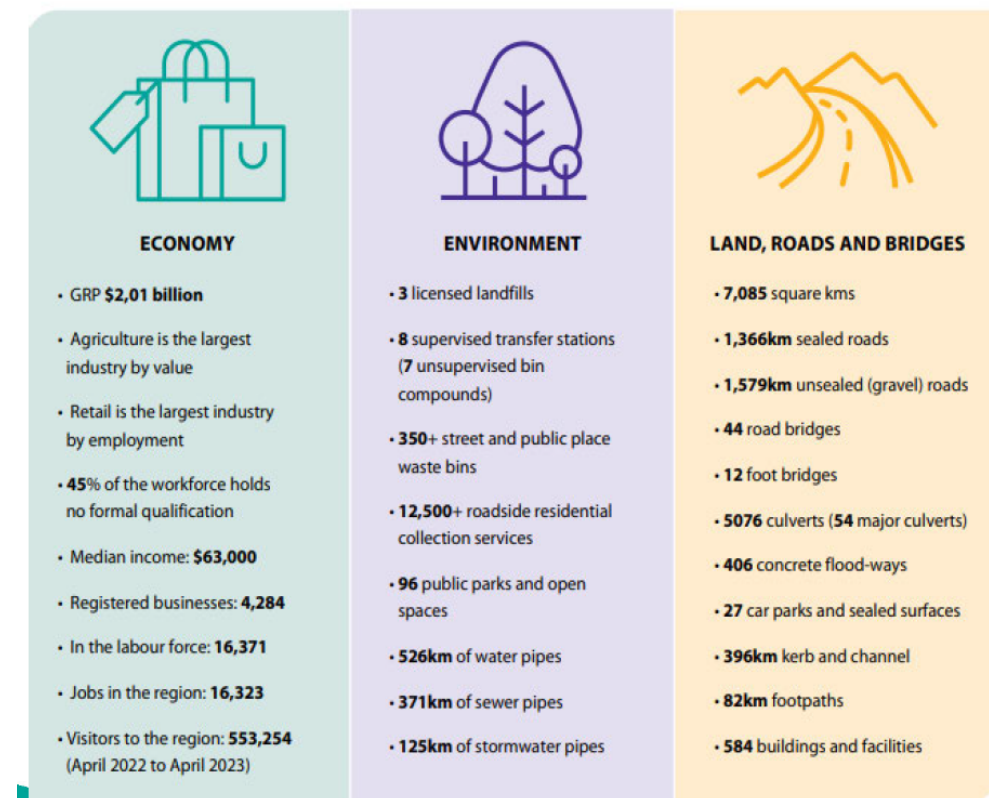
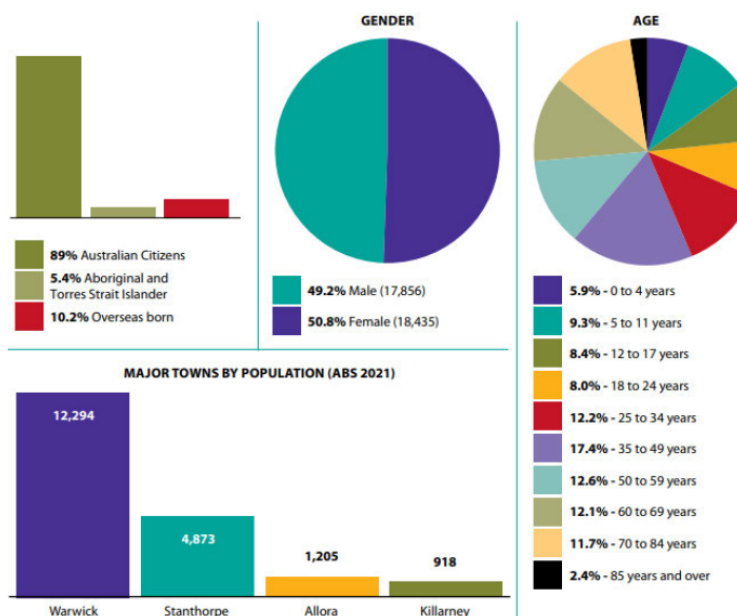

TOP 3 LANGUAGES AT HOME
English | Italian | Filipino


EMPLOYMENT STATUS
→ **45%** of the workforce holds no formal qualification

\$63K Median Income

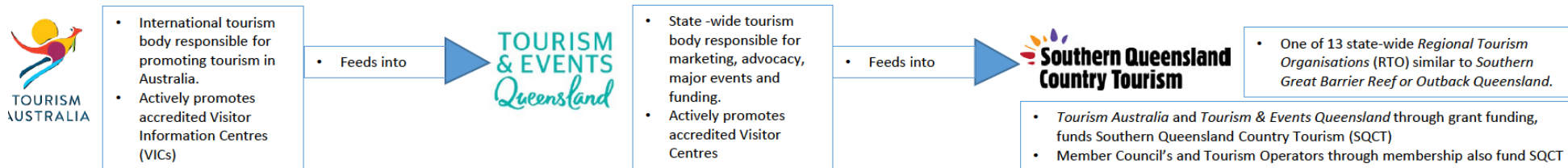
TOP 3 OCCUPATIONS
Labourers | Managers | Professionals








POPULATION MAKE-UP



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TOURISM CONTEXT OF SOUTHERN DOWNS IN QUEENSLAND



	Regional Tourism Org (RTO) Funded by Councils and Tourism Operators	COUNCIL-owned tourism brand	Local Tourism Orgs (LTOs) COUNCIL and TEQ funded through grants & membership funded		
	 SOON REBRANDING TO QUEENSLAND COUNTRY DUE TO EXPANDING GEOGRAPHIC FOOTPRINT				
Runs Accredited VICs	No	 Stanthorpe  Warwick	No	No	No
Has a printed visitor guide	Yes – Covers 9 LGA's (SDRC, WDRC, TR, LVRC, Somerset, GoondiRC, Central Highlands, South Burnett, North Burnett)	Yes – A4 <u>whole-of region</u> Visitor Guide	Yes – Little Black Book Granite Belt focused	No	No
Has a visitor-focused website & social media	www.southernqueenslandcountry.com.au Covers 9 LGA's	www.southerndownsandgranitebelt.com.au Whole-of-region	www.granitebeltwinecountry.com.au Granite Belt focused	www.stanthorpecoc.com.au	www.warwickqld.com.au UNDER RECONSTRUCTION www.warwickchamber.com.au owned by a surveyor in Brisbane
Has an App	Yes – for member Councils and operators only	Yes – official Visitor App for <u>whole-of region</u>	No	No	No

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ROLES AND RESPONSIBILITIES

LOCAL GOVERNMENT

Pursuant to the following acts:

- *Constitution of Queensland 2001*

- Section 71(1)

A local Government is an elected body that is charged with the good rule and local government of a part of Queensland allocated to the body

- *Local Government Act 2009 – section 9(1)*

- Powers of a local government

A local government has the power to do anything that is necessary or convenient for the good rule and local government of its local government area

- *Local Government Act 2009 – section 4(2)*

- The Local Government Principles are -

- Transparent and effective processes, and decision-making in the public interest;
 - Sustainable development and management of assets and infrastructure, and delivery of effective services;
 - Democratic representation, social inclusion, and meaningful community engagement;
 - Good governance of, and by, local government; and
 - Ethical and legal behavior of councillors, local government employees and councillor advisors



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Responsibilities of Councillors – LGA s12

- 1) A councillor must represent the current and future interests of the residents of the local government area.
- 2) All councillors of a local government have the same responsibilities, but the mayor has some extra responsibilities.
- 3) All Councillors have the following responsibilities -
 - a) Ensuring the local government -
 - i. Discharges its responsibilities under the *Local Government Act 2009* (the Act); and
 - ii. Achieves its corporate plan; and
 - iii. Complies with all laws that apply to local government
 - b) Providing high quality leadership to the local government and the community;
 - c) Participating in council meetings, policy development and decision-making for the benefit of the local government area;
 - d) Being accountable to the community for the local government's performance.

Councillors should focus on high level, strategic issues rather than operational matters to ensure they serve the overall public interest of the whole local government area

LGA s170(3) No councillor, including the Mayor may give a direction to any other local government employee except in accordance with s170AA relating to administrative support to Councillors



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Responsibilities of Mayor – LGA s12(4)

The Mayor has extra responsibilities:

- a) Leading and managing meetings of the local government at which the mayor is the chairperson, including managing the conduct of the participants at the meetings;
- b) Leading, managing and providing strategic direction to the Chief Executive Officer (CEO) in order to achieve the high-quality administration of the local government;
- c) Directing the CEO, in accordance with a resolution or a document adopted by resolution, of the local government;
- d) Conducting a performance appraisal of the CEO, at least annually, in the way that is decided by the local government (including as a member of a committee for example);
- e) Ensuring that the local government promptly provides the Minister with the information about the local government area, or the local government, that is requested by the minister;
- f) Being a member of each standing committee of the local government; and
- g) Representing the local government at ceremonial or civic functions.

ROLE OF ELECTED MEMBERS - DEPUTY MAYOR

The deputy mayor will act for the Mayor during the absence or temporary incapacity of the Mayor, or if there is a vacancy to fill in the office of the Mayor.

During times they are acting as the Mayor, the Deputy Mayor must adhere to all the responsibilities and legislative requirements of the Mayor.

Giving Direction to Council staff - s170

- (1) The mayor may give a direction to the chief executive officer.
- (2) However, a direction under subsection (1) must not be given if—
 - (a) it is inconsistent with a resolution, or a document adopted by resolution, of the local government; or
 - (b) it relates to the appointment of a local government employee under section 196(3); or
 - (c) it relates to disciplinary action by the chief executive officer in relation to a local government employee under section 197 or a councillor advisor; or
 - (d) it would result in the chief executive officer contravening a provision of an Act.
- (3) No councillor, including the mayor, may give a direction to any other local government employee, except in accordance with guidelines made under section 170AA about the provision of administrative support to councillors.
- (4) The mayor or another councillor must not give a direction in contravention of subsection (2) or (3).
- *Note—*
- Contravention of this subsection is misconduct that could result in disciplinary action being taken against the Councillor.

THE CHIEF EXECUTIVE OFFICER

A local government must appoint a qualified CEO with the appropriate ability, experience, knowledge and skills. In addition to adhering to the local government principles, the CEO must enter into a contract of employment that sets performance standards and conditions of employment (including remuneration).

The CEO is responsible for the appointment of all local government employees and may take disciplinary action against local government employees as required.

THE CHIEF EXECUTIVE OFFICER CONT..

- a) Managing the local government in a way that promotes:
 - i. The effective, efficient and economical management of public resources; and
 - ii. Excellence in service delivery; and
 - iii. Continual improvement
- b) Managing the other local government employees through management practices that:
 - i. Promote equal employment opportunity
 - ii. Are responsive to the local government's policies and priorities
- c) Establishing and implementing goals and practices in accordance with the policies and priorities of the local government

THE CHIEF EXECUTIVE OFFICER CONT..

- d) Establishing and implementing practices about access and equity to ensure that members of the community have access to:
 - i. Local government programs
 - ii. Appropriate avenues for reviewing local government decisions
- e) The safe custody of:
 - i. local government programs
 - ii. Appropriate avenues for reviewing local government decisions.
- f) Complying with requests from Councillors under s170A of the Local Government Act 2009:
 - i. For advice to assist the Councillor carry out their role as Councillor, or
 - ii. For information, that the local government has access to, relating to the local government

LOCAL GOVERNMENT EMPLOYEES

- a) Implementing the policies and priorities of the local government in a way that promotes:
 - i the effective, efficient and economical management of public resources
 - ii. excellence in service delivery, and
 - iii. continual improvement
- b) Carrying out their duties in a way that ensures the local government:
 - i. discharges its responsibilities under the Local Government Act 2009
 - ii. complies with all laws that apply to local governments, and
 - iii. achieves its corporate plan
- c) Provide sounds and impartial advice to the local government
- d) Carrying out their duties impartially and with integrity
- e) Ensuring the employee's personal conduct does not reflect adversely on the reputation of the local government
- f) Improving all aspects of the employee's work performance
- g) Observing all laws relating to their employment
- h) Observing the ethical principals under the Public Sector Ethics Act 1994
- i) Complying with a code of conduct under the public Sector Ethics Act 1994

ROLE OF AGENCIES

DEPARTMENT OF HOUSING, LOCAL GOVERNMENT, PLANNING & PUBLIC WORKS



Department of Housing, Local Government,
Planning and Public Works

Supports and provides advice to local governments,
implementing finance and funding programs

Manages grants and subsidies, local laws
databases, and legislation to create a framework
that assists councils deliver the best infrastructure
and services for local communities. The
department covers:

Housing - provides social and affordable housing
and homelessness services and support for
Queenslanders

Local Government - plays an important role in local
decision-making and helps deliver the Qld
Government's priorities locally and regionally

Planning - aims to manage how cities,
towns and regions grow or change, in
the way that benefits the public interest

Building and design (public works) -
Services, legislation and advice for
industry and Queenslanders; support of
sustainable design and environments in
Queensland



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QUEENSLAND RECONSTRUCTION AUTHORITY

Manages and coordinates the State Government's program of infrastructure reconstruction within disaster affected communities.

The authority works with state and local government partners to deliver best practice administration of public reconstruction and resilience funds.



QRA is the state's lead agency responsible for disaster recovery, resilience and mitigation policy. The organizational objectives are:

- rebuilding, recovering and reconnecting disaster-affected communities
- building capacity in recovery and resilience in through expert leadership and partnerships
- getting ready, reducing risk and building resilience





LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND



A not-for-profit association setup solely to serve the State's 77 councils and their individual needs. LGAQ is the corporate entity representing all Qld local government bodies.

LGAQ offers a range of support services and solutions to all member councils, specifically focused on supporting elected members.

LGAQ provides a strong advocacy focus to provide solutions that help local communities, providing education to community about the role and importance of local community and to assist communities secure essential funding from state and federal government.

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LOCAL GOVERNMENT MANAGERS AUSTRALIA



Specialises in local government advocacy, collaborative learning and professional development of members and officers within Queensland local governments.

All 77 Queensland councils are involved with LGMA Queensland with access to influential practitioners, specialist events and training programs specific to the needs of individuals working in the sector

LGMA is generally more focused on supporting council employees.



ELECTORAL COMMISSION QUEENSLAND

Is responsible for the impartial conduct of parliamentary, local government and industrial elections in Queensland, as well as the period review of electoral boundaries for parliament and local government councils.

These responsibilities interface directly with the Commission's legislative function as established under the *Electoral Act 1992* and the *Local Government Electoral Act 2011*.



QUEENSLAND OMBUDSMAN

The QO is established under the following acts:



Ombudsman Act 2001

- Gives people a timely, effective and independent way to have administrative actions of agencies investigated
- Improves the quality of decision-making and administrative practice in government agencies

Public Interest Disclosure Act 2010

- Review the management of public interest disclosures, provide education and advice to agencies as the oversight agency

Inspector of Detention Services Act 2022

- Promote the human treatment of detainees and the prevention of harm through reviews, inspections and independent reporting.



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CRIME AND CORRUPTION COMMISSION QUEENSLAND

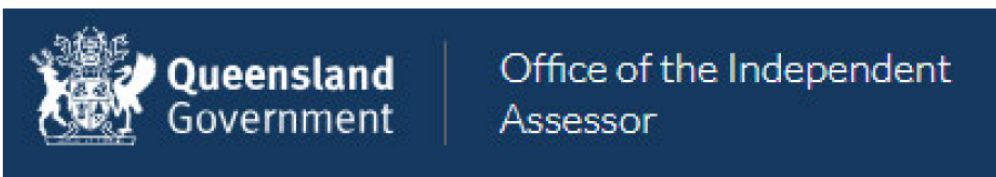
An independent statutory body set up to combat and reduce the incidence of major crime and corruption in the Queensland public sector.

The CCC has four main functions:

- to investigate crime
- to investigate corruption,
- the confiscation of proceeds of crime and
- to administer the state's witness protection program



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Established under the *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018*, as a commitment to local government reform. The OIA undertakes the initial assessment of all complaints about councillor conduct in Queensland.

The OIA investigates misconduct complaints about mayors and councillors and, where appropriate, prepares applications for hearing by the Independent Councillor Conduct Tribunal which decides misconduct matters.



QUEENSLAND TREASURY CORPORATION

The Queensland Government's central financing authority which provides a range of financial services to state and public sector entities, including local governments.

These services include debt funding and management, cash management facilities, financial risk management advisory services and specialist public financial education.

Pursuant to legislation QTC is the only institution from which local government may borrow funds.

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QUEENSLAND INTEGRITY COMMISSIONER

A statutory officer and officer of Queensland Parliament. The Commissioner administers the *Integrity Act 2009*. The role of the Integrity Commissioner includes:

- providing confidential advice on ethics and integrity matters to Ministers, members of the Legislative Assembly, ministerial staff, senior public servants, and other persons or classes of persons nominated by a Minister;
- regulating lobbyist activity and maintaining a lobbyist register;
- raising public awareness of ethics and integrity matters;
- standard setting on ethics and integrity matters at the request of the Premier.





QUEENSLAND AUDIT OFFICE

Supports the role of the Auditor General of Queensland as an external auditor of both State and local government sectors in Queensland.

The office provides:

- professional audit services, which include audit opinions on the accuracy and reliability of the financial statements of public sector entities and local governments;
- entities with insights on their financial performance, risk and internal controls; and on the efficiency, effectiveness and legislative compliance of public sector delivery;
- investigations about financial waste and mismanagement raised by elected members, public sector employees and the public;
- wider learnings and best practice from their work with public sector entities.

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OFFICE OF THE INFORMATION COMMISSIONER

Is an independent statutory body established under the *Right to Information Act 2009* (Qld) and the *Information Privacy Act 2009* (Qld) to promote access to government-held information, and to protect people's personal information held by public sector entities.

The OIC provides information and assistance to support Queensland public sector agencies to comply with the law, review agency decisions regarding access and amendment applications, deals with privacy complaints and makes decisions on whether an agency's privacy obligations can be waived or modified in the public interest.





QUEENSLAND STATE ARCHIVES

Is the lead agency for public record-keeping in Queensland.

It is the custodian of the largest and most significant documentary heritage collection about Queensland.

The QSA manages, preserves and facilitates public access to the state's permanent archival public records.

QSA is responsible for the development and implementation of a whole-of-government recordkeeping policy framework. This framework ensures a consistent approach to the creation, management, disposal, storage, preservation and retrieval of government information.



CORPORATE VALUES



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CUSTOMER SERVICE CHARTER

Serving Southern Downs with Pride

Southern Downs Regional Council strives to deliver excellent customer service through respectful communication and the delivery of knowledgeable, friendly and professional service.

Our service promise

Our community commitment



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COUNCILLOR COMPLIANCE



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COUNCILLOR REQUIREMENTS AND DECLARATION OF OFFICE

Councillors recognise and accept that:

1. They are elected to act in the public interest and to make decisions solely in terms of the public interest.
2. They must take steps to avoid, resolve or disclose conflicts of interest.
3. Through carrying out their duties they will receive information that is not available to the general public and that they must not misuse the information in any way, including for personal gain.
4. To ensure transparency and public confidence in the local government decision making process, they must disclose their relevant financial interests.



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Council Meetings

All Council meetings are governed by PL-CS036 Council Meeting Policy.

This policy ensures the orderly conduct of Council meetings and the local government principles are reflected in the conduct at meetings.

TYPES OF COUNCIL MEETINGS

1. Ordinary Council Meetings

- Pursuant to the Local Government Act 2009 and the Local Government Regulation 2012, a local government must meet at least once in each month.
- Business at the meeting may only be conducted if a quorum is present. SDRC's quorum is 5 Councillors.
- Voting at an Ordinary Local Government Meeting is administered as follows:
 - Voting is open
 - A matter is decided by the majority of the votes of councilors present
 - Each Councilor present has a vote on each matter to be decided. If the votes are equal, the Councillor presiding (generally the Mayor) has a casting vote
 - If a Councillor present fails to vote, the Councillor is taken to have voted in the negative.

2. **Standing Committee** – Have continuing functions and responsibilities

3. **Advisory Committee** – May contain non-Councillors (e.g. Audit and Risk Management Committee)

4. **Informal Meetings** – e.g. strategy workshops, information sessions

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CODE OF CONDUCT FOR COUNCILLORS

Under section 150D of the *Local Government Act 2009* (LGA), the Minister for Local Government must make a Code of Conduct stating the standards of behavior for Councillors in the performance of their responsibilities as councilors.

The **Code of Conduct for Councillors in Queensland** (as at 22/02/24) sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out in the Code, councillors will increase public confidence in local government and their decisions.

CODE OF CONDUCT VALUES

The Code of Conduct provides a **set of values** that describe the types of conduct councillors should demonstrate to ensure their compliance with the local government principles. These five values are

1. In making decisions in the public interest, councillors will:
 - Make decisions in open local government meetings
 - Properly inform relevant personnel of all required information
 - Make decisions in accordance with law and policy
 - Commit to exercising proper diligence, care and attention
2. To ensure the effective and economical delivery of services, councillors will:
 - Manage local government resources effectively, efficiently and economically
 - Foster a culture of excellence in service delivery



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3. In representing and meaningful engagement with the community, councillors will:
 - Show respect to all persons;
 - Clearly and accurately explain local government's decisions;
 - Accept and value differences of opinion.
4. In exercising good governance, councillors are committed to-
 - The development of open and transparent processes and procedures;
 - Keeping clear, concise and accessible records of local government decisions.
5. To meet the community's expectations for high level leadership, Councillors will:
 - Be committed to the highest ethical standards;
 - Uphold the system of local government and relevant laws applicable.

REGISTER OF INTEREST

The CEO and Mayor must maintain an up-to-date register of financial and non-financial interests including shareholdings, business trusts, interests in land and debentures

The CEO maintains the register of interests of Councillors and Senior Executives; and any person who is related to a Councillor or Senior Executive

The Mayor maintains the register of interest of the CEO and any person who is related to the CEO.

A person is related to the primary party (Councillor, CEO, Senior Executive) if:

1. The person is the primary party's spouse; or
2. The person is totally or substantially dependent on the primary party and:
 - I. The person is the primary party's child or
 - II. The person's affairs are so closely connected with the affairs of the primary party that a benefit derived by the person, or a substantial part of it, could pass to the primary party.

REGISTER OF INTERESTS CONT..

Councillors must complete the register of interests form as found on the Department of State Development and Infrastructure's website. [Registers of interests | State Development and Infrastructure](#)

It is the responsibility of the Mayor, individual Councillors, the CEO and senior executive employees to ensure their register of interest contains the correct particulars, are updated as necessary and resubmit to the Mayor or CEO as necessary. Failure to comply may result in a fine in excess of \$13 000.

All parties must complete their Register of Interest within 30 days of

- Being elected; and
- A change to the parties register of interest

Right to inspect

The public may inspect the Councillors' Register of Interests at Council's office or on Council's website. A person seeking access to the Register must apply in writing to the CEO or Mayor as applicable.

RELATED PARTY DISCLOSURE

Australian Accounting Standards (AASB 124) require Council to disclose certain related party and related party transactions in its financial statements.

The objective of the Standard is to ensure that an entity's financial report contains the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances with such parties.

A related party for Council includes:

- Key management personnel (includes Councillors, CEO, Senior Executives)
- Close family members of key management personnel
- Council subsidiaries, joint ventures and associates
- Entities controlled or jointly controlled by key management personnel or close family members

Councillors will be required to declare their interest via a signed declaration.

Personal information contained in these declarations and registers are classified as confidential and are not available for inspection or disclosure to the public, including through a Right to Information application.

CONFLICTS OF INTEREST

Any conflicts between councillors' interests and the public interest must be managed so that the community can have confidence that councillors are making decisions for the community.

Types of conflicts of interest include:

1. **Declarable Conflicts of Interest (DCOI):** pursuant to sect 150EN of the LGA, a councillor has a DCOI in a matter if-
 - a. The councillor has, or could reasonably be presumed to have, a conflict between the councillor's personal interests, or the personal interest of the related party of the councillor, and the public interest; and
 - b. Because of the conflict, the councillor's participation in a decision about the matter might lead to a decision that is contrary to the public interest.
2. **Prescribed Conflicts of Interest (PCOI):** pursuant to sect 150EG of the LGA, a councillor has a PCOI in a matter if:
 - a. A gift or loan is given by an entity (the donor) that has an interest in the matter in a circumstance mentioned in subsection (2); and
 - b. The gift or loan is given during the relevant term for the councillor; and
 - c. All gifts, loans or sponsored travel or accommodation under sect 150EH of the LGA, given by the donor to the councillor or close associate of the councillor, during the councillor's relevant term total \$2000 or more.

Where councillors have conflicts of interest this will affect their ability to participate and make decisions in meetings.

COUNCILLOR EXPENSES & ENTITLEMENTS

Pursuant to **PL-CS024 Reimbursement of Expenses and Provision of Facilities for Councillors**, Council will be responsible for the payment of all reasonable expenses incurred, or to be incurred by a Councillor representing Council on **Official Council Business**, and will also be responsible for the provision of facilities necessary for the discharge of Councillors responsibilities and duties of office.

Subject to the applicable provisions of the policy, where Council is unable to pay up-front for any expenses covered by the Policy, a councillor is entitled to be reimbursed for reasonable expenses incurred in this regard. There are limits to entitlements under the policy such as training, travel costs, accommodation etc.

Council will provide access to executive support necessary for the conduct of Official Council Business. This includes things like access to shared office space, shared office equipment, stationary etc.

Council additionally provides access to telecommunications equipment, vehicles, insurance cover and legal representation. The policy should be read in entirety for limitations to entitlements.

ACCEPTABLE REQUEST GUIDELINES & USE OF INFORMATION

Directions to Council Staff

1. Only the Mayor can give directions to the CEO
2. No Councillor or the Mayor may direct any Council employee
3. The CEO is required to keep a record of all directions given by the Mayor to the CEO

Requests for Information

Councillors may ask a Council employee to assist the Councillor to carry out their responsibilities under the LGA

Councillors may ask the CEO to provide information that the Council has access to, relating to Council. Requests are to be made in accordance with the Councillors Acceptable Request and Administration Guideline (PL-EX086)

LEGAL SERVICES FOR COUNCILLORS

Pursuant to Policy PL-CS081 Legal Services for Councillors and Employees Policy, Councillors may be entitled to assistance with legal costs. There are four (4) criteria determining whether Council will pay for the legal costs of a Councillor. These are:

1. Legal advice or representation costs must relate to a matter that arises from performance, by a Councillor in relation to their work related duties
2. Legal representation costs must be in respect of legal proceedings that have been, or may have been commenced
3. In performing duties to which the legal advice / representation relates, the Councillor must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
4. The legal advice or representation costs do not relate to a matter that is of a personal or private nature.

The policy should be read for clarity of the application and approval process.

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SOCIAL MEDIA



Social Media is a useful tool to connect with the community. But, as a Councillor your personal and public pages can fall under the Councillor Code of Conduct Policy

Good management of your official councillor social media pages is about striking the right balance between allowing ratepayers to constructively contribute to or comment on local government issues and matters of public interest while also having clear ground rules to call out and deal with unacceptable behaviour.

The Office of the Independent Assessor has issued the Queensland Councillor social media community guideline

[Queensland Councillor Social Media Community Guideline April 2019](https://oia.qld.gov.au)
 [\(oia.qld.gov.au\)](https://oia.qld.gov.au)

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MEDIA RELATIONS

Pursuant to **PL-EX004 Media Relations Policy**, Southern Downs Regional Council Recognises the integral role of the media in the effective communication of Council initiatives, services and decisions to key stakeholders and residents.

It is Council's objective to openly communicate with stakeholders to achieve transparency and accountability by providing the media with accurate and timely information.

Wherever possible Councillors should endeavor to liaise with the CEO, the Mayor and/or the Communications and Marketing Coordinator / Media officers prior to making any comment on official Council Matters.

Any public comment made by Councillors on behalf of Council in any form of Media, including social media must be consistent with Council policies, decisions and strategic directions.

If comments are of a personal view, it must be clearly stated that the comments expressed by the Councillor represent a personal view and not the official view of Council

RECORD KEEPING

Good recordkeeping is important to allow scrutiny from the public of the decisions made by those who are elected or employed to act on their behalf.

What is a public Record?

The *Public Records Act 2022*, defines a public record as ‘any form of recorded information, created or received by a public authority, in the exercise of its statutory administrative or other public responsibilities or for a related purpose’. Councils are public record authorities and therefore required to create and manage public records.

A public record is any record that:

1. Is evidence of a decision
2. Is evidence of a transaction or an action taken
3. Is created or received to meet legal requirements, community expectations or business needs



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RECORD KEEPING CONT..

All public records, including digital records such as social media interactions, conversations within messaging applications and text messages, are subject to legislation and legal processes such as discovery or subpoena

1. Council employees, mayors and councillors are aware of and fulfill their recordkeeping obligations under the *Public Records Act 2022*
2. Council employees, mayors and councillors must make full and accurate public records
3. Public records must be retained for as long as they are lawfully required to be kept



KEY LEGISLATION POLICIES & DELEGATIONS

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LEGISLATION

Local Government Act 2009 and Local Government Regulation 2012

The statutory responsibilities (heads of power) for Queensland local governments are provided for in the Local Government Act 2009 and the supporting Local Government Regulation 2012. The purpose of the legislation is to provide for:

- a. The way in which a local government is constituted and the nature and extent of its responsibilities and powers; and
- b. A system of local government in Queensland that is accountable, effective, efficient and sustainable.

Human Rights Act 2019

The legislation aims to protect and promote human rights and build a culture in the Queensland public sector that respects and promotes human rights. There are 23 human rights protected in the legislation

Planning Act 2016

Provides the overarching framework for Queensland's planning and development system. The purpose of the legislation is to achieve ecological sustainability by:

- a. Managing processes by which development takes place;
- b. Managing the effects of development on the environment, including management of premises use;
- c. Continuing the coordination and integration of planning at the local, regional and state levels.

Environmental Protection Act 1994

The object is to protect Queensland's environment while allowing for development that improves quality of life, now and in the future, in a way that maintains the ecological processes on which life depends.

Information Privacy Act 2009

The primary objective of the act is to provide for:

- a. The fair collection and handling in the public sector environment of personal information; and
- b. A right of access to, and amendment of, personal information in the possession or under the government's control unless, on balance, it is contrary to the public interest to give access to, or allow information to be amended.

Work Health and Safety Act 2011

The main objective provides for a balanced and nationally consistent framework to ensure the health and safety of workers and workplaces by:

- a. Protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimization of risks arising from work, substances or plant;
- b. Providing for fair and effective workplace representation, consultation, cooperation and issue resolution in relation to work, health and safety;
- c. Encouraging unions and employers to take a constructive role in promoting improvements in work;
- d. Promoting the provision of advice, information, education and training in relation to WHS;
- e. Securing compliance with the Act through effective and appropriate compliance and enforcement measures;
- f. Proving a framework for continuous improvement and progressively higher standards of WHS;
- g. Maintaining and strengthening the national harmonisation of laws relating to work health and safety and to facilitate a consistent national approach to work health and safety in Queensland.

Waste Reduction and Recycling Act 2011

The objective of the Act is to:

- a. Promote waste avoidance and reduction; resource recovery; and efficiency actions;
- b. Reduce consumption of natural resources and minimise the disposal of waste by encouraging waste recovery, re-use and recycling of waste;
- c. Minimise the overall impact of waste generation and disposal;
- d. Ensure a shared responsibility between government, business and industry and the community in waste management and resource recovery; and
- e. Support an implement national frameworks, objectives and priorities for waste management and resource recovery.

Water Supply (Safety and Reliability) Act 2008

The purpose of the Act is to provide for:

- a. A regulatory framework for providing water and sewerage services in the state including functions and powers of service providers;
- b. A regulatory framework for providing recycled water and drinking water quality, primarily for protecting public health;
- c. The regulation of referable dams;
- d. Flood mitigation responsibilities;

And

To protect the interests of customers and service providers .

POLICIES

Strategic and Statutory

Formally endorsed by Council, these policies:

- May be required to meet legislative compliance and may impact the community.
- These policies support Council's strategic direction and assist in the delegated decision-making of Council staff.
- Examples include:
 - Standing orders
 - PL-CS075 Grants to Community Policy
 - PL-CS018 Investment Policy
 - PL-FS010 Procurement policy
 - PL-CS013 Revenue Policy
- Available on Council's website.

Operational Policies

These are administrative in nature to address and guide operational decision-making.

Examples include:

- PL-CS053 Arts and Culture Policy
- PL-IS104 Fleet Replacement Lifecycle Policy
- PL-CS107 Public Art Policy

PROCEDURES

These documents detail Council's practices and processes that are specific and are action orientated.

A procedure describes a process that must be followed to achieve a desired outcome, as stated in the over-arching policy, and is directly linked to that document, with approval vested with Managers and Directors.

GUIDELINES

Are advisory or explanatory in nature; providing guidance on how policies and procedures might be best implemented or applied

FRAMEWORKS

Establish the basic structures for the operation of specific functions or activities

DELEGATIONS

Generally, the exercise of any Council power requires a resolution of Council itself. Given the numerous decisions which need to be made and activities which need to be undertaken daily, Council would not function if a separate resolution was required on every occasion.

Council can delegate its powers to:

- a. The Mayor
- b. The CEO
- c. A Standing committee, or a joint standing committee of the Local Government
- d. The chairperson of a standing committee, or a joint standing committee
- e. Another local government for the purposes of a joint local government activity

The local government must not delegate a power that an Act states must be exercised by a resolution of Council. An example is local government deciding, by resolution, at the local government's budget meeting for a financial year, what rates and charges are to be levied for that financial year

To streamline the decision-making process, the CEO can sub-delegate the powers (including those delegated to the CEO by Council) to an appropriately qualified Council employee where applicable.

All Queensland local governments delegate powers to the CEO, most of which the CEO will sub-delegate because:

- a. It is administratively impossible for Council and the CEO to exercise all powers
- b. It allows Councillors to concentrate on strategic issues
- c. It allows the CEO to concentrate on high-level administrative responsibilities
- d. It ensures officers are exercising powers lawfully

Council receives notification of delegation updates from LGAQ, prepared by King and Co Lawyers. Recommended updates or changes to delegations are presented to Council for consideration and adoption.

The CEO must establish a register of delegations that contains particulars as detailed in s305 of the Local Government Regulation 2012. The public may inspect the register of delegations.

Administrative Authorisations

Under the provisions of the Local Government Act 2009, the Chief Executive Officer has a number of roles including establishing and implementing goals and practices in accordance with the policies and priorities of Council and the day-to-day management of Council's affairs.

Administrative authorisations are an authorisation from the Chief Executive Officer to a Council Officer, pursuant to Section 13 of the *Local Government Act 2009*. (For example, the signing of correspondence is not a delegated power nor is it the exercise of a Statutory Authorisation. Authority to sign correspondence emanates from Section 13 of the Local Government Act 2009 and is an Administrative Authorisation from the Chief Executive Officer, i.e. carrying out such a function equates to the performance of an administrative act which will not usually impact upon legal rights.

The signing of correspondence by a Council Officer must not involve a delegation inappropriately, e.g. a person signing a letter must not purport to bind the Council to a contract unless that person occupies the Office that has the appropriate delegated power to do so.

Where Council has resolved to make, vary or discharge a contract, an officer occupying an office authorised by the Chief Executive Officer pursuant to Section 13 of the Local Government Act 2009 may execute requisitions or any other transactional or administrative requirement or documentation to make, vary or discharge the contract consistent with the resolution of Council.

GOOD GOVERNANCE RISK MANAGEMENT FRAUD AND CORRUPTION COMPLAINTS



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RISK MANAGEMENT

Effective enterprise risk management is a critical part of good corporate governance practices.

It involves considering the risk and opportunities, to the business of any action, inaction or event that has the potential to impact on achieving business objectives.

It encompasses all major risk categories such as financial, legal & governance, reputation, environment & community, WHS, business continuity, ICT, and workforce. Risks are managed in accordance with the Local Government Regulations 2012.

Council's Risk Management Framework should do the following:

- a. Describe the responsibilities that various stakeholders have in relation to the management of risk
- b. Align risk management with business objectives identified in Council's corporate and operational plans;
- c. Support reporting at a corporate level;
- d. Allow the necessary controls and policies to be implemented to deliver an appropriate approach to governance and best practice; and
- e. Embed a culture of risk management throughout Council.

RISK MANAGEMENT CONT..

Central to effectively managing enterprise risk and opportunities is the development of risk registers including corporate, operational, fraud & corruption, workplace health & safety, and project risks. Action plans and identified improvement measures should also accompany identified risks.

Council's Enterprise Risk Management Framework is currently under development.

Council's Audit and Risk Management Committee plays a critical role in the management and oversight through mentor and review of Councils' corporate and operational risks and the adoption of risk management tools.

FRAUD AND CORRUPTION PREVENTION

Fraud is a criminal offence in order to obtain a benefit, financial or otherwise, and/or to cause a loss to the Council by a councillor, employee or member of the public through deceitful or dishonest conduct.

Corrupt conduct is conduct that would, if proved, constitute a criminal offence, or a disciplinary breach that provides reasonable grounds for the termination of an employee's employment in circumstances where the person has pursuant to the *Crime and Corruption Act 2001*:

- a. Performed their duties in a dishonest way or a way which lacks impartiality;
- b. Breached the community's trust;
- c. Misused information acquired in the course of their duties; and/or
- d. Engaged in the conduct for the purposes of providing a benefit to themselves or another person or to cause a detriment to another person.

FRAUD AND CORRUPTION PREVENTION CONT..

Council has developed a Fraud and Corruption policy along with a **Fraud and Corruption Control Policy (PL-CS065)** to provide guidance on appropriately preventing, detecting and responding to matters relating to fraud and corruption control.

Any instance of Fraud and Corruption risks should be reported to the **Audit and Risk Management Committee** for transparency.

COMPLAINTS

Council recognises that complaints are a pertinent aspect of accountability, transparency, continuous improvement, and provides the opportunity to respond when expectations are not met. Council has formal processes in place for dealing with complaints.

Council has adopted a **Complaints Management Policy and Procedure (PL-CS029)**, currently under review, which includes dealing with administrative action complaints.

An administrative action complaint is made by an affected person about an administrative action of council including:

- a. A decision, or failure to make a decision, including a failure to provide a statement of reasons for a decision;
- b. An act, or failure to do an act;
- c. The formulation of a proposal or intention; and
- d. The making of a recommendation.

An administrative action complaint is distinct from a 'service complaint' expressed about the dissatisfaction made about the standard of services by Council or the actions or lack of actions by Council or its workforce.

Complaints about Council Employees

Complaints regarding alleged misconduct of Council employees are managed pursuant to **SDRC Code of Conduct Policy (PL-CS052)**

Any complaints a Councillor may have against an employee should be referred to the CEO.

Complaints regarding the CEO should be referred to the Mayor in accordance the **Complaints About a Public Official (CEO) Policy (PL-GV087)**



STRATEGIC PLANNING & REPORTING

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CORPORATE PLAN

The Corporate Plan is a legislative requirement for Local Governments. It details the strategic direction for Council over a five (5) year period.

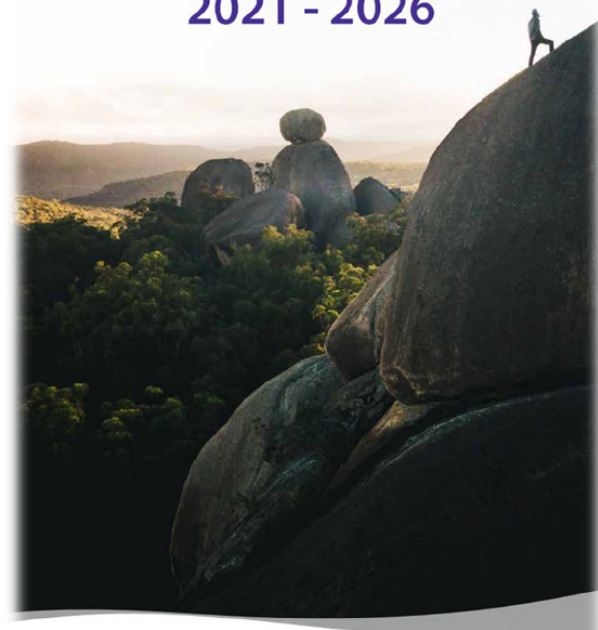
The Corporate Plan is Council's strategic planning document which guides Council in the allocation of resources and delivery of services to the community, and is the principal document from which Council's other plans (eg, the operational plan) and strategic documents (the Annual Report) are developed.

The Corporate plan is implemented annually through Council's Operational Plan and Budget, which detail specific, necessary actions and their associated costs to meet the current and future needs of the community. Council must discharge its responsibilities in a way that is consistent with its Corporate Plan.

Council reports on the implementation and performance of short and long terms goals through quarterly reporting to Council. Council also conducts statutory annual reviews of the Corporate plan performance and reports the results in the Annual Report.

The current Corporate Plan was reviewed, amended and adopted by resolution in November 2023.

Corporate Plan 2021 - 2026



INTEGRATED PLANNING AND REPORTING FRAMEWORK

The Integrated Planning and Reporting Framework (IPRF) describes the system of integrated planning that is undertaken at Southern Downs Regional Council.

The IPRF provides a process that aims to:

- Ensure community input is explicitly and reliably generated
- Assist Council in defining what they will achieve in their term of office
- Guide and assess when aspirations confront reality

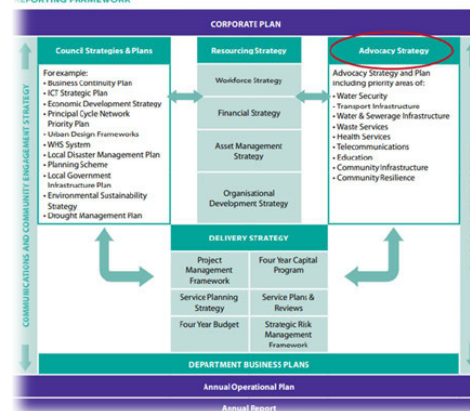
- Provide a transition from one Council term to the next
- Provide for improved integration between planning and resourcing
- Provide "line of sight" between Council's strategic and corporate documents
- Identify the resourcing required to deliver long term objectives
- Clearly convey long term financial implications and strategies
- Update long term objectives with these inputs

Provide a structured reporting framework to monitor progress and implementation.

The IPRF is premised on the basis that all Council planning should originate from a robust understanding of the community's expectations around key priorities and service levels.

It comprises a series of interrelated documents that together provide a comprehensive and evidence-based approach to community planning, whilst ensuring alignment with state and regional priorities.

Southern Downs Regional Council IPRF INTEGRATED PLANNING & REPORTING FRAMEWORK



OUR GOALS

Goals	Outcomes
Our People OUR PEOPLE live and work in diverse urban and rural communities where varied cultures are recognised and celebrated for their differences.	✓ Communities trust us to engage with them and advocate on their behalf ✓ Communities have the opportunities to grow and develop ✓ Communities are active, healthy and celebrate cultural diversity
Our Places OUR PLACES serve the needs of our people, providing attractive environments for living, working, playing and staying. OUR PLACES are accessible, protected, fit for purpose, safe and sustainable.	✓ Public places and open spaces are safe and well maintained ✓ Public places, services and facilities are accessible, sustainable and cost effective ✓ Healthy, resilient and sustainable natural and agricultural environments
Our Prosperity OUR PROSPERITY is supported by a constructive inter-relationship of public infrastructure and private investment, to facilitate sustainability and growth of the local economy.	✓ Population growth is maximised within the parameters of maintaining our locality's unique character and provision of infrastructure ✓ Existing businesses thrive and grow ✓ The Southern Downs is a destination of choice for business and visitors
Our Performance OUR PERFORMANCE is driven by our values and approach to innovation and improvement. It will be reflected through ethical decision making and good governance.	✓ Our customers want to do business with us ✓ Our people return home safely ✓ Our people are proud to work for Council ✓ Council has embedded risk management, good governance, transparency and accountability into what we do ✓ We have genuine and effective partnerships ✓ Our leaders are authentic

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OPERATIONAL PLAN

The Operational Plan details the operational direction for Council over a 12-month period. The Plan identifies the programs, activities and targets that Council wishes to achieve within a specific financial year. The Operational Plan is linked to the Corporate Plan, indicating the implantation of the Corporate Plan's goals and strategies and reporting on Council over the 12-month period.

The CEO must present a written assessment of the local government's progress towards implementation of the Operational Plan at Ordinary Council meetings on a quarterly basis.

ANNUAL REPORT

In accordance with section 182 of the Local Government Regulation 2012 council is required to prepare and adopt an Annual Report which provides a comprehensive report on Council's activities and financial performance for the financial year.

Council must adopt its Annual Report within one month after the day the Auditor General signs off the financial statements. Mandatory contents that must be included for public information include financial statements, administrative action complaints and expenditure on grants to community organisations.

GRANTS AND SUBSIDIES

Maximising grant funding and subsidies is integral to ensuring sustainable financial management of Council. Grants are one of the effective ways for Council can extend the financial capacity to conduct activities and services; and to develop and maintain Council & community infrastructure, beyond rate revenue.

Council invests in cross-sector partnerships to deliver infrastructure, assets, activities and services for the betterment of the community, recognising the needs to strategically invest in accordance with financial and community expectations.

Projects that have been assessed as suitable for funding must align with the strategic direction of Council, in accordance with the Corporate Plan, Operational Plan and annual Budget allocations.



PLANNING SCHEME & LOCAL LAWS

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PLANNING SCHEME

A planning scheme is prepared by a local government in accordance with the Planning Act 2016, to establish planning policy for the local government's area.

Planning schemes describe preferred land uses, growth areas and development standards. It articulates the community's aspirations, within parameters dictated by the State.

Specifically, the planning scheme:

1. Identifies the strategic direction sought for the local government area as a whole and for particular localities;
2. Allocates land for different uses, including residential growth areas, having regard to a range of considerations;
3. Coordinates and integrates infrastructure and land use planning and indicates the location of existing and proposed community infrastructure;
4. Identifies area or places which constrain the use of land due to environmental value, resource value or adverse effects on development;
5. Identifies the kind of development which requires approval (assessable development) or which can be undertaken without approval if certain requirements are met (self-assessable development);
6. Specifies the development standards or criteria for assessing the suitability of a development proposal.

DEVELOPMENT ASSESSMENT

Development applications commonly relate to building work, subdivision or changing land uses. Development applications are assessed against Council's Planning Scheme.

Accepted Development

A development for which a development approval is *not* required.

Assessable Development

A development for which a development approval is required. This development cannot occur without a preliminary approval or development permit, or combination of both.

Prohibited Development

Development which cannot occur. Carrying out prohibited development has a maximum penalty of \$696 600 (4500 penalty units as at 11/01/2024)

LOCAL LAWS

Queensland local governments may make and enforce any local law that is necessary or convenient for the good rule and local government of its local government area.

Local laws are statutory instruments made by local governments regulating a broad range of matters within the local government area.

Local laws that can be made and enforced include:

Local Law – a law made by a local government to meet the specific needs of its community.

Interim Local Law – a law that has effect for 6 months or less.

Subordinate Local Law – a law that is made under a power contained in a local law and provides for the detailed implementation of the broader principles contained in the local law.

Model Local Law – a law approved by the Minister of Local Government as suitable for local governments if required.

LOCAL LAWS CONT..

Councils are prohibited from making local laws that:


1. Set penalties of more than 850 penalty units (\$131 580)
2. Purport to stop the local law being amended or repealed in the future
3. Regulate prescribed items including network connections and development processes
4. Contain anti-competitive provisions
5. Are inconsistent with State legislation

Subject to specific legislation requirements, local governments must:

1. Draft local laws in accordance with the guidelines issued by Parliamentary Counsel
2. Complete State interest checks
3. Pass a resolution to make a local law
4. Notify the public by publishing a notice in the gazette on Council's website
5. Maintain a local law register and make it available for public inspection at its public office.

11.10 Disposal of freehold land - Moffatt Street Maryvale, Lot 612 on ML2301

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Land Management Consultant	ECM Function No/s: 3806960

Recommendation

THAT Council

1. Appoint Ray White, Warwick to sell land located at Moffatt Street, Maryvale and described as Lot 612 on ML2301;
2. Delegate to the Chief Executive Officer the power to accept and negotiate a reasonable sale price based on current market appraisal; and
3. Authorise the Chief Executive Officer to finalise the sale and Titles Queensland land transfer documents.

REPORT

Background

At Council's Ordinary Meeting Wednesday 19 April 2024, Council resolved not to accept a tender for Lot 612 on ML2301, Moffatt Street, Maryvale and instead list the land for sale with a local real estate agent.

Report

Proposals were requested from four (4) local real estate agents, with a summary of proposals presented as a Confidential Attachment.

Conclusion/Summary

Following consideration of real estate submissions, Council is requested to appoint a real estate agent and decide to sell the land.

FINANCIAL IMPLICATIONS

Council seeks to obtain the best possible price for land sales with a view to accepting the most advantageous price offered. It should be noted that the real estate market appraisals don't include GST. When calculating Council's sale price, GST is added given Council is registered for GST and it is added to the sale price, thus inflating the market appraisals when compared to a private individual may by land.

RISK AND OPPORTUNITY

Risk

Minimal risks exist with the decision as it meets legislative requirements and responds to Council's expectation to obtain value for money.

Opportunity

Opportunities exist to sell a vacant allotment which will remove it from Council's asset register and generate annual rating income.

COMMUNITY ENGAGEMENT

Internal Consultation

No internal consultation has occurred with this matter.

External Consultation

External consultation occurred through a request for proposals from local real estate agents.

LEGAL / POLICY

Legislation / Local Law

Local Government Regulation 2012

Corporate Plan

Goal 3 Our Prosperity

Outcome: 3.1 Population growth is maximised 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 a Job Creation Strategy to attract a diverse range of new residents to the region.

Policy / Strategy


SDRC Procurement Policy – PL-FS010

ATTACHMENTS

1. Real Estate Proposals (Confidential - Provided to Councillors only)

11.11 Application for Agreement to Occupy - Grazing on Drainage Reserve - Lot 13 on SP169354

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Land Management Consultant	ECM Function No/s: 3823369

Recommendation

THAT Council:

1. Apply an exception to the disposal of a valuable non-current asset other than by tender or auction for land located at Yangan Road, Warwick and described as Lot 13 on SP169354 pursuant to section 236(2) of the *Local Government Regulation 2012*;
2. Approve the disposal of the land to the adjoining landowner, for grazing, pursuant to section 236(1)(c)(iv) of the *Local Government Regulation 2012*;
3. Authorise the Chief Executive Officer to finalise negotiations with the landowner including execution of an agreement to occupy the land.

REPORT

Background

Council has received a request from an adjoining landowner applying to occupy a drainage reserve located at Yangan Road, Warwick (refer attached Site Plan). A summary of the land is as follows:

RPD:	Lot 13 on SP169354
Address:	Yangan Road, Warwick
Tenure:	Drainage Reserve – SDRC Trustee
Area:	6,100m ²
Proposed Fee:	\$250.00 per annum

The land is a Parks and Gardens Reserve and primarily forms part of an open drainage channel for land further north of the site. The Reserve is currently not required to cater for future land development to the north and north-east of the site. In the future, the Reserve may be required to deal with stormwater, as part of further residential development, however, currently it serves minimal purpose, other than overland flows from upstream.

Report

The applicant seeks to keep the land neat and tidy by using it for grazing, together with maintaining it free of pests and weeds. Fencing improvements will be completed, including replacing the star pickets and barb wire fence with split posts and plain wire.

An internal assessment of the application has been completed, with various comments being provided that assist Council in deciding whether to approve or not approve the request:

- Infrastructure Services offer no objection to the request and support the land being utilised by an adjoining owner;

- Planning Services offer no objection to the request, being on a temporary basis and ensuring that if the need arises, the use can change and cater for future drainage requirements, should they arise;
- Parks and Operations support the request and understand the benefit in allowing grazing over the land given Council will not be required to carry-out maintenance.

Pursuant to section 236 of the *Local Government Regulation 2012*, Council has the ability to dispose of land without holding an auction or calling tenders in certain defined circumstances. A summary of the legislation and supporting circumstances are as follows:

Legislation	Supporting circumstances
236 Exceptions for valuable non-current asset contracts (1) Subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or auction if— (c) the land is disposed of to a person who owns adjoining land if—	<i>The adjoining landowner seeks to occupy the land.</i>
(A) the land is not suitable to be offered for disposal by tender or auction for a particular reason, including, for example, the size of the land or the existence of particular infrastructure on the land; and	<i>The physical nature of the allotment, being a drainage reserve, flood prone and incapable of alternative use, is best occupied by the adjoining landowner.</i>
(B) there is not another person who owns other adjoining land who wishes to acquire the land; and	<i>The other adjoining landowner has written to Council and supports the request, preferring not to have access the land.</i>
(C) it is in the public interest to dispose of the land without a tender or auction; and	<i>Disposal is in the public interest given the land cannot be developed, is subject to flooding and future use will depend on residential development to the north of the land. Occupancy is only temporary and subject to change, should the need arise.</i>
(D) the disposal is otherwise in accordance with sound contracting principles.	<i>Compliance with sound contracting principles is achieved through the unique circumstances of this matter and subsequent decision-making process and the recommendation achieves the most advantageous result for Council.</i>
Subsections (2) to (4) as follows:	
(2) An exception mentioned in subsection (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.	<i>Council is required to decide by resolution before the disposal.</i>
(3) A local government may only dispose of land or an interest in land under this section if the consideration for the disposal would be equal to, or more than, the	<i>There is no consideration or rent for the land in lieu of ongoing maintenance of the land.</i>

Legislation	Supporting circumstances
market value of the land or the interest in land, including the market value of any improvements on the land.	
(4) However, subsection (3) does not apply if the land or interest in land is disposed of under subsection (1)(b), (1)(c)(ii) or (1)(f).	<i>Not applicable.</i>
(5) For subsection (3), a written report about the market value of land or an interest in land from a valuer registered under the <i>Valuers Registration Act 1992</i> who is not an employee of the local government is evidence of the market value of the land or the interest in land.	<i>No grazing fees payable to offset maintenance costs for landowner.</i>

Conclusion/Summary

Council is now requested to consider approving the request to the adjoining landowner, based on the supporting circumstances together with Council meeting legislative compliance with the exceptions to dispose of such land.

FINANCIAL IMPLICATIONS

There are no financial implications of this decision as the land is currently unused and subject to ongoing maintenance by Council. To offset the maintenance costs incurred by the adjoining landowner, it is recommended an annual fee of \$250.00 pursuant to Council's Tenure Policy PL-RP001.

RISK AND OPPORTUNITY

Risk

Minimal risks with this decision as it meets legislative requirements and assists Council in reducing maintenance costs.

Opportunity

An appropriate use is established on the land that is consistent with activities in the area and improves the general appearance of the land.

COMMUNITY ENGAGEMENT

Internal Consultation

Internal consultation with relevant Council officers.

External Consultation

External consultation has occurred with the adjoining landowner.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Local Government Regulation 2012

Corporate Plan

Goal 2 Our Places

Outcome: 2.1 Public places and open spaces are safe, well maintained and liveable.

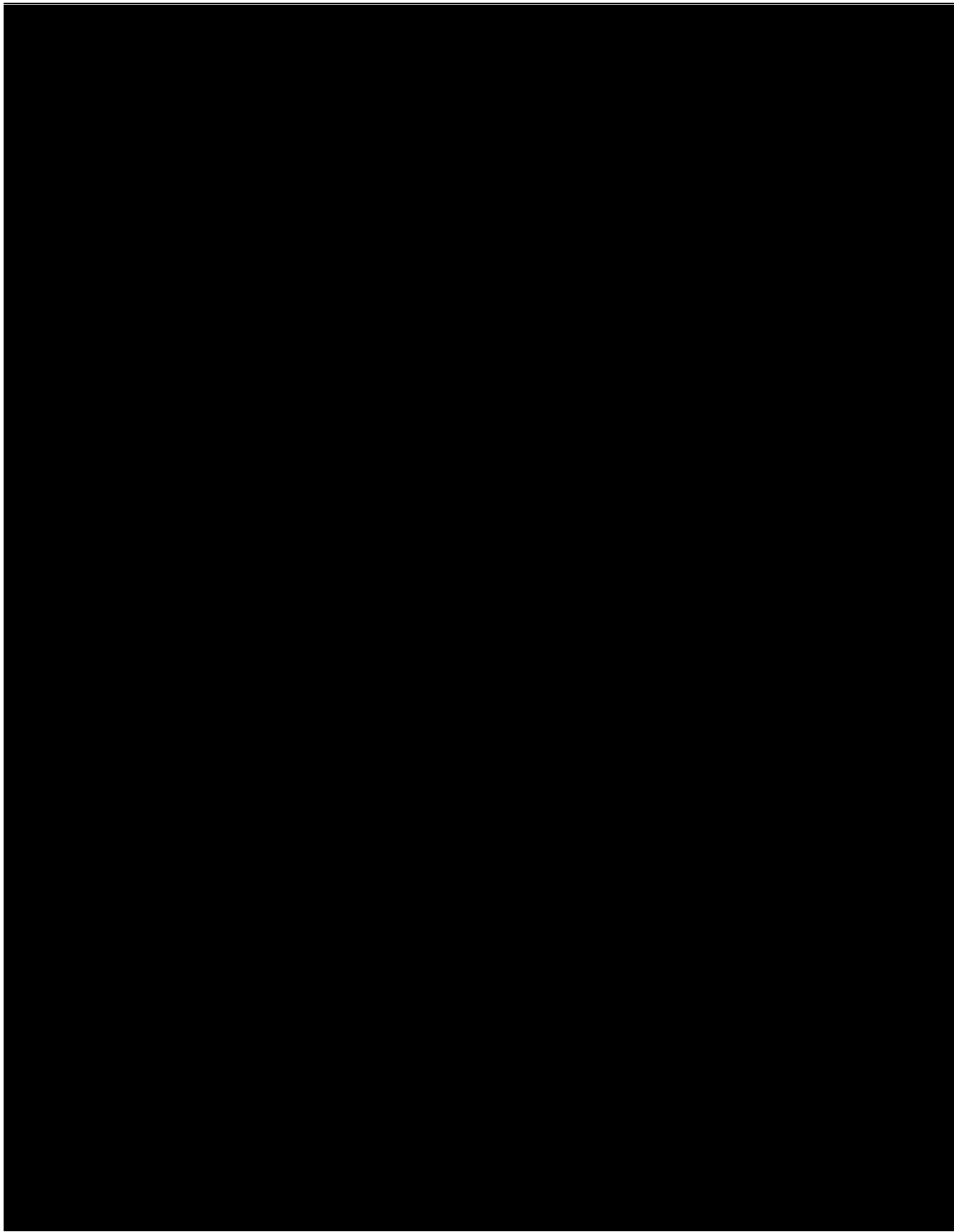
Objective: 2.1.3 Advocate for, develop and implement environmental strategies that protect and enhance living assets in urban, rural, natural and agricultural landscapes.



Policy / Strategy

Council's Tenure Policy PL-RP001.

ATTACHMENTS


1. Site Plan [↓](#)



 Southern Downs REGIONAL COUNCIL	Disclaimer: Southern Downs Regional Council does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that SDRC shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.	Scale (A4): 1:1512 Projection: GDA2020 / MGA zone 56	
	Based on or contains data provided by the Department of Resources Queensland 2024 which gives no warranty in relation to the data (including accuracy, reliability, completeness or suitability) and accepts no liability (including without limitation, liability in negligence) for any loss, damage or costs (including consequential damage) relating to any use of the data.	Printed by: Mark Watt Date: 4/06/2024	

11.12 Application for a Permit to Occupy - Sandy Creek Reserve on land at Sandy Creek Road, Leslie - Lot 646 on M341254

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Land Management Consultant	ECM Function No/s: 3777978

Recommendation

THAT Council, pursuant to section 177A of the *Land Act 1994*, not endorse a request for an application for a permit to occupy over the Sandy Creek Reserve located at Sandy Creek Road and described as Lot 646 on M341254, for the reason of maintaining public/community access.

REPORT

Background

Council has received a request from a landowner seeking comments on an application to the Department of Resources for a permit to occupy over the Sandy Creek Reserve, located at Sandy Creek Road, Leslie (refer attached Site Plan).

A summary of the Sandy Creek Reserve (or Leslie Reserve) is as follows:

RPD: Lot 646 on M341254
Address: Sandy Creek Road, Leslie
Tenure: Reserve for Camping and Water
Area: 21.85 Hectares
Trustee: Southern Downs Regional Council

Sandy Creek Reserve is a Camping and Water Reserve located at the junction of the Condamine River and Sandy Creek, approximately 11.2km from the Warwick CBD. It was once part of the Stock Route network, however, it is no longer active (refer attached Stock Route Map). Historically, travelling stock on foot would use the reserve for an overnight stock camp and watering as they traversed the stock route.

The applicant owns all adjacent land to the Reserve and is required to obtain agreement from the Trustee prior to being granted tenure. The applicant seeks to obtain tenure over the reserve for grazing purposes and to carry-out improvements such as fencing and control of feral animals and weeds. This includes moving stock between paddocks and installing fencing to prevent stock wandering onto the reserve. The applicant refers to various nuisances caused by public activities on the reserve, such as lighting fires, four-wheel driving, littering, alcohol and drug consumption. The applicant seeks to carry-out improvements on the land to control pests and weeds and to minimise fire risks.

Report

An internal assessment of the application has been completed, with various comments being provided that assist Council in deciding whether to support or not support the application:-

- Environmental Services advise that there are no issues with the application, assuming that applicable conditions apply to the land such as the requirements of the *Vegetation Management Act 1999* and *Nature Conservation Act 1992*. The Reserve is 80% remnant vegetation consisting of ironbark on the higher slopes and blue gum along the creek. Harvesting such timber is not considered appropriate, unless conditioned.
- Infrastructure Services indicate that if the land is to be used for grazing, the Reserve must be fenced to prevent stock wandering on the road. Further, the Reserve is recognized as being fully accessible to the public for recreational purposes, including access to the Condamine River and Sandy Creek.
- Planning and Development indicate that the Reserve is within the Rural zone and no concerns arise from a planning and development perspective if occupancy is for grazing and moving stock. The reserve does provide public access to Sandy Creek and at times was used for camping, so this may need to be considered.
- Sustainability and Strategy have concerns with the application given the land appears to be used for camping. It is also identified that the land is not necessarily suitable for grazing given the existence of remnant vegetation and limited open grazing areas.
- Water Services and Parks and Operations have no concerns with the application.

Camping and public access to Reserve

Historically, Sandy Creek Reserve has been available to the public, given its status as a Camping and Water Reserve. Despite being accessible to the public, the reserve is not approved for camping under *Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2011*. The following is understood to describe current activities on the reserve:

- No facilities or amenities on site;
- Minimal maintenance conducted on the reserve, which is overgrown;
- Camping occurs infrequently, perhaps once a month & depending on flows in the river;
- Fishing at the junction of the river and creek (infrequent but generally after rainfall);
- Four-wheel driving, especially after rain;
- Litter and dumping of mattresses, small parts and rubbish, which is cleaned up by Council.

The above activities are not accurately monitored or regulated, thus creating a risk exposure to Council. Public risk as a result of these activities would require further investigation with Council's insurer, with formal advice being provided to Council, such as the need for a risk assessment. Currently, the reserve is managed by Council, involving pest and weed control and removal of rubbish. Agreeing to a permit to occupy would relieve Council of land management responsibility, however, there is not a significant use of Council resources for this role (refer attached photos).

The applicant has undertaken front boundary fencing along the road to prevent stock wandering onto the Reserve when moving stock between separate paddocks within the neighbouring property. Side boundary fencing is also in place, which is presumed to have been installed some time ago by the neighbouring landowner.

Public Consultation

Council may consider the need for public consultation prior to deciding on its preferred use. However, the decision to approve a permit to occupy sits with the Department of Resources and

Council is simply being consulted as Trustee of the land. The Department may not have regard to the results of public consultation, and may decide to approve regardless of the outcomes. If Council seeks to support a permit to occupy, a request to allow public access may be added as a condition of the permit. Periodic grazing on the Reserve may be an option to allow ongoing public access.

Options – Advantages & Disadvantages

A summary of the options for Council together with advantages and disadvantages is presented below:

<i>Endorse the request</i>	
<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Permit to occupy issued by the State • Reserve maintained & utilized by adjacent landowner • No involvement or further maintenance of reserve by Council • Negates Council's risk of legal liability from public access (ie. fires, camping and 4WD activities) 	<ul style="list-style-type: none"> • Reserve closed to the public • No revenue for Council • No public consultation

<i>Not Endorse the request</i>	
<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Reserve remains open to the public • No requirement for public consultation 	<ul style="list-style-type: none"> • Council retains responsibility for maintaining reserve • No revenue for Council • Retains Council's risk of legal liability from public access (ie. fires, camping and 4WD activities) • No guarantee the State Government will approve/not approve the permit to occupy.

<i>Council enter into Trustee Lease with landowner</i>	
<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> • Revenue for Council • Negates Council's risk of legal liability from public access (ie. fires, camping and 4WD activities) 	<ul style="list-style-type: none"> • State Government may not support this option • Council responsible for ongoing management of trustee lease • Reserve closed to the public • Requires exception to tendering provisions to enter into contract for valuable non-current asset (Land)

Conclusion/Summary

After presentation of the above options, together with the advantages and disadvantages of those options, Council is now requested to consider the recommendation which is presented on the basis of allowing ongoing public and community access to the Reserve.

FINANCIAL IMPLICATIONS

If Council endorses the request for a permit to occupy issued by the State, no revenue is received.

However, if Council was to enter into a Trustee Lease, revenue is generated and the amount may need to be assessed by a land valuer. For example, the following options apply:

- Commercial grazing lease (rate per hectare) via Public tender
- Agistment (Rate per head per week)
- Rates of other similar leased land (tendered rates for grazing lease)

It is unlikely that the adjoining landowner will be prepared to pay commercial rates, therefore, revenue for Council is not expected to be significant. Depending on the stocking rate and valuation methods used, revenue would be minimal.

RISK AND OPPORTUNITY

Risk

Depending on Council's risk tolerance, and its decision to support or not support the request, the risk of negative public feedback is relevant. There is a likelihood of public reaction to limiting ongoing access and the consequences may need to be considered.

The consequences of limiting access to an already public accessible reserve may cause damage to council's reputation, measured as 'Minor' as a consequence rating. That is, adverse publicity in local/state press. Letters to the Editor, with follow-up comments from the readership or interested parties.

Opportunity

Council promotes public access to reserve land which has been in place for a number of years.

COMMUNITY ENGAGEMENT

Internal Consultation

Internal consultation has been undertaken to assess the application.

External Consultation

Council has undertaken discussions with the Department of Resources and the applicant. No external public consultation has occurred, given Council is being asked for its views on the application. The power to issue a permit rests with the Chief executive, Department of Resources.

LEGAL / POLICY

Legislation / Local Law

Land Act 1994 - Pursuant to section 177A, a person may apply for a permit to occupy over a reserve. Before applying, a person must give notice of the application to the registered Trustee of the reserve, which in this case is the Southern Downs Regional Council. Pursuant to section 177 the Chief executive may issue a permit over a reserve, subject to consulting with the Trustee. The Chief executive is the person with powers under the *Land Act 1994*.

Corporate Plan

Goal 2 Our Places

Outcome: 2.1 Public places and open spaces are safe, well maintained and liveable.

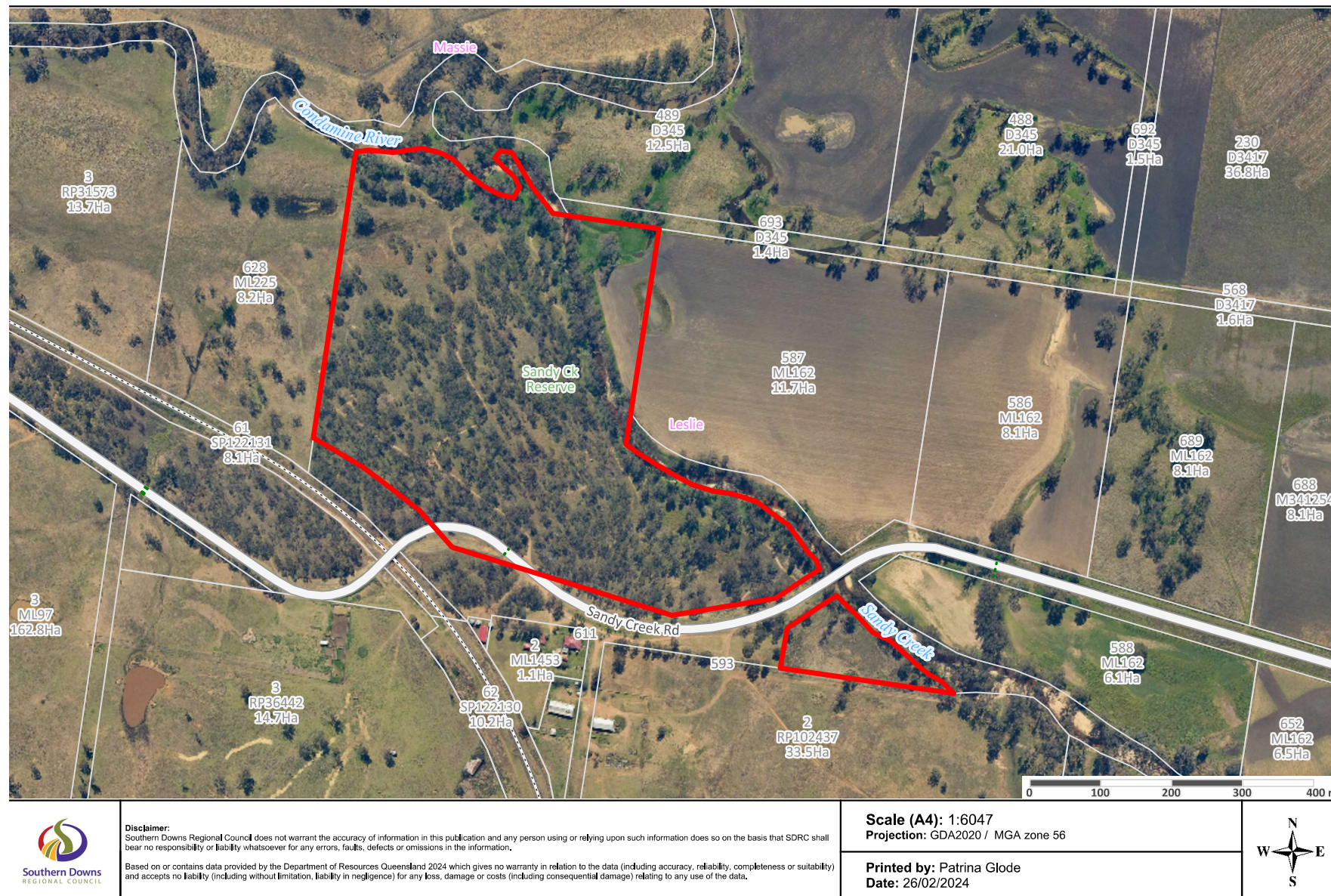
Objective: 2.1.3 Advocate for, develop and implement environmental strategies that protect and enhance living assets in urban, rural, natural and agricultural landscapes.

Policy / Strategy

Tenure Policy – PL-RP001

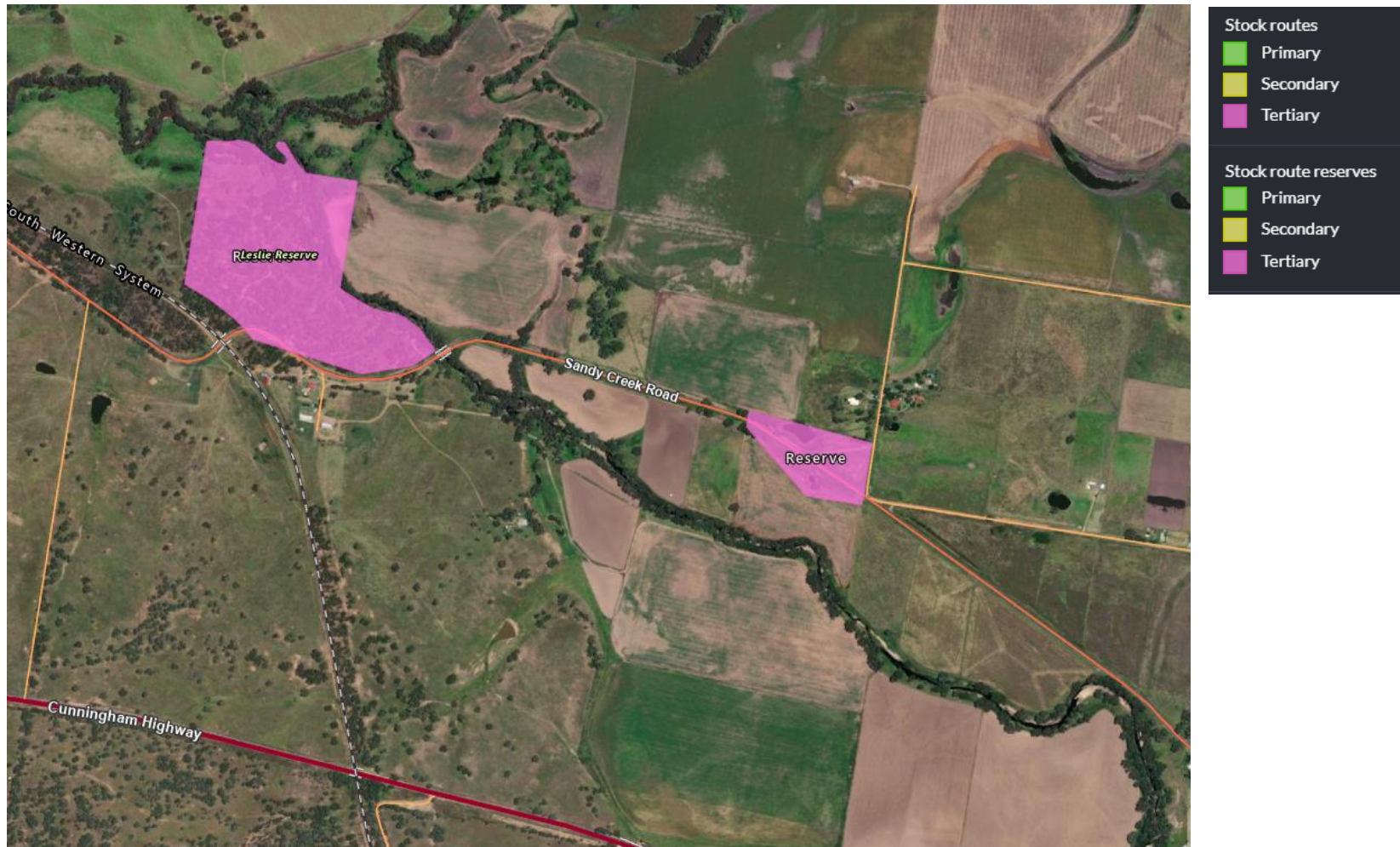
ATTACHMENTS

1. Site Plan[↓](#)
2. Stock Route Map[↓](#)
3. Site Inspection Photos[↓](#)





Stock Routes



Site Inspection Sandy Creek Reserve



Site Inspection Sandy Creek Reserve



Site Inspection Sandy Creek Reserve




Site Inspection Sandy Creek Reserve



11.132025 Show Holidays

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Governance Officer	ECM Function No/s:

Recommendation

THAT Council nominate the following shows to the Office of Industrial Relations for Ministerial approval and gazettal under the *Holidays Act 1983*:-

- | | |
|---------------------------|---------------------------------------|
| 1. Stanthorpe Annual Show | Friday 31 st January 2025 |
| 2. Allora Annual Show | Friday 7 February 2025 |
| 3. Killarney Annual Show | Friday 21 st February 2025 |
| 4. Warwick Annual Show | Friday 21 st March 2025 |

REPORT

Background

The Holiday's Act 1983 provides for the granting and observance of special holidays which includes show days. Each year local governments are invited to request special and show holidays for the following year.

Report

Council has received correspondence from the Office of Industrial Relations seeking the nomination of special and show holidays for 2025 in line with the requirements of the *Holidays Act 1983*. Ministerial approval and gazettal arrangements for the special holidays remain unchanged and notification of the appointment of the holidays will be published in the Queensland Government Gazette.

Information has been obtained from the relevant show societies concerning their preferred show dates and suggested show holidays for the region in 2025, these being:

- | | |
|----------------------------------|---------------------------------------|
| • Stanthorpe Annual Show Holiday | Friday 31 st January 2025 |
| • Allora Annual Show Holiday | Friday 7 February 2025 |
| • Killarney Annual Show Holiday | Friday 21 st February 2025 |
| • Warwick Annual Show Holiday | Friday 21 st March 2025 |

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

The relevant Show Societies and Qld Agricultural Shows Society were consulted regarding the proposed 2025 show holiday dates for their respective areas.

LEGAL / POLICY

Legislation / Local Law

Holidays Act 1983

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.

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

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

Policy / Strategy


Nil

ATTACHMENTS

Nil

11.14 Warwick Saleyards Options

Document Information

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

Recommendation

THAT Council:

1. Receive and note this report and the attached document – “Warwick Saleyards Requested Capital Changes”; and
2. Endorse the Officers Recommendation for each item in the attached “Warwick Saleyards Requested Capital Changes”; and
3. Include in the 2023/24 budget additional capital funding of \$488,700 for the approval of the user requests as detailed in items 4, 12 and 13 in the attached “Warwick Saleyards Requested Capital Changes”; and
4. Given time and cost considerations and the basis that the value of works is less than 10% of the contract sum, authorise the Chief Executive Office to approve relevant variations to the incumbent contractor ICM Constructions Qld Pty Ltd to undertake the approved works as detailed in items 4, 12 and 13 in the attached “Warwick Saleyards Requested Capital Changes”.

REPORT

Background

In March 2022, Council received \$4.5M in grant funds from the Black Summer Bushfire program, for redevelopment of the Warwick Saleyards. This funding was supported by \$3M of Council capital funds, to deliver Stage 1 and 2 of the upgrade.

In November 2023, Council resolved to move forward with the reconstruction of part of the Saleyards, with significant parts of the original design being removed from the contract to meet the available budget of \$7.5M. Descoped works included: Earthworks, retaining walls, roof over selling pens, raised buyer walkways, some catwalks removed, major electrical upgrade, roads & carparking.

Work commenced onsite in December 2023 and Stage 1 reached practical completion 31 May 2024, with Stage 2 of the works now underway and due for completion in July 2024.

Report

During the construction period approximately \$1M in variations have been approved which enhanced or modified the original contracted scope. These included structurally designed support posts for a future roof over the selling pens, an additional double ramp, troughs with cement bases,

block retaining walls and other more minor scope changes. All significant scope variations have been included as requested by either the Warwick Livestock Selling Agents Association or Council.

During the construction period the Warwick Livestock Selling Agents Association Pty Ltd submitted a letter requesting previously 'descoped' items as resolved by Council in November 2023 be constructed. A copy of this letter is provided as **Attachment 2**. These requests were further discussed at a meeting held on 07 June 2024 between the Mayor, Cr Pidgeon, the CEO and Selling Agent representatives.

Together with future stage issues identified by staff, the letter, and each item contained therein, was discussed in detail at a Council Information Session (CIS) on 12 June 2024.

Attachment 1 includes details for each item discussed at the CIS together with the Officer's recommendations based on those discussions with Councillors.

A summary of the items and the Officer's recommendations is provided in the following table.

Request No.	Request Description	Estimated Cost	Officer's Recommendation
1	Raised buyer laneways accessed from the ground only	\$830,000	Do not approve these as working off the ground complies with the Building codes and also allows for DDA compliance. Many yards work off the ground already (Gunnedah, Inverell, Dubbo, Dalby, Roma, Blackall). Monitor - Council will continue to assess the need for this work which would need to be funded from external sources. Access to catwalks by buyers will allow cattle to be viewed from above as an alternate arrangement.
2	Raised buyer laneways accessed from the catwalks	\$991,900	
3	Full new steel roof over Stage 1 selling pens inc QFES regulated fire system	\$4,500,000	Do not approve - the price is likely to be higher and it does not meet regulatory needs or the project benefits. Monitor - Council will continue to assess the need for this structure which would need to be funded from external sources.
4	Split 120 new selling pens in half with gate and add 120 new troughs	\$264,000	Approve - on the basis that the western pens are closed for safety and animal welfare purposes. Work to be done as a variation to the current contract.
5	Supply new chains to all gates (second chain)	\$13,783	Approve - but have this work done where required to manage location specific safety issues. Works to be undertaken by the yard staff as OPX and not the Head Contractor.
6	Provide new catwalk to middle cattle lane including structural upgrade	\$251,000	Do not approve - does not align to project goals. Value is debated on site amongst users. Not considered a high priority for Council funds.
7	Bump Blocks to Loading ramps (4)	\$-	Not Applicable
8	New gates to laneway off scale house	\$-	Not Applicable
9	Ratchet pins falling out	\$-	Not Applicable
10	Shielding to McEvoy Street	\$60,000	Do not approve - reduces natural air flow and suggests there is something to hide.

Request No.	Request Description	Estimated Cost	Officer's Recommendation
11	Manufacture 'cages' over the fully exposed water troughs	\$9,400	Approve - but have this work done by the yard staff as OPX not the Head Contractor
12	Gate swing adjustments	\$7,700	Approve - Work to be done as a variation to current contract under the direction of the Yard Supervisor.
13	Adjustments to stage 2 plan	\$217,000	Approve pending feedback from Agents as a variation to the Head Contract
14	Supply and install Saleyards office admin building	\$200,000	Defer and monitor
15	Gravel old selling pens	\$150,000	Approve in part - First 4 lanes of old selling pens to be allocated for bull selling pens and to be re-gravelled given this permanent use. To be funded through OPEX

Conclusion/Summary

This report seeks Council adoption of the Officer's recommendations for each item within the attached "Warwick Saleyards Requested Capital Changes" document and as summarised in the above table.

FINANCIAL IMPLICATIONS

An immediate capital allocation of \$488,700 is required to allow the completion of the works described above by ICM Constructions Qld Pty Ltd prior to demobilising from site, resulting in significant cost savings to Council.

RISK AND OPPORTUNITY

Risk

By not approving the additional capital works and associated budget for the items outlined immediately, there is a risk associated with price increases to materials and construction if works are delayed.

Reputationally, there is also a risk by Council not considering the improvements the works would bring to users of the Saleyards.

Opportunity

There is opportunity to address some of the fundamental issues users of the Saleyards have identified.

COMMUNITY ENGAGEMENT

Internal Consultation

Director Customer and Organisational Services, Manager Corporate Services, Manager Sustainability and Strategy and Project Management Officer.

Elected Members

External Consultation

Warwick Livestock Selling Agents Association Pty Ltd

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Corporate Plan

Goal 4 Our Performance

Outcome: 4.1 Our customers want to do business with us.

Objective: 4.1.2 Embed a culture of continuous improvement focusing on creating value through innovation and technological advancement, reducing waste and improving efficiency.

Goal 2 Our Places

Outcome: 2.2 Public places, services and facilities are accessible, sustainable and cost effective.

Objective: 2.2.1 Facilitate and plan for safe, accessible and affordable infrastructure, housing, health and communication services for the community, visitors and industry.

ATTACHMENTS

1. Warwick Saleyards Requested Capital Changes[↓](#)
2. Warwick Livestock Selling Agents Association Pty Ltd letter 31 May 2024[↓](#)

Item 11.14 Warwick Saleyards Options
Attachment 1: Warwick Saleyards Requested Capital Changes

Request Origin	Funded	item raised	Site closure	Welfare Benefit	WHS benefit	Cost of work	Notes	Officer's Recommendation
	Stages 3/4							
Internal	Stage 4	Concrete aprons to loading ramps - east	No	✓	✓	\$ 125,000.00	Proposed in 2024/2025 budget, Creates maintenance free level pad for trucks rear tyres to provide better alignment with ramps	Endorse and Proceed as part of the 2024/25 capital budget
Internal	Stage 4	Demolish 2 yards for new gravel carpark	No	✗	✓	\$ 100,000.00	Proposed in 2024/2025 budget - Provides designated carpark for light vehicles allowing safe access to entry, offices and canteen	Endorse and Proceed as part of the 2024/25 capital budget
Internal	Stage 4	Regrade eastern Hardstand & gravel - East	No	✗	✓	\$ 675,000.00	Proposed in 2024/2025 budget. Improves truck access to ramps, drainage etc	Endorse and Proceed as part of the 2024/25 capital budget
Staging	Stage 3	Sheep Yards - Soft shade to fat lamb selling pens, NLS scanning equipment, new 6x3 office, Light pole	No	✓	✗	\$ 300,000.00	Proposed in 2024/2025 budget	Endorse and Proceed as part of the 2024/25 capital budget
						\$ 1,200,000.00	Pending Approval	

Additional Infrastructure requested by Stakeholders

Request No.	Current Request Status	Request Description	Site Closure required?				Notes	Officer's Recommendation
1	Not funded	Raised buyer laneways accessed from the ground only	yes (5 weeks)	✗	✗	\$ 830,000.00	Can be built but will only be accessible by workers - not the public due to Disability Discrimination Act requirements	Do not approve these as working off the ground complies with the Building codes and also allows for DDA compliance.
2	Not funded	Raised buyer laneways accessed from the catwalks	yes (7 weeks)	✗	✓	\$ 991,900.00	Can be built but will only be accessible by workers - not the public due to Disability Discrimination Act requirements	Many yards work off the ground already (Gunnedah, Inverell, Dubbo, Dalby, Roma, blackall). Monitor - Council will continue to assess the need for this work which would need to be funded from external sources. Access to catwalks by buyers will allow cattle to be viewed from above as an alternate arrangement.
3	Not funded	Full new steel roof over Stage 1 selling pens inc QFES regulated fire system	yes (12 weeks)	✗	✗	\$ 4,500,000.00	Estimate only and will be subject to final engineering design and costing - must include fire system as per QFES	Do not approve - the price is likely to be higher and it does not meet regulatory needs or the project benefits. Monitor - Council will continue to assess the need for this structure which would need to be funded from external sources.
4	Not funded	Split 120 new selling pens in half with gate and add 120 new troughs	yes (2 weeks)	✗	✗	\$ 264,000.00	Splits 120 selling pens in half. Includes 120 gates, troughs and chains	Approve - on the basis that the western pens are closed for safety and animal welfare purposes. Work to be done as a variation to the current contract.
5	Not funded	Supply new chains to all gates (second chain)	No	✗	✓	\$ 13,783.00	Proposed to be done by Council staff to save capital (variation was \$25.06 per chain x 500)	Approve - but have this work done where required to manage location specific safety issues. Works to be undertaken by the yard staff as OPX and not the Head Contractor.
6	Not funded	Provide new catwalk to middle cattle lane including structural upgrade	Yes (3 weeks)	✗	✗	\$ 251,000.00	The builder has confirmed it will be cheaper to build a new catwalk and has to include upgrading of the structure + new catwalk - no sprinklers.	Do not approve - does not align to project goals. Value is debated on site amongst users. Not considered a high priority for Council funds.
7	in contract	Bump Blocks to Loading ramps (4)	n/a	incomplete		\$ -	already on defects list and being managed by Dan Roach	Not Applicable
8	Defect	New gates to laneway off scale house	n/a	defect		\$ -	New gates being installed as a defect - checked off with Dan Roach	Not Applicable
9	Defect	Ratchet pins falling out	n/a	defect		\$ -	already on defects list and being managed by Dan Roach	Not Applicable
10	Not funded	Shielding to McEvoy Street	No	✗	✗	\$ 60,000.00	Will impact animal welfare negatively and is not supported by Agents Association.	Do not approve - reduces natural air flow and suggests there is something to hide.
11	Not funded	Manufacture 'cages' over the fully exposed water troughs	No	✓	✗	\$ 9,400.00	Steel cages over 4 fully exposed water troughs - could be done internally to save money	Approve - but have this work done by the yard staff as OPX not the Head Contractor
12	Not funded	Gate swing adjustments	No	✓	✗	\$ 7,700.00	2 days of gate adjustments with Dan Roach - could be done internally to save money	Approve - Work to be done as a variation to current contract under the direction of the Yard Supervisor.
13	not funded	Adjustments to stage 2 plan	No	✗	✗	\$ 217,000.00	Plan pending finalisation by Agents Association. Takes into account comments from Stage 1 and holding pens split with internal gates	Approve pending feedback from Agents as a variation to the Head Contract
14	not funded	Supply and install Saleyards office admin building	No	✗	✗	\$ 200,000.00	Request of Operations Teams	Defer and monitor
15	not funded	Gravel old selling pens	No	✓	✓	\$ 150,000.00	Request of Operations Teams	Approve in part - First 4 lanes of old selling pens to be allocated for bull selling pens and to be regavelled given this permanent use. To be funded through OPEX
Total estimated cost						\$ 6,664,783.00		\$ 511,883.00

Stage 3	\$ 300,000.00	These prices are only applicable if the capital is approved and available before the 12 July to ensure that the Contractor doesn't demobilise. Once ICM demobilise the variation costs will increase substantially and additional time (circa 3 months) will be required to complete the works.
Stage 4	\$ 900,000.00	
User changes	\$ 6,664,783.00	
Total Capital Required	\$ 7,864,783.00	



WARWICK LIVESTOCK SELLING AGENTS ASSOCIATION PTY LTD

ABN: 44 094 809 739

PO Box 14
KILLARNEY
QLD, 4373

Phone: 0412 754 807
Email: colinbloomfield@outlook.com.au

31/05/2024

Dear Mayor Melissa Hamilton

RE: Warwick Saleyards Fix

Thank you for your time on Monday the 13th of May 2024 to meet with agents and Frasers Livestock Transport. This was a very positive meeting and we look forward to working with you and Cr Carla Pidgeon to make the Warwick Saleyards a talked about Regional Selling Centre for all the right reasons.

After holding our first sale in the new section of the Warwick Saleyards 28/5/2024, below is a list in no particular order of priority items to be finished and fixed in the new section of stage

1. Catwalks need to be linked.
2. There needs to be more access stairs throughout the yards on and off the catwalks.
3. Elevated buyers walkways to be completed.
4. Roof to be completed.
5. Ground in front of loading ramps to be leveled.
6. Chains on gates to be extended so as they can be tied back in laneways and or gates extended. This is currently unsafe as not all gates reach the edge of the laneway when open. An appropriate solution is needed.
7. Loading ramps need personnel hutches for paperwork to be kept dry.
8. Loading ramps need extra bumper stops and steel plates for lower trucks.
9. B-Double ramp needs to be rectified as per Frasers advice.
10. Public access needs to be looked at to be made safer. Buyers need to be able to access the catwalk for safety.
11. Selling pens need dividing gates to give the option to split a pen with smaller lots. Smaller lots of cattle can easily get a run up and are pacing the pens.
12. The boundary fence on the corner of Braker Rd and McEvoy St need to be covered in as they are currently way too exposed to the public eye. Maybe a high fence or some appropriate landscaping.
13. Some delivery pens need gates re swung the opposite direction.
14. Slide gates need to be added at the end of the loading ramp races.
15. New weighbridge to be installed.
16. The ute and trailer unloading ramp needs to be modified as it is not suitable for some that have tried to unload.
17. The council along with Arrowquip and ICM need to have communication with the agents association regarding the new processing area that will be built in stage 2 as we think the design needs some small changes to make it alot more practical.

The other very important thing to note is of course the NLIS scanning for the sheep yards is of very high priority.

We look forward to meeting with you to discuss with you the importance of these items.


Kind Regards

Ben Johnston
ChairPerson
Warwick Livestock Selling Agents Association
M: 0455 964 487

12. INFRASTRUCTURE SERVICES REPORTS

12.1 Water Service Areas June 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Manager Water	ECM Function No/s:

Recommendation

THAT Council:-

1. Approve the Urban and Rural Water Service Areas as indicated on the plans attached to this report; and
2. Publish the Water Service Areas.

REPORT

Background

As a registered water provider, under Section 161 of the Water Supply (Safety & Reliability) Act 2008, Southern Down Regional Council (SDRC) must declare Water Service Areas and publish these.

This report is to seek approval of new Water Service Areas that supersede the current approved areas.

Report

SDRC has approved a single Water Supply Service Area for each town which has a SDRC water supply.

Areas serviced by only smaller water mains, typically 63 mm OD (Outside Diameter) and smaller, have a very different level of service to those that are serviced by larger mains 100 mm Internal Diameter (ID) or larger.

The areas with the smaller mains, predominantly in the rural areas and adjacent to an urban area, have no firefighting capacity and this is essentially a trickle feed arrangement, requiring the customer to have tanks and pressure pumps to provide adequate flow and pressure.

The customer service standards have recently (January 2024) been amended to reflect this. The water supplies have therefore been broken up into two Water Service Areas for each town; an Urban Water Service Area and a Rural Water Service Area. This better defines the differing levels of service that SDRC provides within each area.

The Rural Water Connection Policy recently approved by Council (January 2024) and submitted under separate report with minor amendments, provides details on the rural water connections and standards applicable to the Rural Water Service Area.

A plan has been prepared for each town, with a Council water supply, showing the two defined Water Service Areas. Included in the Urban Water Service Area plans are areas where there is the potential for growth. As these areas develop SDRC Officers are able to approve water connections without having to amend these plans and obtain Council approval to do so.

For the Rural Water Supply Areas, no growth has been allowed for. The intention is to try and limit new connections in this area, as it can impact other customer's level of service. Any applications for new connections in the Rural Water Supply Areas would require Council approval to amend the area and allow the connection.

These plans are integral to supporting the Customer Service Standards where the two areas are referred to.

From the community consultation we received six submissions. These submissions all highlighted the fact that new connections in the Rural Water Supply Areas should not be allowed. Unfortunately, the original plans used for the consultation, which were prepared by Consultants, had an error in them, incorrectly including the properties from which we received submissions in the new Rural Water Supply Areas. This was never the intention and we have notified the submitters of this. The plans have been carefully reviewed to ensure there are no errors before submitting them as part of this report.

A copy of the plans is provided as **Attachment 2** to this report.

Conclusion/Summary

The current Water Supply Areas cover every property that has a water connection, with no indication of level of service and no lots earmarked for potential growth. The new water service plans address these issues, provide better visibility of the level of service and allow Council officers to manage new water connections efficiently. It is recommended that these plans be approved and replace the current plans on Intramaps.

FINANCIAL IMPLICATIONS

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

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

This allows the Rural Water Connection Policy to be easily administered, providing clearer guidelines on water connections in the rural areas. It also allows customers to clearly see what area they fall under and what level of service they can expect.

COMMUNITY ENGAGEMENT

Internal Consultation

Water Maintenance and Construction Supervisors
Manager Planning & Development
Development Engineer
Council Information Session on 16 August 2023
Council Water Committee Meeting on 30 October 2023
Council Meeting on 17 January 2024

External Consultation

Community consultation was carried out from 15 March to 5 April 2024. Six submissions were received. These are provided as **Attachment 1** to this report.

LEGAL / POLICY

Legislation / Local Law

Section 161 of the *Water Supply (Safety & Reliability) Act 2008* requires the approval and publishing of water service areas.

Corporate Plan

Goal:	2	Our Places
Outcome:	2.2	Public places, services and facilities are accessible, sustainable and cost effective.
Objective:	2.2.2	Develop and implement a package of water security programs and strategies that ensures a sustainable and reliable water supply for the region.

Policy / Strategy

Water Infrastructure Policy
Rural Water Connection Policy

ATTACHMENTS

1. Submissions - Community Consultation 15 March to 5 April 2024[↓](#)
2. Water Area Maps 2 May 2024 (Excluded from agenda - Provided under separate cover)[⇒](#)

From: [REDACTED]
To: [Water Feedback](#)
Subject: Feedback regarding water policy
Date: Friday, 5 April 2024 4:59:22 PM

Good afternoon

I wish to express my strong opposition to the new water policy. As a resident within the newly designated Rural Water Service Area, I see this as an unnecessary waste of ratepayers' money for a service that very few people will use.

Lack of demand

This policy was not drafted because of the widespread demand for this service.

Onerous requirements on users

Users will be forced to purchase and install multiple storage tanks and water supply piping at significant cost.

Lack of reliability

There is no guarantee that the supply and pressure will be continuous or consistent.

Lack of clarity in the policy

There are no assurances that this will not become mandatory for those premises that are eligible, or for new premises.

For these reasons, I would request that this policy be rejected.

This service was not asked for and is not wanted.

Regards

[REDACTED]

From: [REDACTED]
To: [Water Feedback](#)
Date: Tuesday, 2 April 2024 8:42:00 PM

No. Why would I want another bill. Just no...

From: [REDACTED]
To: [Water Feedback](#)
Subject: Water supply
Date: Thursday, 4 April 2024 8:21:17 PM

Hello,

I'm not interested in joining the town water supply, we have ample water of our own at [REDACTED].
I do not wish to be charged more for rates.

Kind regards

[REDACTED]

From: [REDACTED]
To: [Dave Burges](#); [Water Feedback](#)
Subject: FW: SUBMISSION....WATER SERVICE AREAS
Date: Saturday, 6 April 2024 4:30:11 AM
Attachments: [300324 water supply areas submission 050424.docx](#)
[STRONG OBJECTION TO ITEMS 12.2 AND 12.3 AGENDA 17.01.24.msg](#)
Importance: High

Hi Dave

Have just discovered the above address on another document I had re the consultation. Was this the reason for the updated/edited media release on 18.03.24?

Regards

[REDACTED]

From: [REDACTED]
Sent: Friday, 5 April 2024 4:58 PM
To: 'Dave Burges'; 'sdrwater@sdrcl.qld.gov.au'
Subject: SUBMISSION....WATER SERVICE AREAS
Importance: High

Hi Dave

Please find attached my submission.

Kind regards

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
To: [Dave Burges](#); [Vic Pennisi](#); [Ross Bartley](#); [Jo McNally](#); [Cynthia McDonald](#); [Sheryl Windle](#); [Cameron Gow](#); [Stephen Tancred](#); [Andrew Gale](#); [Marco Giori](#)
Cc: [REDACTED]
Subject: STRONG OBJECTION TO ITEMS 12.2 AND 12.3 AGENDA 17.01.24
Importance: High

Good morning Dave and Councillors.

I wish to lodge my strong objection to the inclusion of the following Items in the Agenda or 17.01.24

- Agenda 17.01.24 Item 12.2 – Water Service Areas January 2024, and
- Agenda 17.01.24 Item 12.3 – Rural Water Connection Policy

and formally request that they are withdrawn and deferred for any further discussion until at least June 2024.

The reasons for this request are outlined below in the best interests of not only Council but also the affected residents and ratepayers.

ITEM 12.2. WATER SERVICE AREAS JANUARY 2024.

This report defines new urban and rural water supply areas for the Southern Downs Local Government area (LGA). As time does not permit a detailed examination of all towns, villages and areas covered in the LGA and maps my objection is concentrated on the newly included eight (8) blocks on Whiskey Gully Road Stanthorpe (Lots 1 to 8, RP193889). As Council has included these blocks as a new Rural Water Service Area then it is certain that Council has included numerous other blocks in expanded and new Urban and Rural Water Service areas throughout the LGA and so my objection to the inclusion of the Whiskey Gully blocks would certainly be valid for numerous other areas.

Objections include, but are not limited to the following:-

1. There has been NO community consultation with affected residents and property owners concerning the impact of this proposed change ... nor the impact financially on them with the forced introduction of their property being included in a Rural Water Service Area.
2. Council has not asked the property owners if they wish to be included in a Rural Water Service area or if they want to access the town water supply of Stanthorpe. Property owners have installed tanks to supply their domestic requirements as required when the residences were constructed, and they conserve their water supplies accordingly.
3. The rates payable for the period 01.07.23 to 31.12.23 were levied and payable on a Residential 3 zoned property. Attached documents from Council CLEARLY state that Residential 3 zoned properties are "land used or capable of being used for residential purposes, for which the owner or occupier is NOT liable to pay water access charges and the size of the assessment (rateable parcel) is greater than or equal to 4.4ha."
4. The defined zoning and Intent of Category as outlined in Point 3 above was adopted as part of the documentation included in the 2023/2024 Budget by SDRC. It is therefore believed/considered/understood to be binding on Council to continue this definition/Intent of Category for the remainder of the 2023/2024 Financial year as an obligation and commitment to its ratepayers and residents UNLESS the zoning and associated Intent of Category is rescinded by a Notice Of Motion and that Notice is passed by a majority of Councillors prior to any consideration of Items 12.2 and 12.3.....

but surely not unless community consultation has also taken place prior to such action.

5. When checking SDRC Intramaps the 8 blocks are no longer shown as Residential 3 (existing and still applicable planning scheme) but are shown as Rural Residential zoned. No consultation has taken place with the land owners concerning a change in the zoning of their property nor the implications that Council has intended to result from such a change. Financial gain by Council is suggested as the possible incentive..... with absolutely no consideration for the property owner.
6. If the eight blocks (Lots 1 to 8 RP193889) are proposed to be re-zoned from Residential 3 to Rural Residential in the NEW town planning scheme then the Intramap and the Rural Water Service area is not applicable and incorrect and probably illegal as the new planning scheme is still with the State Government, has NOT been placed out for community consultation, and HAS NOT been approved by Council as accepted. It is therefore totally inappropriate, presumptuous and possibly illegal for Council to be considering Items 12.2 and 12.3 at this time. As the intention of the new planning scheme is still totally CONFIDENTIAL AT THIS STAGE the question has to be asked if SDRC has broken that requirement of confidentiality by this report (Item 12.2 and 12.3)?
7. The reports (Items 12.2 and 12.3) infer that the new Rural Water Service Area requirements apply to existing buildings on the blocks and are NOT restricted to any new building applications.
8. The report clearly states that areas serviced by smaller mains (presumably the Rural Water Service areas) have a different and poorer service with respect to pressure and volume of Council delivered water supply when compared to areas serviced by larger diameter mains (Urban Water Service areas).
9. As a result the report states that rural areas have and will have no fire fighting capacity as a result of poor Council owned water main pressure and capacity and so affected properties are required now to have extra tanks and pressure pumps to provide adequate flow and pressure for fire fighting purposes.
10. With Stanthorpe's water supply being currently restricted by the capacity of Strom King Dam it is totally unreasonable, ill informed, ill advised and illogical to now increase the number of properties that MUST be connected to the urban supply system. This should NOT be seen or used by Council to advocate for Emu Swamp Dam as the Council water supply infrastructure to supply properties in a Rural Water Service area will clearly continue to be totally and deliberately inadequate.
11. The process adopted by Council in Items 12.2 and 12.3 is identical to the forced imposition of a garbage collection service in many rural areas of the LGA approx 18 months ago AGAIN without any form of notification, consultation, etc by Council with the affected property owners and ratepayers.

ITEM 12.3. RURAL WATER CONNECTION POLICY.

This report is to adopt a Rural Water Connection Policy. As outlined above Item 12.2 is considered to be totally inappropriate, out of line and probably illegal and therefore this is also applicable to Item 12.3.

Objections and concerns include, but are not limited to the following:-

1. The report clearly states that areas (Rural) serviced by smaller water mains have a different level of services to those serviced by larger mains (Urban). This involves lower pressures and flows.
2. The report clearly states that areas supplied by smaller mains (Rural) have limited

capacity and cannot supply fire fighting requirements or industry accepted standards for flow and pressure. The question must be asked THEN WHY IS COUNCIL PROPOSING TO CONNECT TOWN WATER TO RURAL SERVICES AREAS IF IT IS NOT ABLE TO SUPPLY INDUSTRY ACCEPTED STANDARD SUPPLY, FLOW AND VOLUME unless it is for financial gain by Council and not as a service to ratepayers?

3. Council offers NO guarantee for continuous and consistent water supply to Rural Water Service areas.
4. Council states that Rural connected customers should not expect Council to upgrade the water mains in order to improve flow, capacity, etc due to the cost to Council.
5. Council already requires on-premises water supply storage when a house is constructed on a Rural property. This policy is only specifying 20kilolitres for domestic water storage.
6. Council is now demanding that this domestic storage must be directly connected to the Council point of connection and that the domestic storage tank be filled from the Council town water pipeline.
7. Council is now demanding additional on-premises water storage capacity of more than twice (2x) the domestic use storage (20kilolitres) capacity for fire fighting purposes (45kilolitres).
8. The cost of connection to the Rural Water Service infrastructure including a back flow prevention device is to be totally bourn by the landholder and paid in advance. The cost of Council's demands/directions on existing property owners is likely to be prohibitive for a service that is not needed or wanted, below standard and totally unreliable so why impose a substandard service on existing ratepayers that have already made provision for water storage on their property?
9. The report does NOT state if this policy/direction applies to existing properties that are located in the new Rural Water Service areas or if it only applies to new properties and/or new residential construction on existing blocks.
10. If the eight blocks (Lots 1 to 8 RP193889) are proposed to be re-zoned from Residential 3 to Rural Residential in the NEW town planning scheme then the Intramap and the Rural Water Service area is not applicable and incorrect and probably illegal as the new planning scheme is still with the State Government, has NOT been placed out for community consultation, and HAS NOT been approved by Council as accepted. It is therefore totally inappropriate, presumptuous and possibly illegal for Council to be considering Items 12.2 and 12.3 at this time. As the intention of the new planning scheme is still totally CONFIDENTIAL AT THIS STAGE the question has to be asked if SDRC has broken that requirement of confidentiality by this report (Item 12.2 and 12.3)?
11. With Stanthorpe's water supply being currently restricted by the capacity of Strom King Dam it is totally unreasonable, ill informed, ill advised and illogical to now increase the number of properties that MUST be connected to the urban supply system. This should NOT be seen or used by Council to advocate for Emu Swamp Dam as the Council water supply infrastructure to supply properties in a Rural Water Service area will clearly continue to be totally and deliberately inadequate.
12. Until the security of water supply for urban and industrial needs and usage is resolved through the RWA process ABSOLUTELY NO EXTENSION OF WATER RETICULATION INFRASTRUCTURE AND PROPOSED WATER USAGE should be considered or condoned by Council. To consider or condone the additional availability of water reticulation and therefore water usage is considered to be ill advised and irresponsible action by Council and against environmental and climate change advice.

13. The process adopted by Council in Items 12.2 and 12.3 is identical to the forced imposition of a garbage collection service in many rural areas of the LGA approx 18 months ago AGAIN without any form of notification, consultation, etc by Council with the affected property owners and ratepayers.
14. Policy document "Eligibility"..... states "all premises within a Rural Water Service area where a principal place of residence or other registered dwelling place exists, are eligible for connection to a Rural Water Service." Is it intended to be compulsory to do so? If the property owner chooses to NOT connect will they be charged for having access to that infrastructure even if they do not actually connect to and use the service?

I therefore respectfully request that Council defers consideration of two items in the Agenda on 17th January 2024 as listed below

- **Item 12.2 – Water Service Areas January 2024, and**
- **Item 12.3 – Rural Water Connection Policy**

until at least July 2024 and that prior to any further consideration of these matters Council will

- **Undertake the legally required public consultation of the new planning scheme which, when adopted by SDRC and approved by the State Government, will define the new urban and rural profiles within the Southern Downs Local Government Area;**
- **Undertake genuine comprehensive community consultation concerning the need for the introduction of any Rural Water Service areas and a Rural Water Connection Policy,**
- **The completion and implementation of the recommendations of the Regional Water Assessment proposal for the Southern Downs region, and**
- **The completion of additional water security services for the Stanthorpe and Granite Belt region such as the construction and completion of the Warwick to Stanthorpe (W2S) pipeline.**

Such action would indicate Council's genuine respect for and consideration of the needs and concerns of it's communities and ratepayers with respect to

- **Recognising and accepting the existing lack of urban water security of the region,**
- **Recognising and accepting the urgent need for a viable and affordable plan for the future urban water security for the region – in particular for Stanthorpe and the Granite Belt region,**
- **Recognising the impact of climate change and the environment on**

the urban water requirements of the population and ratepayers of the Southern Downs and Granite Belt,

- **Not placing unnecessary and unreasonable pressure on existing Council owned and operated water supplies and infrastructure, and**
- **Not impose unreasonable costs on existing and new residents and ratepayers for a service that is not reliable nor meets industry standards.**

Kind regards

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

SOUTHERN DOWNS REGIONAL COUNCIL

WATER SUPPLY PLANNING

INCLUDING

WATER & WASTEWATER SERVICE STANDARDS,

PROPOSED WATER SERVICES AREAS &

RURAL WATER CONNECTION POLICY.



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INTRODUCTION

On 17.01.24 the previous Council was required to consider three (3) items that would have a major impact on residents and ratepayers of Southern Downs Regional Council with respect to their access to reticulated water supplies. All three (3) subjects are considered to be closely linked and interdependent and so have been discussed in this submission concerning the proposed water Supply Areas for the Southern Downs Regional Council area. The items listed below were considered and the resolutions for each Item were

- Item 12.1 Water and Waste Water Service Standards January 2024 motion to adopt put and carried;
- Item 12.2 Water Service Areas January 2024 motion to adopt put and lost; further motion for the report to lay on the table until community consultation is undertaken was put and passed;
- Item 12.3 Rural Connection Policy.... motion to adopt put and carried.

Then on 15.03.24 Council issued a media release by the CEO entitled “Have your say on the proposed Southern Downs water supply areas” that was edited on 18.03.24, and that advised that consultation would close 05.04.24 most likely before the newly elected Council is sworn in. This media release contained access to additional reports (Items 12.1 and 12.3 above) as well as detailed plans of the proposed Urban and Rural water supply areas for Allora, Dalveen, Killarney, Leyburn, Pratten, Stanthorpe, Wallangarra, Warwick and Yangan localities.

It is considered to be unfortunate that this media release was issued the day immediately prior to the Local Government election date as it would have been “lost” in the pre-election media and community focus at that time. It is considered that it would have been more appropriate to have delayed any action on this matter including the media release until after the new Council was sworn in.

All items listed above raise issues of concern with respect to inconsistencies, service issues and apparently inaccurate information and as a result the Items 12.1 and 12.3 from the Council meeting of 17.01.24 should be revoked through Notices of Motion and reconsidered by the new Council following extensive community consultation that is extended in order to allow the new councillors time to consider the matters.

Each item listed above is analysed below and relevant comments and objections are listed.

It should be noted that I lodged a detailed objection to the CEO, Mayor and all Councillors of the previous Council on 15.01.24 to Items 12.2 and 12.3 and requesting that community consultation should take place PRIOR to these matters being further considered. This objection is attached for your information.

Another basic and defining factor that has not been mentioned or addressed in any of the agenda items noted above is the restricted/limited amount of stored water for reticulation supply that is held (and therefore available) for the region as a whole and for the Stanthorpe area in particular. This vital restriction is not addressed in any of the Council agenda reports and should have been taken into account in writing when considering rural water service areas in particular. Logic dictates that there

would NOT be any expansion of rural water service supply areas within the SDRC area and in particular within the Stanthorpe area.

Concern is strongly expressed at what appears to be a major error in the water service areas adjacent to Stanthorpe where a large area has been shown as Rural Water Service area but is obviously serviced by an Urban water service, and also an inexplicable inclusion of a eight (8) lot five (5) acre subdivision over 1km from the end of the water main in this same apparently incorrectly designated water supply area (see attached objection dated 15.01.24). As a result of this situation all other town water maps should be reassessed for accuracy.

Concern is also expressed about a marked discrepancy between a statement made in the media release dated 15.03.24 (updated 18.03.24) and the total absence of such a statement in any of the reports and policies approved by Council on 17.01.24. It is understood that this statement unless included as a fact within any approved policy is therefore non-binding on Council. The statement in the media release is “.....rural residents will not be forced to connect to the water mains.” Also noted is that nowhere in the documents is the issue of the payment of an access fee if a rural property is located within 100m of a water rural main addressed as is a requirement for properties within 100m of an urban supply main. These matters require an immediate response.

COUNCIL AGENDA 17.01.24

The agenda for the Council meeting on 17.03.24 contained three (3) vital reports concerning water related issues that will have a long lasting impact on ratepayers of Southern Downs Regional Council.

ITEM 12.1 WATER AND WASTEWATER SERVICE STANDARDS JANUARY 2024

MEDIA RELEASE.

On 08.12.23 then Mayor Vic Pennisi issued a media release inviting the community to provide feedback on a draft Water and Wastewater Customer Service Standard with the consultation closing on 29.12.23. The document was to inform ratepayers about “the service they can expect from Council and the obligations of customers in relation to their use of the water and wastewater systems.”

It is considered that the timing of the community consultation period (08.12.23 to 29.12.23) was totally inappropriate as it coincided with the commencement of school holidays and Christmas to New Year period when ratepayers would have been preoccupied and possibly away from the area.

It was therefore not surprising that no submissions were received by Council.

REPORT.

This matter was initially considered by Council on 22.11.23 and was approved to go out to community consultation. Following the period of consultation (08.12.23 to 29.12.23) the matter was again considered by Council on 17.01.24 with some minor changes.

Several clauses included are of interest including

- Defining the pressure to be supplied in a Rural Water Service Area in order to ensure that customers are aware and SDRC is not expected to upgrade the mains at considerable cost;
- If SDRC does not consistently achieve the defined pressure then capital upgrades may be required;
- Council should commit to this as supplying pressure below the approved level of service is considered to be poor service (industry accepted standard);
- Performance indicators and targets standards defined for water and wastewater services include unplanned interruptions, response times, quality complaints of drinking water, service complaints, minimum water pressures for Urban and Rural Water Supply Areas, etc;
- Customer consultation with respect to planned interruptions to water and wastewater services ;
- This revision allows the Rural Water Connection Policy to be approved.

Concern is expressed about the listed modes of the provision of notices to affected customers re planned interruptions to services. Communication means and timing is listed as

- Minimum of 48 hours notice via hand delivered notice or newspaper notice;

- An additional 3 days (total of 5 days) notice via other media (newspaper articles, Facebook, internet, radio for large scale planned interruptions, with verbal notification for “critical customers”.

There is a potential problem with these methods being used due to

- Local newspapers are only published weekly;
- Facebook and internet are not accessible to all ratepayers;
- Ratepayers who access radio are minimal.

All affected customers should be provided with written notices as a priority with additional notification being undertaken as listed.

ITEM 12.2 WATER SERVICE AREAS JANUARY 2024

REPORT.

This report was intended to approve new Water Service Areas to replace the current approved areas for each town that has an SDRC water supply. The towns involved are Allora, Dalveen, Killarney, Leyburn, Pratten, Stanthorpe, Wallangarra, Warwick and Yangan and the maps display Urban and Rural Water Service areas proposed for each town.

Also included in these plans are areas where there is potential for growth.

The report tabled at the Council meeting 17.01.24 indicates that extensive internal consultation took place concerning this matter (staff and Councillors) but that it was not intended to allow community consultation and input to take place. The SDRC website no longer permits access to Information Session agendas prior to January 2024 so a check of subjects discussed in open sessions of Information Sessions prior to that date so it was not possible to confirm if this subject was addressed in open discussion ... or if it was restricted to a closed session.

The reports include noted/recorded/documented restrictions for the existing rural water supply mains to provide reliable and consistent supply to existing connections and include warnings concerning the potential impact of allowing new/additional connections to the existing rural supply mains as they would impact on the existing connections. It is therefore considered to be illogical and unwise to infer that “areas where there is potential for growth” of rural water supply should be included on the town maps for approval. To do so implies that Council is able to provide that supply to properties within the proposed extended Rural supply area which is not the case as documented in the reports and Rural Water Supply Policy.

There are also documented existing water supply security issues for several towns.... in particular Stanthorpe which are subject to the Regional Water Assessment (RWA) report by the State Government. It is strongly recommended that the proposed Water Service Areas for these towns should reflect this restriction. It is considered that the most efficient and effective way to do this is for Council to endorse

- Existing Urban Water Service areas where existing urban supply mains exist retain existing service areas and include reasonable but restricted extensions of the existing service areas that would cater for possible future residential development for a period of five (5) years. This could be reviewed and revised as additional water sources become available (e.g. the Warwick to Stanthorpe/W2S pipeline, etc).
- Existing Rural Water Service areas where existing rural supply mains exist retain existing service areas but do not extend these areas nor propose new or additional Rural Water Service Areas in order to preserve the already inadequate and unreliable water main supply to existing connections. Also do not approve any additional or new connections to existing rural mains in order to not reduce the existing water supply to existing connections.
- Any new rural residential developments that are approved by Council should be totally reliant on tanks (roof collection), bores (with appropriate approval), etc.

TOWN MAPS ... PROPOSED URBAN AND RURAL WATER SUPPLY AREAS.

The accuracy of the maps must be checked and be ensured.

No expansion of the Urban Water Service areas should be indicated on any maps PRIOR to the community consultation of the Shaping Southern Downs Planning Scheme or its approval by Council and endorsement by the State Government. Following the completion of this process the Water Service areas can be re considered and amended if required.

Concern is expressed about the apparent inaccuracy of information shown on the Stanthorpe map with respect to the type of water supply area in at least one major location. Unfortunately time did not permit further investigation of other areas with respect to their accuracy.

Rifle Range Road – Lees Mountain Road – Hale Haven Drive - Brunckhorst Avenue Area.

Properties that are located adjacent to these roads are shown on the Stanthorpe map to be located within a Rural Water Service Area. Discussions took place with several property owners in this area and they advised that they were on “town” or Urban water supply and had been for many years, and paid appropriate water rates. It was also their understanding that the water mains that serviced their respective properties was approx 100mm or more. This would indicate that they were serviced as an Urban Water Service area and NOT a Rural Water Supply area. The major water main extends along Brunckhorst Avenue to service Moss Court and terminates just west of Moss Court.

The Stanthorpe map should be altered to indicate that

- this area is an URBAN and not as a Rural water Supply area;
- the properties that are located more than 100m from the termination of the urban water main in Brunckhorst Avenue should be deleted from the Rural Water Supply area. This is because if they chose to connect to the main (as they are within 100m of it) would be considered to be part of the Urban Water Supply Area;
- the eight (8) lot subdivision in Whiskey Gully Road which is indicated on the map as a Rural Water Supply Area should be deleted as it has no access to any water main (Urban or Rural) and is approximately 1km from the termination of the Urban water main in Brunckhorst Avenue. The properties have been developed with water tanks when building approvals

were given. Property owners do not wish to be connected to, or have access to a reticulated water supply. ABSOLUTELY NO CONSULTATION HAS TAKEN PLACE CONCERNING THE INCLUSION OF THIS SUBDIVISION IN A RURAL WATER SUPPLY AREA.

- all other properties within this large area shown as Rural Water Supply should also be checked for accuracy.

All town maps should be checked for accuracy re their Urban and Rural Water Service Areas.

ITEM 12.3 RURAL CONNECTION POLICY

It is considered that the previous Council made a serious error in judgement in approving this policy immediately following its decision to defer the approval of Item 12.2 (Water Service Areas January 2024) until AFTER community consultation had taken place re this item as both Item 12.2 and Item 12.3 are closely linked.

REPORT.

The report states that internal Council consultation took place in the development of this policy but that NO external (community) consultation had taken place ... nor did it indicate that it was intended.

The report on this matter outlines the existing situation with Rural supply mains including

- a reduced main size, reduced water supply capacity, pressure, and reliability and that the supply does NOT meet industry requirements for fire fighting purposes;
- supply and pressure cannot be guaranteed to be continuous or consistent;
- customers are advised of the poor pressure and that they should not expect Council to upgrade the mains at considerable cost;
- the policy will ensure consistency and minimise the impact on existing customers;
- the policy will ensure that council does not approve more connections than the mains can handle that would result in a reduced service to existing customer and potentially forcing Council to upgrade the mains.

Under the proposed policy for a property to be approved for connection to the Rural water supply system a number of requirements are proposed including

- on-premises water storage (minimum capacity 20 kilolitres) must be provided if there is a dwelling;
- additional on-premises water storage (45 kilolitres) within 50m of the dwelling for fire fighting purposes;
- Rural Water Service supply will only be available for domestic potable purposes;
- The source of the water required to be stored for fire fighting purposes is not specified.

POLICY DOCUMENT.

The policy document states a number of conditions including

- It applies to Rural Water Service Areas (see comments re areas under Item 12.2);
- It applies to applications for connection to, alteration/modification of, or disconnection from a rural water source;
- All premises within a Rural Water Service Area where a principal place of residence or other registered dwelling place exists, are eligible for connection to a Rural Water Service;
- Supply and pressure from Council's water main will not be guaranteed to be continuous or consistent;
- On-premises water storage of minimum 20kilolitres if there is a dwelling;
- Additional on-premises water storage of 45kilolitres for fire fighting purposes if there is a dwelling;
- Rural Water Service is for domestic purposes only.

The policy does NOT address a number of vital issues that must be specifically included in the document such as

- The permissible source/sources of the water required to be stored on-premises for fire fighting purposes;
- That "rural residents will not be forced to connect to (rural) water mains" as stated in the media release dated 15.03.24 (updated 18.03.24);
- The rural residents who live within 100m of a rural water main and who chose not to connect or apply to connect to that main will not be charged a half access fee as applies to the urban water mains;
- As stated in the media release dated 15.03.24 (updated 18.03.24) that "the plan for rural areas only covers existing connections and does not allow for additional rural supply connections";
- As stated in the media release dated 15.03.24 (updated 18.03.24) that "Any properties outside the rural water supply area are assumed to not have access to water mains and therefore will not be charged" the half access fee.

AREAS COVERED BY THE PROPOSED RURAL WATER CONNECTION POLICY.

It is absolutely vital that the township maps attached to Item 12.2 (17.01.24) be thoroughly checked for accuracy in urban and rural water supply services and the location of and applicable urban or rural water mains.

The prime example of an apparent error is the inclusion of an eight (8) lot subdivision on Whiskey Gully Road Stanthorpe as a Rural Water Service area in isolation and totally without any consultation with the property owners. This area has been included on the maps (Item 12.2) and is located approximately 1km from an urban water main (incorrectly shown as a rural water supply area) and has no extension of water mains that service these eight (8) lots..... nor do the residents and ratepayers want to access this inadequate and dysfunctional service. See Item 12.2 above.

It is strongly recommended that further consideration and approval of this policy be deferred until after the community consultation, consideration and adoption of the new Shaping Southern Downs Town Planning Scheme as there are certain to be proposals in that document that will have a major impact on this policy.

The insecurity of town water supplies for many townships and in particular for Stanthorpe should automatically sound alarm bells with respect to adding any additional Rural Water Service areas to these towns and in particular surrounding Stanthorpe. It is strongly recommended that no additional Rural Water Service areas be approved around small townships and in particular Stanthorpe. Warwick has a more secure water supply but serious consideration should be given as to whether any expansion of this water service can be justified.

**MEDIA RELEASE 15.03.24 HAVE YOUR SAY ON THE PROPOSED
SOUTHERN DOWNS WATER SUPPLY AREAS.**

The timing of the issue of this media release and its content raises considerable concern for a number of reasons.

- The date of issue was the day immediately prior to the date of the Local Government election (16.03.24). It would have been highly likely that residents and ratepayers would have missed this release due to the surrounding circumstances. My discussions with numerous active and aware ratepayers indicated that they were totally unaware of the planned policies, changes, etc and the consultation period until I raised the issue with them.
- The stated consultation period was from 15.03.24 to 05.04.24. This chosen consultation period is considered to be inappropriate as
 - It is inclusive of the election period (see above);
 - Is included in the period of the determination of the new Council;
 - Is inclusive of the Easter public holiday period and school holiday period.
- Consideration of consultation feedback and associated policies to be considered by Council in April is considered to be totally inappropriate and rushed due to the fact that there will be a newly elected Council with many new and inexperienced councillors involved.
- The media release states that potential areas for expansion of urban supply have been added throughout the region. It is of great concern that this is prior to any consideration and approval of additional (if any) future urban areas associated with the townships through the new Shaping Southern Downs town planning scheme.
- It is stated that there is “expected to be minimal community impact from the proposed changes”. This is considered to be inaccurate considering the potential of the items outlined in this document.
- It is stated in the media release that low to minimal pressure and supply of water in “rural” mains means that the water supply is inadequate for residential or fire fighting use and therefore Council requires additional water tanks to be installed on properties serviced by “rural” mains, etc if connected. Such a statement surely indicates that rural water areas should not be increased, expanded or even exist under the current supply conditions.
- The media release also states that where a property is located within 100m of an urban water supply main the owner is charged a half access charge if the owner chooses not to connect to the urban water main. Notably there is not such statement covering a similar situation in a rural water supply area, but it is stated elsewhere in the media release that “rural residents will not be forced to connect to the (rural) mains due to the limited capacity, volume, pressure and reliability of the current rural supply to existing customers. If this is the case than why add additional areas to the Rural Water Supply area (e.g. Whiskey Gully Road, Stanthorpe see attached submission)?
- The previous Council approved the Rural Water Connection Supply policy on 17.01.24. This should NOT have been permitted to take place as the previous resolution was to go to community consultation re urban and rural water supply areas. The entire urban and rural water supply consideration, including the relevant policies, should have been deferred until after the community consultation.
- The media statement also states that “Any properties outside the rural water supply area are assumed to not have access to water mains and therefore will not be charged” referring to access charge. This vital statement is NOT included in the Rural Water Connection Policy document and it is considered to be an omission from that policy. It is considered that this clause is a requirement within the Policy and not left to interpretation by or a whim of Council.

RECOMMENDATIONS

COMMUNITY CONSULTATION.

The following items should be considered and adopted.

1. *Council should undertake respectful, considerate and genuine consultation with the ratepayers and community prior to it making a final decision on matters that are likely to impact or have an effect on the lifestyle, liveability, environment, economy, provision of services, etc of the ratepayers, residents, townships and villages of the Southern Downs region. These matters include but are not limited to*
 - *Changes to town planning schemes,*
 - *Water security matters,*
 - *Provision of services including urban and rural water supply, wastewater services, park maintenance and upgrades, garbage services, major road works, etc.*

This is not intended to impose restrictions on the operation of Council but rather to involve The community in working with Council and that Council is working with its community in the best interests of both parties. This will ensure that there are not unforeseen negative impacts on the community as a whole.
2. *Community consultation periods should be held for a minimum of four (4) weeks and at dates that exclude and do not coincide with*
 - *public holidays,*
 - *school holidays,*
 - *local festivals,*
 - *periods of local significance such as floods, bushfires, etc.*

This will ensure that ratepayers and residents are able to become aware of this consultation period and have the maximum opportunity to participate should they wish to do so.
3. *Media releases that announce a community consultation is to take place should be issued by Council no less than two (2) weeks prior to the commencement of the consultation period in order to ensure that the local weekly printed media are able to print the release. Advertising of the period of community consultation is not to be restricted to Council's webpage and/or Facebook in recognition of the local demographics.*
4. *Media releases must be accurate and truly reflect facts about the subject of the community consultation.*
5. *Council must consider all submissions received and the information contained in them with respect and due diligence. Council must also provide a written response to the content of each submission to each submitter within four (4) weeks of Council making its decision in the matter.*

WATER & WASTEWATER CUSTOMER SERVICE STANDARDS.

The following items should be considered and adopted.

1. *Community consultation (see above for all conditions) must be undertaken concerning any proposed changes being approved by Council.*

2. *Conditions of supply by Council must be made clear and easily understood for services that can and will be provided in writing by Council to any customer in an approved Urban and Rural Water Service Area as well as in a Wastewater Service Area.*
3. *Accurate and timely advice must be provided to all customers who are in receipt of a service by Council and consultation take place where required. It is considered that the following requirements be adopted by Council as a minimum for planned interruptions*
 - *Minimum of 48 hours notice via a hand delivered notice;*
 - *An additional three (3) days (total of 5 days) notice via other media (newspaper articles, Facebook, internet, email, radio, etc for large scale planned interruptions, with verbal notification for "critical customers".*

This is in recognition of a potential problem with the use of media based methods only being used due to local newspapers are only published weekly, Facebook and internet are not accessible to all ratepayers, ratepayers who access radio are minimal and local demographics.
4. *Council should consider that the period of community consultation for this Customer Service Standard was inappropriate and ill timed (08.12.23 to 29.12.23) as it coincided with school holidays and public holidays. Council should also consider re-advertising this service standard for community consultation and include the changes that were added and approved by Council on 17.01.24 but had not been included in the original document that was subject to community consultation in December 2023.*

WATER SERVICE AREAS.

The following items should be considered and adopted.

1. *Council acknowledges and accepts that securing and ensuring the security of water storage for supply to urban and industrial customers is vital in order to ensure the viability, survival and prosperity of the towns and villages throughout the region but was not itemised or recognised in the reports to Council n 17.01.24 or in the adopted related policies.*
2. *Council should defer further consideration of existing, extended and proposed new Water Service Areas until*
 - *the State Government Regional Water Assessment report is completed, tabled and it's recommendations considered and resolved concerning the availability of a sustainable and secure future water supply is identified..... in particular for Stanthorpe.*
 - *The State Government has approved the Shaping Southern Downs Planning Scheme which will identify approved future urban and industrial expansion areas in the region.*
3. *Council must ensure that the proposed Urban and Rural Water Service Areas January 2024 maps are an accurate reflection of the existing services in al identified towns and villages*

following the apparent errors in the designation of the Rifle Range Road - Hale Haven Drive - Brunckhorst Avenue, Stanthorpe area. (shown as Rural but reported to be Urban supply).

4. *Council must recognise that there should not be any expansion of existing Rural Water Service Areas or more importantly the creation of new and currently un-serviced areas (e.g. the isolated 8 lot subdivision on Whiskey Gully Road Stanthorpe) being nominated as a Rural Water Service Area due to*
 - *Identified inability for Council to currently guarantee reliability of water supply and pressure in the existing Rural Water Service mains;*
 - *The stated inability of Council to ensure that a new/ connection of a customer to the existing rural mains will not negatively impact service to existing customers without excessive expenditure by Council to upgrade the existing rural mains;*
 - *Lack of a current secure and sustainable urban water supply for some towns, in particular for Stanthorpe.*
5. *Council recognise that any new rural or rural residential development that it approves is developed as such and is to be totally dependent on roof captured, tank held domestic water supply.*
6. *Council recognise that the media release advising of the community consultation for Water Service Areas was released at an inappropriate time (the day before the recent Local Government election) and as a result the community was unlikely to be aware of this matter and related issues including the Rural Water Connection Policy.*

• **RURAL WATER CONNECTION POLICY.**

The following items should be considered and adopted.

1. *Council accept that this policy was endorsed in error on 17.01.24 due*
 - *to the prior resolution at that meeting had deferred the adoption of the proposed Water Service Areas until this matter had been subject to community consultation;*
 - *the Rural Water Connection Policy had not been the subject of community consultation with internal Council consultation only;*
 - *this policy should be re-written and considered following the result of the community consultation concerning the Water Service Areas;*
 - *The media release advising of the community consultation for Water Service Areas was released at an inappropriate time (the day before the recent Local Government election) and as a result the community was unlikely to be aware of this matter and related issues including the Rural Water Connection Policy.*

From: [REDACTED]
To: [Water Feedback](#)
Subject: Proposed changes to water supply areas
Date: Sunday, 31 March 2024 6:57:57 PM

I refer to your community consultation regarding the SDRC proposed changes to the approved water supply areas.

I note that you have included [REDACTED] in the proposed rural water supply area. I advise that I have been connected to the Stanthorpe Town water supply since taking ownership of this property in July 1981. Town water was connected to the property when it was purchased. I also have a SDRC water main and easement located on my property providing reticulated water to Lees Mountain Road.

I am not sure why Rifle Range Road, Hale Haven Drive, Brunckhorst Ave and Lees Mountain Road are being included in a proposed rural water supply area when they are currently connected to the Stanthorpe Town water supply with the water mains in the area recently being upgraded and a new pumping station installed at the Passmore Railway Crossing to provide and improved water service the areas mentioned above.

I trust that SDRC has no intention of disconnecting me from my current water connection or is expecting me to provided any additional infrasucture on my property.

Given the current water supply situation in Stanthorpe, any proposal to extend the current water mains or to add additional consumers outside the current serviced areas is nothing short of a lack of appreciation and understanding of Stanthorpe's water supply issues and will have a detrimental and negative impact on current properties connected to the Stanthorpe Town Reticulated Water Supply network.

[REDACTED]
[REDACTED]
[REDACTED]

From: [REDACTED]
To: [Water Feedback](#)
Subject: Rural water connection policy feedback
Date: Thursday, 4 April 2024 9:36:09 PM


Hello at SDRC ,
Regarding my address at [REDACTED] .

1. If council consider that having this policy change listed on the SDRC website as fulfilling your notification obligation, then it falls short of including those who need to know and give feedback. Don't be surprised if you receive little feedback and thus presume property owners don't have an opinion. My neighbour told me of the proposal with just 24 hours till close of feedback period. I have heard / read nothing directly from council. I also received no notification about garbage bin service when rolled out.
2. Over the last 3 years , I have replaced and refurbished my tanks, gutters , pumps and filters to harvest my own tank water with increased efficiency.
3. Over the last 3 years I have improved drainage into my dam and replaced the dam pump for water use in my garden.
4. My water storage in tanks and dam have never been better (past 30 years) as we have had good rain , my water infrastructure improvements and household numbers have decreased from 6 to 1 person
4. We have been previously canvassed to connect to this supply, of which we declined as per the reasons above.
5. This connection won't drought proof my property. The time when I may need extra water is when water restrictions will come into play.
6. I would need more information about water pressure and metered volume before I'd be happy to connect.
7. Can this SDRC water be metered and stored in my existing tanks?
8. Who pays for water connection from the main to my house ? My yard is full of rock and the house is approx 50 m from the main.
9. I need to have the ability to opt out of 50% levy as a water connection is of no benefit to me . I do not support paying more money for rates .
- 10 . If I subdivide blocks (4000m2) off my existing 6 acres in the future I will be made to connect to mains and not rely on tank water. Is this correct ?
11. What if I don't use my water allocation (as I have my tanks full) Do I then get a discount ?
12. I prefer the taste of tank water .
13. Basically, at this stage I am set up well for water and have no need to connect to mains water. If pushed , I will need much more information.
14. All my contact details are on your system , so there are no limitations in contacting me to share information about this project in the future.

Thanks.
[REDACTED]
Sent from my iPhone

12.2 Update to Water Infrastructure Policy

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Manager Water	ECM Function No/s:

Recommendation

THAT Council approve the updated Water Infrastructure Policy as attached to this report

REPORT

Background

The Water infrastructure Policy was adopted by Council 25 October 2023. A minor amendment is proposed and requires Council approval.

Report

This policy has been amended by adding in the new clause, now 5.2.2. This clause is highlighted for ease of reference. This new clause confirms that a new connection including any extension required to Council infrastructure shall be at no cost to Council. This is covered under clause 5.3 but the clause is added to make it clear.

This policy has been amended by adding in the new clause, now 5.2.3. This clause is highlighted for ease of reference. This new clause confirms that any property outside of a Water Supply Service Area is excluded from base access utility charges for water. This clause is included as, by adopting the service areas, we are specifically excluding any properties outside of these areas from connecting to the reticulation, except by specific approval of Council.

Conclusion/Summary

This is a minor amendment adding the two additional clauses as detailed above

FINANCIAL IMPLICATIONS

There may be some properties that are currently paying the base access charge that will no longer be required to do so.

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

This topic has been raised in Council information sessions.

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

Water Infrastructure Policy

ATTACHMENTS

1. Water Infrastructure Policy PL-130 - Draft 20 May 2024 [↓](#)



Water Infrastructure Policy

Policy Number:	PL-130
ECM	3729949
Policy Type	Operational
Directorate:	Infrastructure Services
Section:	Water Department
Responsible Manager:	Manager Water
Date Adopted:	25 October 2023
CEO signature:	
Date to be Reviewed:	25 October 2025
Date Reviewed:	15 May 2024

REVISION RECORD

Date	Version	Revision description
25/10/2023	1.0	New policy drafted and approved
2/05/24	2.0	Clause 5.2.2 added to exclude properties outside of Water Supply areas from base access utility charges for water

Water Infrastructure Policy

Policy no: *Policy Number*

Updated: 25 October 2023

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1 Policy Background

Council is committed to ensuring that connection, disconnection, and any alteration of an existing connection to its water infrastructure for its water services:

- a) result in quality water services and water infrastructure networks that are systematically managed, operated, and coordinated;
- b) don't hinder the performance of water infrastructure in delivering quality and reliable water services to customers;
- c) result in the integration of land use planning and planning for water infrastructure within the region;
- d) result in safe, efficient, and effective planning, coordination, delivery and operations of its water infrastructure and water services thereby protecting the health and safety of the public and the Council's employees; and
- e) minimise the environmental impact and seek sustainability in the management of its water services

Council is committed to ensuring connection, extensions or disconnection to the existing water infrastructure result in safeguarding the health and safety of the community, and also meeting the quality, safety and environmental requirements.

It is a legislative requirement (as per Water Supply (Safety and Reliability) Act 2008 (WSSR)) that a person must not, without the consent of Council:

- a) connect to, or disconnect from, Council's water infrastructure; or
- b) interfere with Council's water infrastructure, including by relocating or altering an existing connection; or
- c) build over, interfere with access to, increase or reduce the cover over, or change the surface of land in a way causing ponding of water over an access chamber for, Council water or other infrastructure.

2 Purpose

This policy provides a framework to guide development affecting new and existing potable and non-potable water infrastructure across Council's local government area. Specifically, this policy endeavours to deliver the following benefits:

- a) Increased consistency in planning, design and construction standards pertaining to water supply assets across Council's region;
- b) Maintaining standardisation to support the development planning; and
- c) Consistent customer service to Council's rate payers.

3 Applications

The scope of this policy is limited to:

- a) Water applications
- b) Water connections
- c) Water extensions
- d) Water disconnections
- e) Modification (e.g. relocation or modification of existing infrastructure)
- f) Water metering
- g) Design of water reticulation system
- h) Construction of water reticulation system
- i) Easements
- j) Maintenance
- k) Fire Services

4 Scope

The scope of this policy is to ensure that the following requirements are satisfied with reference to the Council's water infrastructure:

- a) the development near Council's water infrastructure does not:
 - (i) Adversely impact the function of the water service;
 - (ii) Place an additional load on the water service; or
 - (iii) Unduly increase future maintenance costs of; and
- b) Adequate access is provided to all Council water infrastructure for future maintenance.

All water supply connection requests are assessed against the capacity of the infrastructure, with a formal review for any development applications that create more than 4 new lots (5 in total) or result in a material change of use.

This policy takes effect from **19 June 2024** and overrides any prior procedures and/or decisions. Any properties that were deemed able to be connected to Council's water infrastructure prior to this date are understood to have been correct, based on the information and decisions available at the time.

5 Content

5.1 Water Applications

- 5.1.1 All applications are to be made in accordance with the *Plumbing & Drainage Act 2018*. Such an approval under this Act is deemed an approval under the WSSR Act.
- 5.1.2 All works involving building over or near Council's water supply infrastructure must comply with:
- a) the QDC MP1.4 made under the *Building Act 1975*; and
 - b) the *Building Act 1975*, the BCA and the QPWC.
- For this, also refer Council's Works near Council's Water, Sewer and/or Stormwater Infrastructure Policy.
- 5.1.3 All works on existing Council water infrastructure in relation to connections, relocation, renewal, maintenance and/or repair must be undertaken by Council or its approved contractors, unless otherwise approved in writing by Council.

5.2 Water Connections

- 5.2.1 If the property is within a (water) service area, an application for a water connection can be made. If the property is outside of a (water) service area then Council approval must first be obtained to amend the (water) service area.
- 5.2.2 The full cost of constructing a water connection to connect to existing Council water infrastructure (i.e. water main) and extending infrastructure to service private property shall be at "no cost to Council".
- 5.2.3 Any property outside of a (Water Supply) Service Area is excluded from the base access utility charges for water. For properties within the Rural Water Service Area a base access utility charge for water will not apply to properties that do not have an approved water connection.
- 5.2.4 Upon approval of an application and payment of the relevant Fees and Charges, Council will provide a property service that is a Standard Water Connection to the premises or premises group, however requests for non-Standard Water Connections will be considered by Council upon written request. The applicant is responsible for all costs in accordance with Council's adopted Fees and Charges.
- 5.2.5 Water meter
- a) All properties with a water connection are required to be connected with a Council approved water meter.

- b) The meter will be installed at the Point of Connection, outside of the Property Boundary line, for accessibility and safety for Council personnel.
- c) Council will install all meters unless Council provides express written permission for an external party to do so. Developers will install the property service line, terminated in an empty meter box.
- d) All new or replacement meters will be a Honeywell Smart Meter.

5.2.6 Premises and premises groups

Existing lots will only be given one Standard Water Connection unless special application is made to Council for a non-Standard Water Connection (such as a larger diameter property service and/or additional meters). Further, all new premises group dwellings are to be separately metered as specified in section 5.5 of this policy and the QPWC Part B1.

5.2.7 Amalgamated lots

Where more than one lot are amalgamated into one lot, only one Standard Water Connection will be connected for the amalgamated lot unless special application is made to Council for a non-Standard Water Connection. Any additional services will be disconnected.

5.2.8 Only one connection to Council's water infrastructure is allowed per premises or premises group and will be charged at the fee prescribed in the Council Fee & Charges. If approved, any additional connections and meters will be charged as per a Private Works estimate to be provided by Council. Additional meters will only be approved under exceptional circumstances.

5.2.9 A water connection for a new lot created by subdivision of a lot will be charged on an approved Private Works estimate basis, except where the developer has installed the property service line and meter box, where a fixed charge is applicable.

5.2.10 Where a property owner is currently paying a water access utility charge for a premises which is not connected to a Council water service and their water connection application is denied for this premises, the property owner is entitled to a refund of all water access utility charges paid for this premises while they have owned the premises.

5.2.11 In the case where a property owner has opted out of paying access charges in the past, they will be required to pay a fee equivalent to the Headworks Charge for water, as well as the appropriate connection fee in accordance with Council's adopted fees and charges, if a water connection is approved.

5.2.12 Connections to Council's water mains, where the main is smaller than 100mm ID (inner diameter), will require approval of Council and are not a Standard Water Connection.

5.2.13 No new connections on trunk main infrastructure are permitted.

5.2.14 No new connections will be considered to the raw water pipelines.

5.3 Water Extensions

- 5.3.1 Where an extension of any water infrastructure to a property is required it is the responsibility of the property owner. Connections to Council water infrastructure can only occur with Council's written approval. If an applicant wishes to extend the potable drinking water infrastructure to a property, Council requires an application to be made under *Planning Act 2016*.
- 5.3.2 Council will only allow the extension of polyethylene (PE) property service lines if the premises or premises group to be serviced is within 20 meters of a Hydrant or the end of a reticulation water main. If the aforementioned criteria cannot be achieved, the applicant is to pay for the extension of the existing water main (minimum DN100 diameter where Hydrants exist on the water main) which includes all necessary associated infrastructure.
- 5.3.3 It will be at the discretion of Manager Water or delegate to give approval where:
- The construction of the extension might result in reticulation or treatment problems; or
 - The size of any extension is over DN150 diameter or the proposal may be in conflict with Council's planning for the area, except where the extension is a requirement of a sub-division DP approval, or any other approval issued as a result of a Council resolution.
- 5.3.4 Council may consider making a contribution towards work based on the following:
- For the extension of trunk infrastructure;
 - In the event of Council requiring a main greater than DN150 nominal diameter, Council may contribute an additional amount not exceeding the difference in material costs between the size of the main installed and a DN150 diameter main.

5.4 Water Disconnections

- 5.4.1 Applications must comply with sub-section 5.1.
- 5.4.2 Existing water services are to be maintained to all allotments which have a building structure on them, for fire protection, and general use for cleaning and health and sanitation purposes. Accordingly, no request to disconnect such water services will be approved (unless there is a proven alternate water supply to the property).
- 5.4.3 Existing water services to vacant allotments may be disconnected (temporarily/permanently) upon application by the owner and payment of the disconnection fee as per Council's Fees and Charges.
Subject to section 5.4.2,

- 5.4.4 Where an existing property service connection to the Council's water infrastructure is no longer required, the disconnection may be completed by one of the following pathways:
- a) Temporary disconnection shall be disconnected on the property side of the water meter by a licensed plumber;
 - b) Permanent disconnections shall be disconnected at the Point of Connection to the Council water mains by Council;
 - c) Both temporary and permanent disconnections require an application to the Council for approval;
 - d) Under no circumstances is the owner or an agent of the owner to remove the Council water meter, unless expressly approved in writing by Council.

5.4.5 Note – base access utility charges for water may still apply to premises disconnected from Council's water infrastructure, in accordance with Council's adopted Revenue Statement.

5.5 Metering of meterable premises as defined in QPWC for new developments

- 5.5.1 A meter is to be installed external to the Property Boundary of each premises or premises group connected to Council's water infrastructure. For a premises group, the meter will be a Master Meter. In addition to the Master Meter for a premises group, Council will supply and maintain sub-meters to premises within the premises group. The applicant is responsible for all costs in accordance with Council's Fees and Charges.
- 5.5.2 The common property of a premises group in meterable premises must be metered separately.
- 5.5.3 All sub-metering installations shall be undertaken in accordance with WSSA's Sub-Metering Code of Practice 10-2011 – Council Sub-Metering Guidelines and Specifications.
- 5.5.4 Individual meters are to be read by Council and rate notices for water utility charges sent to the owners.
- 5.5.5 If water supplied to each lot and the common property of a premises group is not separately metered then each lot within the premises group is liable for a proportion (based on their contribution schedule lot entitlements) for the total water consumption utility charges for water consumed at the premises group land as measured by the Master Meter, irrespective of any sub-meters installed for individual premises, unless the body corporate for the premises group takes on liability for all water consumption utility charges for the water utility service provided to the premises group under a formal written arrangement with Council (Refer *Body Corporate Community Management Act 1997*, sections 195 and 196).
- 5.5.6 An Authorised Person has the power to enter a Property to read, check maintain or replace a meter at any reasonable time (Refer WSSR Act section 37).

5.6 Relocation of Service Connections

- 5.6.1 Where proposed Property Crossings conflict with existing water connections, the water connection is to be relocated at the applicant's expense.

5.7 Design of Water Reticulation Systems

- 5.7.1 Design of water reticulation systems shall be in accordance with the current:

- a) WSAA Codes (1-5); and
- b) Council addendum for WSAA Water Supply Code WSA 03.

5.8 Construction of Water Reticulation Systems

- 5.8.1 Construction of water reticulation systems shall be in accordance with the current:

- a) WSAA Codes (1-5); and
- b) Council addendum for WSAA Water Supply Code WSA 03.

- 5.8.2 On-maintenance inspections and maintenance period

- a) The purpose of 'on-maintenance inspections' is to ensure the works have been constructed in compliance with the approved plans and specifications.
- b) On-maintenance inspections will be carried out for all new water infrastructure by Council or a Council approved contractor, at the developer's cost. Works approved for 'On-maintenance' will be placed 'On-maintenance' for a minimum period of 12 months, or as otherwise advised by Council, from the date of formal notification by Council (***maintenance period***).
- c) During this period, responsibility and liability for rectification of defects and for any damage that may occur, regardless of the cause, lies with the developer, not Council. Steps must be taken by the developer to prevent damage occurring during the maintenance period including damage likely to be caused during on-site construction. Maintenance includes vegetation control and soil erosion control.

- 5.8.3 Council Off-maintenance inspections

- a) The purpose of the Off-maintenance inspections is to ensure that the constructed works have performed satisfactorily during the maintenance period. Any further defects identified during the Off-maintenance inspections are to be rectified at the developer's cost before works are certified as being 'Off-maintenance'.
- b) Also, refer the Council's website for 'On/Off-maintenance' Process.

5.9 Easements

- 5.9.1 Council water infrastructure must have easements granted in favour of Council where they traverse private property.

- 5.9.2** Engineering drawings pertaining to the design/construction of 'water reticulation' shall include the required information which include – water reticulation plan, pipe size/type/class, water main alignments, valves, hydrants and other fittings locations, longitudinal sections, water supply pump station details, reservoir details, live connection requirements and associated details, water meter information, conduits, property services and location of the Point of Connection and the property service connection point to the water reticulation mains, including easement location.
- 5.9.3** The easement instrument must:
- a) reserve the right for Council and its employees, agents and contractors to enter the easement area at any time without notice, with plant and equipment, for the purpose of inspecting, constructing, extending, maintaining/replacing, controlling and managing Council water infrastructure within the easement area; and
 - b) not permit buildings or other structures to be situated within the Easement area, except with the written approval of Council; and
 - c) prohibit earthworks or landscaping works involving large tree/shrub plantings with extensive root systems (e.g., rubber trees, umbrella trees) within the Easement area.
- 5.9.4** All buildings or other structures shall remain clear of Easement areas.
- 5.9.5** An easement in favour of the Council shall be obtained by the developer from the property owner for the following situations:
- a) Over all existing and proposed water supply mains within the development property owned by the developer, including residential lots, private parks and reserves, industrial and commercial sites, and within premises group developments;
 - b) Over all proposed water supply mains to be constructed within properties not owned by the developer, for the connection of the developer's site to Council's water infrastructure;
 - c) For the future location of trunk water mains within property, as identified in Water and Sewerage Infrastructure Plan – Local Government Infrastructure Plan (LGIP), or as directed by the Council

5.10 Fire Services

5.10.1 New Fire Services

- a) Applications for installation of new special fire systems must comply with the guideline outlined in sub-section 5.1.
- b) For the installation/design of new internal firefighting systems, the system must be designed based on minimum standards and code requirements, unless it can be demonstrated that the cost of such system is too onerous for the developer. In such cases, a pressure and flow test can be used as a guide for such system design,

acknowledging that Council holds the right to modify system pressures. No single point tests shall be allowed.

- c) Where new fire services are required the following conditions apply:
- (i) Fire services for internal hydrants and/or sprinkler systems where no fire hose reel off-takes are required shall be run as separate unmetered fire service water connection;
 - (ii) Where only fire hose reels are required a single fire service sub-meter shall be installed at outlet flange of the firefighting system water supply pipe;
 - (iii) Where internal Hydrants and/or sprinkler systems and fire hose reels are required; a single fire service water connection shall be provided with a check valve and metered bypass located prior to the Property Boundary;
 - (iv) Diameters of fire services (including the diameter of metered bypasses for fire hose reels) shall be determined and certified for each project by an approved Certifier (i.e. as outlined in the *Queensland Department of Housing and Local Government Register of Fire Systems Certifiers as per the Queensland Government Building Act, 1975 and Building Regulation, 2006*);
 - (v) Fire hose reels shall not be sealed by Council;
 - (vi) Direct Booster pump connections from the Council water supply network are not allowed;
 - (vii) All new buildings classified from Class 2 to 9 (refer to BCA for the definition of the building classes) must ensure that adequate fire protection is available as per the BCA. It is the legal responsibility of a building developer/owner to ensure that their buildings meet the fire safety standards.

5.10.2 Existing Fire Services

- a) Where unmetered fire services exist, the following procedures shall apply:
- (i) Where a single fire service exists, which serves hydrant points and/or a sprinkler system in addition to fire hose reels the service shall remain unmetered.
- b) Where an existing fire service provides water only to fire hose reels, each of the fire service water connection and the property service for domestic water services shall be metered.
- c) Connected fire service meters on a fire service water connection are charged as a 20mm water access utility charge.

5.10.3 Meter Reading

Fire services meters shall be read half yearly by Council's Water Metering Section or remotely in the case of Smart Meters.

5.10.4 Water consumption adjustment for firefighting

Where water is consumed for firefighting purposes the following procedures shall apply:

- a) The consumer shall contact Council within seven days of a fire incident to notify that fire hose reels have been used for firefighting;
- b) Council shall arrange for the water meter to be read as soon as possible after being notified of such use during fire incident;
- c) No charge shall be levied for the water consumed between the last meter reading date and the meter reading after “fire notification”.

5.11 Maintenance

5.11.1 The property owner is responsible for maintenance of on-premises water supply pipes from the fitting immediately after the meter adaptor fitting (outlet Nut and Tail).

5.11.2 Once installed, Council is responsible for the ongoing operation and maintenance of Council water infrastructure, up to and including the primary (master) meter at the Property Boundary. However, Council is not responsible for infrastructure between the primary (master) and any sub-meters or any private meters.

5.12 Testing of Water Meters

For the purpose of this Policy, the “prescribed standard” for informally determining the accuracy of a water meter is as follows:

- a) An Authorised Person must ensure the occupier of the property does not consume water during the duration of the test.
- b) The Authorised Person must then take a reading of the water meter being tested (the “property meter”).
- c) The Authorised Person must then connect a water meter (the “test meter”) known to meet the manufacturer’s standard to a convenient tap and record the meter reading.
- d) The Authorised Person must then run one hundred litres of water as registered in the test meter through the tap which the test meter is connect to.
- e) The property meter should then be read again and if the readings from the property meter are within 5% of 100 litres, the property meter is taken to be registering accurately

This test will be carried out by field staff when investigating a high water reading/potential property water leak. If the property owner is not satisfied with the outcome of this test they can request a formal meter test and pay the required fee.

5.12.1 Formal Testing Procedure

All water meters must be installed by appropriately qualified and licensed plumbers as per the *Plumbing and Drainage Act 2018*.

All Water meter testing will be carried out in accordance with the WSAA’s Compliance Testing of In-Service Water Meters Code of Practice, WSA 11 -2012’.

An owner or occupier may request Council to test a water meter. A request must be made in the Council approved form and be accompanied by the prescribed fees as per Council's Fees and Charges.

Council may at any reasonable time, disconnect any water meter for the purpose of testing the water meter. However, Council will install a replacement water meter during the testing period to ensure continuous metered water supply.

Before Council changes the water meter for testing, Council will provide the occupier of the property at least 48 hours written notice of its intention to shut off the water supply, advising of the reasons for shutting it off, and for how long it will be shut off, and re-connect the water supply by installation of an accurate water meter.

Where a person who has made a request for water meter testing is also the occupier of the property, Council may disconnect the water supply for the purpose of testing a water meter without giving that person at least 48 hours written notice if that person waives the notice requirement.

A water meter to be tested will be replaced by Council and the meter to be tested will be forwarded to an external accredited laboratory for accuracy testing as per prescribed standards at the applicant's expense.

5.12.2 Water Meter not Registering Accurately

Where Council determines pursuant to section 5.12.1 that a water meter is not registering accurately (within 5%), Council will refund the water meter testing fee and will install a water meter which is registering accurately as per prescribed standards.

5.12.3 Charge When Water Meter is not Registering Accurately

If any water meter in use ceases to register or is determined by Council to be not registering accurately, Council may:

- a) Estimate the period during which such water meter was not in good working order; and
- b) Calculate the deemed water consumption using all reasonable information available to Council.

The process for calculating the actual charge for water consumption where the water meter ceased to register, or the water meter was not registering accurately, is as follows:

The following conditions are where the meter is still registering a quantity of water at normal flow rates:

- a) If the error in registration established by test is within 5% of the actual quantity of water passing through the meter at normal flow during the test, then the consumption as recorded will be deemed to be the quantity of water consumed;

- b) If the error in registration established by test reveals that the quantity of water recorded is within 5% in excess or 5% less than the actual quantity of water passing through the meter at normal flow during the test, then the consumption as recorded will be deemed to be the quantity of water consumed;
- c) If the error in registration established by test reveals that the quantity of water recorded is greater than 5% in excess of, or 5% less than the actual quantity of water passing through the meter at normal flow during the test, then the consumption for billing purposes may be determined by Council by any of the methods listed in section 5.12.4 below.

5.12.4 Deemed water consumption

Where the ratepayer was the owner of the relevant property for the whole of the three half yearly water billing periods immediately preceding the consumption period in which the water meter error occurred, the deemed water consumption is the number of days in the consumption period in which the water meter error occurred multiplied by the average daily consumption for the previous three half yearly water billing periods.

Where the ratepayer has owned the relevant property for less than three half yearly billing periods immediately preceding the consumption period in which the water meter error occurred, the deemed water consumption is the number of days in the consumption period in which the water meter error occurred multiplied by the average daily consumption for the period of ownership.

Where the ratepayer acquired the relevant property during the consumption period in which the water meter error occurred, the deemed water consumption is the first tier consumption limit.

5.12.5 Council may temporarily shut off the water supply, without notice, if there is:

- a) A serious risk to public health; or
- b) A likelihood of serious injury to person or damage to property; or
- c) Another emergency,

however, Council must give anyone likely to be affected by the action:

- d) notice of the action; and
- e) the reasons for the action; and
- f) if the action is continuing when the notice is given, notice about how long the action will continue.

(Refer WSSR Act section 44(3)(and(4)).

6 Relevant Laws/Guidelines

- *Water Act 2000*
- *Water Supply (Safety & Reliability) Act 2008*

- *Plumbing & Drainage Act 2018*
- *Planning Act 2016*
- *Building Act 1975*
- Queensland Development Code, including Queensland Development Code Mandatory Policy 1.4 (**QDC MP1.4**)
- WSSA Sub-Metering Code of Practice WSA 10-2011
- WSAA Codes (1-5)
- Water and Sewerage Infrastructure Plan – Local Government Infrastructure Plan (LGIP)
- Firefighting target standards
- Building Code of Australia (**BCA**)
- WSAA's Compliance Testing of In-Service Water Meters Code of Practice, WSA 11 -2012

7 Related policies/documents

- Works near Council's Water, Sewer and/or Stormwater Infrastructure Policy
- Council Sub-Metering Guidelines and Specifications
- Council addendum for WSAA Water Supply Code 03 including associated annexures
- Council On/Off-maintenance Process
- Council Works near Council infrastructure application form
- Council's Revenue Statement
- Council's Register of Fees and Charges

8 Definitions


Term	Meaning
Applicant	The person named in an application form as the applicant and is therefore responsible for completing the application form and supplying the required documentation with the application. An applicant could be the property owner, developer, consultant or contractor.
Authorised Person	A person appointed by Council under section 45 of WSSR Act.
BCA	Building Code of Australia (Refer Building Act 1975 section 12).

Council	Southern Downs Regional Council
Contractor	An individual, corporation or legal entity including sub-contractors that is accountable for the delivery of works under a specified contract or development agreement. For example, the person engaged (or proposed to be engaged) under a works contract to construct the infrastructure works on behalf of the developer.
Developer	A person carrying out development on a property.
Development Permit (DP)	Has the meaning provided in in the <i>Planning Act 2016</i>
Easement	A right held by one party to make use of the land of another for certain purposes, such as for access and installation of infrastructure, which right is registered against the title of the burdened land.
Headworks Charge	An infrastructure charge levied by Council pursuant to an infrastructure charges notice to cover the cost of providing, maintaining and extending trunk infrastructure such as reservoirs, treatment plants and reticulation.
Hydrant	A fitting installed in a water pipeline with a valved outlet to enable a controlled supply of water to be drawn from the pipeline for firefighting.
Local Government Infrastructure Plan (LGIP)	Has the meaning provided in in the <i>Planning Act 2016</i>
Master Meter	The meter at the Point of Connection for a premises group located at the intersection between the property service and the on-premises water supply pipe and is upstream of all sub-meters. The master meter is used to register the total water consumption on the premises group land.
Person	Includes an individual and a corporation.
Premises	a) A lot as defined under the <i>Planning Act 2016</i> , schedule 2; or b) For a lot under the <i>Body Corporate and Community Management Act 1997</i> or the <i>Building Units and Group Titles Act 1980</i> —the common property for the lot.
Point of Connection	The point where the on-premises water supply pipe connects to the property service.
Private Works estimate	An estimate provided by Council in accordance with the Private Works Policy
Property Boundary	The boundary of a premises or premises group with a road reserve or adjoining premises or premises group.
Property Crossing	This is the entrance to premises or a premises group from a road, usually where the driveway is located.
Property Service	The pipes and fittings installed for connecting premises or a premises group from the reticulation water main to the on-premises water supply pipe.
QDC MP1.4	Queensland Development Code Mandatory Policy 1.4.
QPWC	Queensland Plumbing and Wastewater Code made under the <i>Plumbing and Drainage Act 2018</i> .

Service Area	Areas within Council's local government area declared by Council to be areas within which a reticulated water service is provided by Council or a Council entity. (Refer WSSR Act, section 161.)
Smart Meter	A smart meter is a meter that automatically tracks and records the amount of water used in premises or a premises group.
Standard Water Connection	A DN20 (20mm ID) metered property service provided at the prescribed fee in the Fees and Charges.
WSAA	Water Services Association of Australia.
WSSR Act	<i>Water Supply (Safety and Reliability) Act 2008 (Qld).</i>

12.3 Update to Rural Water Connection Policy - June 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Manager Water	ECM Function No/s:

Recommendation

THAT Council approve the updated Rural Water Connection Policy as attached to this report.

REPORT

Background

The Rural Water Connection Policy was adopted by Council on 17 January 2024. A minor amendment is proposed and requires Council approval.

Report

Clause 3 – Scope – has been amended to read:-

“This policy is to apply to new applications for connection to a rural water service. This policy does not apply to existing water connections.”

This is to make it clear that existing water customers in the new Rural Water Supply Area will be unaffected by this policy.

Conclusion/Summary

This update makes it clear that Council’s intentions were that this policy only affects new water connections.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

This topic has been raised in Council information sessions

External Consultation

This change is as a result of feedback received regarding the new proposed water supply areas.

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

Water Infrastructure Policy

Rural Water Connection Policy

ATTACHMENTS

1. Rural Water Connection Policy PL-131 - Draft 20 May 2024 [↓](#)



Rural Water Connection Policy

Policy Number:	PL-131
Policy Type:	Operational
Department:	Infrastructure Services
Section:	Water
Responsible Manager:	Manager - Water
Date Adopted:	17 January 2024
CEO Signature:	
Date to be Reviewed:	17 January 2026
Date Reviewed:	
Date Rescinded:	

REVISION RECORD

Date	Version	Revision description
17/12/2024	1	Policy adopted

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1 Policy Background

There are a number of small water mains (less than 100mm diameter) servicing properties within Rural Water Service Areas. These mains do not have significant spare capacity and have high maintenance needs. This policy has been established to address the requests for connection to these small water mains within the Rural Water Service Areas.

2 Purpose

This policy is to apply to “Rural Water Service Areas” within Council’s local government area and to prescribe the terms and conditions applicable to Rural Water Service connections within the declared Rural Water Service Areas.

3 Scope

This policy is to apply to new applications for connection to a rural water service. This policy does not apply to existing water connections.

4 Legislative Context

- Water Supply (Safety and Reliability) Act 2008.
- Local Government Act 2009, ss 9 and 12(3)(c).
- Local Government Regulation 2012

5 Rural Water Service Connections

5.1 Eligibility

All premises within a Rural Water Service Area where a principal place of residence or other registered dwelling place exists, are eligible for connection to a Rural Water Service. Note, if the property is not within the Rural Water Service Area, then Council approval must first be obtained for Council to amend the service area to include the subject premises, before the connection application can be considered.

5.2 Costs

All costs associated with the supply and installation of the property service infrastructure and water meter required to provide the connection are to be borne by the applicant. The connection will be carried out subject to approval of a private works estimate.

5.3 Connection Conditions

Council will advise the applicant of the following conditions that apply to all premises to be connected to a Rural Water Service:

- a) A Council approved meter must be installed at the Point of Connection.
- b) The on-premises water supply pipe connects to the Point of Connection at the outlet flange of the meter.
- c) The supply, operation and maintenance of the on-premises water supply pipe and on-premises storage tank is the responsibility of the applicant/property owner.
- d) Supply and pressure from Council's water main will not be guaranteed to be continuous or consistent.
- e) Council may temporarily disrupt supply for the purpose of repair or maintenance, but shall not be held responsible for damages arising from any interruption.
- f) On-premises water storage with a minimum capacity of 20 Kilolitres must be provided if there is a dwelling on the premises. The storage tank will require an elevated location to provide gravity pressure to the premises supply side of the storage tank, or a pressure pump system may need to be installed on the premises supply side of a storage tank. The on-premises water supply system must not use a pump causing negative pressure on the Council's rural water main.
- g) The premises must have an additional on-premises water storage of 45 Kilolitres of water, using a storage tank, located within a radius of 50 meters from a dwelling, for firefighting purposes.
- h) The on-premises water supply pipe must be directly connected from the Point of Connection to an on-premises water storage tank. No intermediate connections are allowed. The water level in the storage tank is to be controlled automatically by a ball float valve. A minimum air gap of 100mm must be maintained between the tank filling inlet and tank overflow.
- i) All on-premises water supply installations, from the outlet flange of the meter at the Point of Connection, must be carried out by a suitably qualified and licensed person. The requirements of the Plumbing and Drainage Act 2018 and appropriate trade standards must be met.
- j) Rural water service supply will only be available for domestic potable purposes, except for existing raw water connections.
- k) The cost of connecting the Rural Water Service includes the provision of a 20mm ID (internal diameter) metered property service and a backflow prevention device. The property service, the meter and the backflow prevention device remain the property of Council. The cost of providing the connection to the Rural Water Service is payable in advance.
- l) At the Council's discretion, a plumber or contractor may be engaged by the applicant to construct the connection works quoted. This work will only be commissioned when proved to be of satisfactory standard. Supervision and testing will be at the cost of the applicant. A security deposit will be required from the applicant for work to be carried out by a contractor engaged by Council. This deposit will be equal to the estimated cost of the work.
- m) The applicant must ensure that Council has unencumbered ready access to its meter, backflow prevention device and property service at all reasonable times.
- n) Only one water service connection is permitted to each individual premises.
- o) The connection for a Rural Water Service must be a Rural Water Standard Connection.
- p) The property owner is responsible for the maintenance and operation of the on-premises water supply pipes and water storage from the Point of Connection. Council will not accept any

responsibility for the loss of water or resultant cost from and after the Point of Connection.

- q) In addition to the above conditions, contained in clauses 1 to 16, Council reserves the right to alter or amend any of the conditions of supply in line with changes in legislation, codes, standards and Council policies. Failure to abide by any of these conditions in the future may lead to Council restricting the supply to the premises further.

6 Definitions

Term	Meaning
Council	Southern Downs Regional Council
Person	Includes an individual and a corporation.
Point of Connection	The point where the on-premises water supply pipe connects to the property service.
Premises	a) A lot as defined under the <i>Planning Act 2016</i> , schedule 2; or b) For a lot under the <i>Body Corporate and Community Management Act 1997</i> or the <i>Building Units and Group Titles Act 1980</i> —the common property for the lot.
Property service	The pipes and fittings installed for connecting premises or a premises group from Council’s reticulation water main to the on-premises water supply pipe.
Rural Water Service	A reticulated drinking water service to residential premises in a Rural Water Service Area, for use for domestic purposes only.
Rural Water Service Area	Area within Council’s local government area declared by Council to be areas within which a Rural Water Service is provided by Council or a Council entity. (Refer WSSR Act, section 161.).
Rural Water Standard Connection	A DN20 (20mm ID) metered property service and a backflow prevention device.
Urban Water Service Area	Areas within Council’s local government area declared by Council to be service areas within which an Urban Water Service is provided by Council or a Council entity. (Refer WSSR Act, section 161.)
Urban Water Service	The reticulated drinking water service provided by Council or a Council entity within an Urban Water Service Area.


7 Related Documents

- Water Infrastructure Policy
- *Plumbing and Drainage Act 2018*

- Queensland Plumbing and Wastewater Code
- Plumbing Code of Australia
- *Water Supply (Safety and Reliability) Act 2008*
- WSAA Water Supply Code WSA 03.
- *Local Government Regulation 2012*

12.4 Stanthorpe Irrigators Recycled Water Agreement 2024 Amended June 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Manager Water	ECM Function No/s:

Recommendation

THAT Council:-

Resolve that under S235(b) of the Local Government Regulation, because of the specialised nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders, and that this contract will only be offered to the current irrigators as listed in the attached Recycled Water Agreement for the following reason:

- The very significant risk for Council in not being able to successfully dispose of the treated effluent.

THAT Council:

1. Enter into Recycled Water Agreements with the irrigators as listed in the attached Recycled Water Agreement; and
2. Delegate the Chief Executive Officer to finalise the Stanthorpe Irrigators Recycled Water Agreements 2024.

REPORT

Background

Southern Downs Regional Council (SDRC) owns and operates the Stanthorpe Wastewater Treatment Plant (WWTP) at New England Highway in Stanthorpe, Queensland. The Stanthorpe WWTP produces only Class A recycled water wherein the major portion is supplied to rural irrigators and a minor portion is supplied to urban community groups.

For Stanthorpe irrigators, the current Agreement expired on 31 March 2024. There have been ongoing negotiations with irrigators and an amended copy of the Model Recycled Water User Agreement, developed by the Queensland Government, was provided as the industry standard for Queensland.

After several iterations Council produced a document acceptable to the irrigators and was presented at the May Council meeting for approval. Council requested officers undertake some additional consultation with the parties and the attached revised agreement addresses Council's request.

Report

Council used the Model Recycled Water User Agreement provided by the State Government to produce a draft Agreement, that was sent to the Stanthorpe irrigators for comment. In late December 2023, correspondence was received from Catanzaro Solicitors on behalf of Stanthorpe irrigators advising that the terms of the proposed draft Agreement were not suitable to their clients. The correspondence sought opportunity to negotiate with SDRC.

A meeting was held with the irrigators and the points of difference were discussed and outcomes agreed. The irrigator's solicitor then provided an update to the contract reflecting their position.

Council updated the draft contract incorporating the irrigator's solicitor's comments and provided the updated draft to them for further review. We received four points of concern and these were addressed in the final draft of the agreement, attached to this report.

It is essential to note that Council are extremely dependent on these irrigators taking the recycled water. If they did not accept the recycled water we would be forced to discharge this to the creek in contravention of the Environmental Authority for this treatment plant.

Under s235(b) of the Local Government Regulation, it is recommended that this contract should only be offered to the current irrigators due to the very significant risk for Council in not being able to successfully dispose of the treated effluent if contract negotiations are unsuccessful.

The Agreement was presented to Council at the 15 May 2024 meeting for approval. Councillors indicated that the report did not allow Council any flexibility in the future if they wanted to use the recycled water to benefit the urban customers.

The agreement has been amended to provide Council with this flexibility. The attached document has tracked changes to show the amended clauses for your information. Most of these changes are in clause **2.1 Term**, with a minor amendment in clause **20.2. Exclusivity**.

Conclusion/Summary

SDRC needs to ensure it has the capacity to meet its license conditions for the Stanthorpe WWTP discharge parameters and thus needs supply agreements that facilitate the management of recycled water and discharge. This contract is suitable for Council to discharge its obligations.

FINANCIAL IMPLICATIONS

The irrigators will be charged and managed in accordance with the conditions set out in the Agreement.

RISK AND OPPORTUNITY

Risk

The existing Agreement expired at the end of March 2024. Should Council not approve this new Agreement we could end up in disputes with the current irrigators.

Opportunity

This report and final Agreement allow the relationship of the Stanthorpe irrigators and SDRC to continue in a more equitable manner, allowing SDRC more control over this collaboration than was allowed under the previous agreement.

COMMUNITY ENGAGEMENT

Internal Consultation

Water & Wastewater Treatment Coordinator
Finance Business Improvement Officer
Council Information Session 15 November 2023
Council meeting 15 May 2024

External Consultation

The Agreement was sent to each of the irrigators for feedback.
The Agreement was reviewed by SDRC's solicitors.

LEGAL / POLICY

Legislation / Local Law

Recycled water is managed under *Chapter 3 of the Water Supply (Safety & Reliability) Act 2008*.

Corporate Plan

Goal:	3	Our Prosperity
Outcome:	3.2	Businesses thrive and grow
Objective:	3.2.3	Advocate for improved water availability and security for the agricultural industry.
Performance Indicator:		Improved water security

Policy / Strategy

Nil

ATTACHMENTS

1. Recycled Water Agreement - Tracked Changes version [↓](#)

Please disregard message, [Error! Bookmark not defined](#) which occurs throughout the document due to the “Tracked Changes” view.

This will be eradicated when “Markup” in the “Tracked Changes” has been agreed upon and accepted within this document.



Recycled Water Agreement

Southern Downs Regional Council (Council)

_____ (Irrigator)

[To be inserted, if necessary] (Owners)

Recycled Water Agreement

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Recycled Water Agreement

Details

Date

Parties

Name	Southern Downs Regional Council	
ABN	59 786 792 651	
Description	Council	
Notice Details	Address	64 Fitzroy Street, Warwick 4380
	Postal address	PO Box 26
		WARWICK QLD 4370
	Email	mail@sdrc.qld.gov.au
	Attention	

Name		
Description	Irrigator	
Notice Details	Address	
	Postal address	
	Email	
	Attention	

Recycled Water Agreement

Background

- A. The Council holds the EA for the operation of the environmentally relevant activity of sewage treatment pursuant to the EP Act. The Council's recycled water scheme is contained in its Recycled Water Management Plan, approved by the Department of Regional Development, Manufacturing and Water.
- B. The Council owns and operates the Treatment Plant, which is part of the Recycled Water Scheme.
- C. The Irrigator occupies, or is entitled to occupy, the Land.
- D. The Irrigator has requested that the Council supply Recycled Water for the Irrigator's use on the Land for the Permitted Use.
- E. The Council has agreed to supply, and the Irrigator has agreed to take, Recycled Water for the Irrigator's use on the Land for the Permitted Use in accordance with this Agreement.
- F. The Owner owns the Land and consents to the supply and use of the Recycled Water in accordance with the Agreement.

1. Definitions and Interpretation

1.1 Definitions

In this document the following words and expressions have the meaning shown unless the context requires otherwise:

Agreement	This document and all Schedules and Annexures to it.
Annualised Capital Cost	The Book Value of the scheme assets less original government grant allowance of 50% x Weighted Average Cost of Capital to Council / Average Useful Life of the scheme assets.
Annual Renewals Annuity	Annual depreciation of the scheme assets at 30 June for the financial year immediately before the review date which forms part of Southern Downs Regional Councils audited financial statements less original government grant allowance of 50%
Authorised Representatives	Each of the parties appointed by the Current Irrigators to represent each of Current Irrigators at meetings held between the Council and the Current Irrigators and are as at the Commencement Date the parties whose details appear at Item 17 of the Schedule.
Authority	Any federal, state, local government, semi-government, statutory or legislative authority, court, instrumentality or body with jurisdiction over any part of the Land.

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Average Useful Life	Average estimated number of years the scheme assets will continue to contribute positive economic value in their current state at 30 June for the financial year immediately before the review date which forms part of Southern Downs Regional Councils audited financial statements.
Bank Bill Yield Rate, for a day	The monthly average yield of 90-day (three month) Bank Accepted Bills/Negotiable Certificates of Deposit for the month of March immediately before the review date as published by the Reserve Bank of Australia accessed on the Reserve Bank of Australia's website.
Book Value	Replacement value of the scheme assets less accumulated depreciation at 30 June for the financial year immediately before the review date which forms part of Southern Downs Regional Councils audited financial statements.
Business Day	Any day other than a Saturday, Sunday, or a bank holiday or a public holiday in Queensland and a reference to a date which does not fall on a Business Day is to be construed as a reference to the next Business Day.
Business Hours	9 am to 5 pm inclusive on any Business Day.
Commencement Date	The date upon the last party to sign this Agreement signs this Agreement.
Discount Rate	the sum of— (a) the bank bill yield rate for the day, rounded to 2 decimal places; and (b) 3%.
Council's Infrastructure	All of the plant, equipment and meters necessary to supply Recycled Water to the Supply Point.
Current Irrigators	Those parties whose details appear at Item 18 of the Schedule.
CPI	The Brisbane Consumer Price Index (All Groups) published by the Commonwealth Statistician, or any similar index which replaces it.
DES	Department of Environment and Science.
EA	Environmental Authority EPR00558813 held by the Council.
EP Act	<i>Environmental Protection Act 1994</i> (Qld).
Expiry Date	The date specified in Item 6 of the Schedule.

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Farm Management Plan	Means the Irrigation Farm Management Plan, Occupation Health & Safety Plan and a description of the Irrigator's Property contained in Error! Reference source not found. Annexure D .
Fee	The fee specified in Item 10 of the Schedule.
Force Majeure	Any event or circumstance not within the control of the party claiming Force Majeure, and which, by exercise of reasonable diligence, that party was and is not reasonably able to prevent or overcome, including: <ul style="list-style-type: none"> (a) war, whether declared or undeclared, revolution or act of public enemies; (b) riot or civil commotion; (c) strike, stoppage, ban, limitation on work or restraint of labour; (d) act of God; (e) fire, flood, storm, tempest or washaway; (f) act or restraint of any Authority; (g) failure of the electricity supply caused by events beyond the control of the Council or the Irrigator; or (h) a change in any law or requirement of any Authority which makes it unlawful to supply or use the Recycled Water in accordance with this Agreement.
Guidelines	The Environmental Protection Agency (Qld) <i>Queensland Water Recycling Guidelines</i> , December 2005.
Irrigator's Allocation	The Allocation identified in Item 8 of the Schedule, as determined by reference to Items 8(A), 8(B) and 8(C).
Irrigator's Infrastructure	The infrastructure identified in Item 3 of the Schedule.
Irrigation Rotation	The rotation identified in Item 1514 of the Schedule.
Land	The land identified in Item 1 of the Schedule.
Levels of Service	The delivery pressure, rate of delivery, or restrictions on service availability for the supply of Recycled Water specified in Item 9 of the Schedule.
Nominal Annual Allocation	The allocation identified in Item 8(B) of the Schedule.

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Owner	The owner of the Land identified in Item 1 of the Schedule.
Potable	Suitable for drinking.
Permitted Use	The use specified in Item 7 of the Schedule.
Proportion	The proportion identified in Item 8(A) of the Schedule.
Public Liability Insurance Amount	The amount specified in Item 16 12 of the Schedule.
Recycled Water	The treated effluent produced by the Treatment Plant and supplied to the Irrigator pursuant to this Agreement.
Recycled Water Scheme	The recycled water scheme operated by the Council, having Scheme Reference Number SRN004.
Recycled water management plan	The plan for the safe generation and supply of Recycled water.
Supply Point	The point identified at Item 2 of the Schedule.
Term	The term of this Agreement in accordance with clause 2.1, including any Holdover Period under clause 2.2.
Treatment Plant	The Council's effluent treatment plant identified at Item 4 of the Schedule.
Water Quality Specification	The table contained in Error! Reference source not found. Annexure-B.
Weighted Average Cost of Capital	Discount rate x (Useful Life – 1)

1.2 Interpretation

In the interpretation and application of this document, unless the context otherwise requires:

- (a) any reference to the background, or any schedule, attachment or exhibit, is a reference to that thing which is part of this document;
- (b) in calculating any period of time commencing from a particular day, the period commences on the following day and the following day counts as part of that period;
- (c) where an expression, word or phrase is given a particular meaning, then other parts of speech based on that expression, word or phrase and other grammatical forms of that expression, word or phrase, have corresponding meanings;

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- (d) the rule of interpretation which sometimes requires that a document be interpreted to the disadvantage of the party which put the document forward, does not apply;
- (e) a reference to this document or any other agreement, arrangement or document, includes any variation, novation, supplementation or replacement of them;
- (f) where an expression is defined anywhere in this document, it has the same meaning throughout;
- (g) a reference to any gender includes all genders;
- (h) headings are for convenience of reference only and do not affect interpretation;
- (i) a mention of anything after include, includes or including, does not limit what else might be included;
- (j) if an example is given of anything, including an example of a right, obligation or concept, the example does not limit the scope of that thing;
- (k) a reference to any legislation or legislative provision includes any statutory modification or re-enactment of, or legislative provision substituted for, and also any subordinate legislation issued under, that legislation or legislative provision;
- (l) a reference to dollars or \$ is to an amount in Australian currency;
- (m) the singular includes the plural and vice versa;
- (n) a reference to any party to this document or to any other document or arrangement, includes that party's legal personal representatives, substitutes (including, without limitation, any person taking by novation), successors and permitted assigns;
- (o) a reference to a person includes a body corporate, partnership, joint venture, incorporated or unincorporated association, authority, state, government, or government or quasi-government body; and
- (p) an agreement, undertaking, representation or warranty by or in favour of two or more persons, binds or is for the benefit of all of them jointly and each of them individually.

2. Term

2.1 Term

- a) This Agreement commences on the Commencement Date and expires on the Expiry Date (or the sooner determination of this Agreement in accordance with clause 16), subject to any extension of this Agreement under clause [Error! Reference source not found.2-1\(b\)](#).
- b) The Irrigator shall have the right to exercise [a first three \(3\) successive](#) options of renewal of this Agreement for [successive periods, each a 5-year period commencing](#)

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from the expiry of the first Term (being the period from the Commencement Date to the Expiry Date of the first five year period) herein referred to as the "First Additional Termoption-period".

c) The Irrigator shall have a further right to exercise a Second Option of Renewal of this Agreement for a further 5-year period commencing from the expiry of the First Additional Term. The additional term of five years that would be created upon exercise of this renewal is referred to as the Second Additional Term. However, as part of the exercise of the Second Option of Renewal, the parties agree to the following:-

- i. The Council must otherwise comply with the obligations set out in this clause 2.1 in relation to the giving of notice and requirements to meet.
- ii. However, and in addition, the Council must in the notice to be given for the Second Option of Renewal, provide advice as to whether it believes that there is a genuine urban need which will arise or has arisen in relation to the Recycled Water the subject of this Agreement and in particular whether there will be the ability to allow the exercise of the Third Option of Renewal set out in clause 2.1 d). The notice must contain the particulars of the genuine urban need, and where the urban need relates to the development of an industry, must be able to show that the impact on the local community will outweigh the detriment created to the Current Irrigators, it being acknowledged that the use by the Current Irrigators of the Recycled Water is in fact an industry in itself which creates commercial benefits to the local community.
- iii. Where there is a genuine urban need, the parties agree that the Irrigator shall no longer have the Third Option of Renewal available to it, it being agreed by the Irrigator that the Second Additional Term will constitute sufficient notice to the Irrigator regarding the ending of the right to exercise the Third Option of Renewal under this Agreement.

d) Where the Second Option of Renewal has been exercised, and no genuine urban need has been established, then the Irrigator shall have the right to exercise a Third Option of Renewal for a further 5-year period commencing from the expiry of the Second Additional Term. The additional term of five years that would be created upon exercise of this renewal is referred to as the Third Additional Term. However, as part of the exercise of the Third Option of Renewal, the parties agree to the following:-

- i. The Council must otherwise comply with the obligations set out in this clause 2.1 in relation to the giving of notice and requirements to meet.
- ii. However, and in addition, the Council must in the notice to be given for the Third Option of Renewal, provide advice as to whether it believes that there is a genuine urban need which will arise or has arisen in relation to the Recycled Water the subject of this Agreement and in particular whether there will be the ability to allow the First Right of Refusal to continue to be available as set out in clause 2.1 i). The notice must contain the particulars of the genuine urban need, and where the urban need relates to the development of an industry, must be able to show that the impact on the local community will outweigh the detriment created to the Current Irrigators, it being acknowledged that the use by the Current Irrigators of the Recycled Water is

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Recycled Water Agreement

in fact an industry in itself which creates commercial benefits to the local community.

- iii. Where there is a genuine urban need, the parties agree that the Irrigator shall no longer have the First Right of Refusal available to it, it being agreed by the Irrigator that the Third Additional Term will constitute sufficient notice to the Irrigator regarding the ending of the right to the First Right of Refusal under this Agreement.

b)–

e)e) The Council must give the Irrigator notice at least eight (8) calendar months and not more than ten (10) calendar months prior to the expiry date of the then current Agreement that the Irrigator is entitled to exercise the option to renew the Agreement for the option period. When the Council provides this notice, it must at the same time:

- (i) advise whether or not it believes there is to be a change to the fee structure as set out in clause [Error! Reference source not found.5.4](#) and if a change is proposed, the nature of those changes and the proposed new fee structure;
- (i) advise whether as a result of any upgrades to the Treatment Plant from where the Recycled Water is sourced, this will require changes to any processes including Farm Management Plans and advise the nature of such changes;
- (ii) advise whether there is a requirement due to a legislative obligation imposed on the Council which requires it to make changes to either the amount of water which it is able to supply or the quality of water which it is able to supply and advise the nature of such changes.

e)f) Upon receipt of the Notice from the Council, the Irrigator may exercise the option to renew the Agreement for the option period by giving to the Council within three (3) calendar months that the Irrigator is desirous of renewing the Agreement for the option period whereupon the Agreement will be renewed for the option period on the same terms and conditions as this Agreement subject to the terms of clause [Error! Reference source not found.2.4\(e\)](#). Should the Council fail to give Notice within the time frame referred to in Clause [Error! Reference source not found.2.4\(e\)](#) hereof, then the Irrigator has until the expiry of three (3) calendar months on and from the receipt of such Notice from the Council within which to exercise the option to renew the Agreement. It is agreed that in the event that the Council fails to give Notice referred to in Clause [Error! Reference source not found.2.4\(e\)](#) hereof prior to the expiry of the Agreement, then the Irrigator shall be deemed to be holding over under the terms of the current Agreement until such Notice is given by the Council whereupon the Irrigator shall have until the expiry of three (3) calendar months on and from the receipt of such Notice from the Council within which to exercise the option to renew the Agreement.

e)g) Should at the time for the Council to give notice to the Irrigator pursuant to clause [Error! Reference source not found.2.4\(e\)](#) hereof, the Irrigator has failed within a reasonable time to remedy a breach of the then current Agreement, notice of which has been given by the Council, or should during the term of the current Agreement,

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the Irrigator has consistently breached the Agreement and failed to satisfactorily remedy such breaches, then the Council must during the time stipulated in sub-clause [Error! Reference source not found.2.4\(e\)](#) in lieu of the Notice stated in that sub-clause, give the Irrigator notice that it does not consider the Irrigator is entitled to exercise the option to renew the then current Agreement and that the Agreement will determine on the expiry date thereof.

[f\)h\)](#) The parties acknowledge that the intent of this clause is that upon the exercise of all three successive options of renewal, the total term of this Agreement will be twenty (20) years ("the total term").

[g\)i\)](#)

- (i) When the Council provides the notice set out in clause [Error! Reference source not found.2.4\(e\)](#) and in the notice there are no changes as set out in clauses [02.4\(c\)\(i\)](#), [2.1\(i\)2.4\(c\)\(ii\)](#) and [2.1\(ii\)2.4\(c\)\(iii\)](#), and the Irrigator exercises the option, then the Agreement will be renewed on the same terms as conditions as are set out herein.
- (ii) When the Council provides the notice set out in clause [Error! Reference source not found.2.4\(e\)](#) and included in the notice are any changes as set out in clauses [02.4\(c\)\(i\)](#), [2.1\(i\)2.4\(c\)\(ii\)](#) and [2.1\(ii\)2.4\(c\)\(iii\)](#),
 - (A) the Council and the Irrigator shall meet within the timeframes set out in clause [Error! Reference source not found.17.4](#) and negotiate in good faith to reach agreement on the proposed changes. The parties may by agreement extend the time for negotiation.
 - (B) If the parties are unable to reach agreement, then the parties agree to refer the proposed changes for determination to an independent person appointed by agreement between the parties, or in the absence of agreement, at the instance of either party by the president for the time being of the Queensland Law Society Incorporated. Where an independent person is appointed, the time for exercising the option shall be extended until twenty-one (21) days after the handing down of a determination by the independent person. In the meantime, the Agreement shall continue to apply.
 - (C) The costs of such appointment of an independent person are to be borne by the parties equally.
 - (D) If the Council and the Irrigator reach agreement, and the Irrigator exercises the option, then the Irrigator is deemed to have agreed to the changes as agreed or as determined and the terms of the new Agreement will be changed to reflect the changes as agreed or as determined.

[h\)i\)](#) Any notice given by the Council to the Irrigator must be the same as and consistent in its terms with (save and except for quantities and any obvious differences required pursuant to this Agreement) any notices given to the remaining Current Irrigators.

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~~h)~~k) The Irrigator acknowledges and agrees with the Council that:-

- (i) One or more of the Current Irrigators may choose to agree with the Council without the need to proceed to a determination by an independent person and may agree with the Council even though there are one or more of the Current Irrigators who do not agree with the Council.

Any of the Current Irrigators, including the Irrigator, are at liberty to proceed to a determination by an independent person and where any such determination results in an outcome different from that set out in the notice, there is no obligation on the part of the Council to amend any agreements already in place with any of the Current Irrigators, including the Irrigator.

~~h)~~j) Upon the expiry of any the total term, the Council must not enter into a new Agreement with another person or entity for the supply of Recycled Water to replace this Agreement without first offering to enter into a new Agreement with the Irrigator on terms no less favourable than those upon which the Council is prepared to enter into with that person or entity, which offer shall remain open for acceptance by the Irrigator in writing within 28 days of the Irrigator having received the same.

For the avoidance of any doubt, the Council acknowledges and agrees that it cannot enter into any agreement with any other party on terms which are more favourable than that which was the subject of the offer to the Irrigator hereunder.

The First Right of Refusal contained herein shall be subject to and conditional upon there not being in existence at that time any Local Government Act or Regulation which removes the First Right of Refusal contained in this Agreement.

2.2 Holdover

- (a) If, after the Expiry Date, the Council continues to supply Recycled Water to the Irrigator, this Agreement will continue in force until the date which is two months after the Expiry Date (**Holdover Period**). The Holdover Period will be extended in circumstances to which the provisions of clause ~~Error! Reference source not found.~~2.4 might apply.
- (b) During the Holdover Period, provided that:
 - (i) the Irrigator wishes to continue to receive Recycled Water from the Council; and
 - (ii) the Council wishes to continue to supply Recycled Water to the Irrigator,the parties agree to attempt to negotiate a new Agreement in good faith before the expiry of the Holdover Period.

3. Infrastructure

3.1 Council's Infrastructure

- (a) The Council agrees to:

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- (i) install the Council Infrastructure (where it has not already done so pursuant to the provisions of a prior agreement between the Irrigator and the Council) by the Commencement Date; and
 - (ii) maintain the Council Infrastructure in good repair and condition during the Term (fair wear and tear and damage due to circumstances beyond the control of the Council excepted).
- (b) The Irrigator:
 - (i) acknowledges that, as at the Commencement Date, the Council infrastructure had been installed;
 - (ii) acknowledges that it has no claim against the Council in relation to the supply, maintenance and construction of the Council Infrastructure.

3.2 Irrigator's Infrastructure

- (a) The Irrigator must, at the Irrigator's cost:
 - (i) install the Irrigator's Infrastructure (where it has not already done so pursuant to the provisions of a prior agreement between the Irrigator and the Council) by the Commencement Date;
 - (ii) maintain the Irrigator's Infrastructure in good repair and condition, to the Council's satisfaction acting reasonably; and
 - (iii) obtain and keep current any approvals, authorisations or permits required to operate the Irrigator's Infrastructure.
- (b) The Council acknowledges that, at the Commencement Date, the Irrigator's Infrastructure had been installed.

4. Supply

4.1 Supply to Supply Point

- (a) In consideration for payment of the Fee by the Irrigator and subject to the availability of Recycled Water, the Council will act reasonably to supply Recycled Water to the Supply Point from the Commencement Date for the Term of this Agreement on the basis that:
 - (i) the Recycled Water supplied to the Irrigator in each Irrigation Rotation is to be equal to the Irrigator's Proportion of the total Recycled Water available for supply during that Irrigation Rotation.
 - (ii) the Council may, at its sole discretion, and provided that notice in writing is given to the Irrigator as soon as reasonably practicable:

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- (A) increase the Irrigator's Nominal Annual Allocation in accordance with the Irrigator's Proportion and the availability of Recycled Water (depending on sewage inflow) and subject to the availability of capacity on the Irrigator's property, it being acknowledged that the capacity of the Irrigator's Infrastructure is as at the Commencement Date, sufficient to receive the Irrigator's Nominal Annual Allocation); and
 - (B) decrease the Irrigator's Nominal Annual Allocation in accordance with the Irrigator's Proportion and the availability of Recycled Water (depending only on sewage inflow).
- (b) The Irrigator must:
 - (i) maximise the quantity of Recycled Water stored in the Irrigator's Infrastructure; and
 - (ii) only close the manually operated valve at the Supply Point in the case of an emergency and notify the Council of the emergency and the Irrigator's intention to close the manually operated valve at the Supply Point as soon as reasonably practicable.
- (c) The Council will use its best endeavours to notify the Irrigator where there will be extra Recycled Water to be supplied during wet periods which is additional to the Irrigator's Nominal Annual Allocation so as to enable the Irrigator to plan its use of Recycled Water more effectively so as to maximise the quantity of Recycled Water that can be received into the Irrigator's Infrastructure during such wet periods.

4.2 Levels of Service

- (a) The Council must take reasonable steps to ensure the supply of Recycled Water in accordance with the Levels of Service:
- (b) The Council may vary or amend the Levels of Service in its discretion acting reasonably and with notice to the Irrigator.
- (c) The Irrigator acknowledges that:
 - (i) the Council provides no warranty that the Recycled Water in accordance with the Levels of Service is suitable for use for the Permitted Use (or for any other purpose) on the Land;
 - (ii) it has made its own investigations about the suitability of the supply of Recycled Water in accordance with the Levels of Service for the Permitted Use on the Land;
 - (iii) whilst the Council will take reasonable steps to provide the Recycled Water in the Irrigator's Annual Allocation and otherwise in accordance with the Levels of Service, the Council makes no warranty about the supply of Recycled Water in the Irrigator's Annual Allocation or otherwise in accordance with the Levels of Service;

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- (iv) it will have no claim against the Council in respect of any failure to provide the Recycled Water in the Irrigator's Annual Allocation or otherwise in accordance with the Levels of Service;
- (v) the Council may vary or amend the Levels of Service in its sole discretion (acting reasonably) and that the Irrigator may make no claim against the Council in respect of any action taken by the Council pursuant to clause 4.2(b); and
- (vi) it will have no claim against the Council in respect of any damage, injury or loss to any person, property or stock arising from the supply by the Council of the Recycled Water in accordance with the Levels of Service. Or use of the Recycled Water by the Irrigator (or any person to whom the Irrigator provides the Recycled Water).

4.3 Passing of property

Subject to the provisions of this Agreement, ownership of, and risk associated with, Recycled Water supplied pursuant to this Agreement passes to the Irrigator at the Supply Point.

4.4 Meetings

The parties agree to meet on a regular basis to discuss the operation of the Scheme and the supply of Recycled Water to the Irrigator (**Meetings**). The Council will organise the Meetings, and may invite such other persons as it considers necessary (including but not limited to other persons to whom the Council supplies Recycled Water in accordance with the Scheme).

5. Fee

5.1 Fee structure

- (a) The Irrigator acknowledges and agrees that:
 - (i) the Fee comprises:
 - (A) the Fixed Yearly Charge; and
 - (B) the Consumption Charge;
 - (ii) the Fixed Yearly Charge has been set by the Council to be sufficient to cover:
 - (A) 40% of the Annualised Capital Cost to Council of the Scheme; and
 - (B) the Annual Renewals Annuity of the Scheme.
- (b) The parties acknowledge and agree that:
 - (i) the capital cost of the Scheme may vary, including but not limited to, the acquisition of new assets for the delivery of the Scheme, upgrades to existing scheme assets or changes to construction costs; and

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- (ii) in the event that capital costs of the scheme vary after construction or an asset revaluation process, then the Fixed Yearly Charge may be varied at the Council's discretion (acting reasonably) as required to ensure that the Fixed Charge remains 40% of the Annualised Capital Cost to Council of the Scheme, provided that:
 - (A) the Council gives written notice to the Irrigator of the variation to the Fixed Yearly Charge;
 - (B) any increase to the Fixed Yearly Charge due to a change in Annualised Capital Costs, does not exceed an increase of 15% of the Fixed Yearly Charge payable during the immediately preceding year accounting for any change to the Irrigators allocated proportion;
- (iii) If the Irrigators allocated proportion changes, the Fixed Yearly Charge will adjust from 1 April following the change.
- (c) The Council agrees that prior to making any changes to the Fixed Yearly Charge it will meet with the Irrigator (and the Current Irrigators) and provide full disclosure of the basis on which it has varied the capital costs which results in a change to the Fixed Yearly Charge in order to enable the Irrigator (and the Current Irrigators) to accept that in making changes the Council is acting reasonably and in accordance with the normal methodology used for schemes of this nature.

5.2 Payment of Fee

- (a) The Irrigator must pay the Fee to the Council within 30 days of the Council giving the Irrigator an invoice for the Fee.
- (b) The Council may invoice the Irrigator in arrears for Recycled Water supplied to the Supply Point in any manner the Council wishes, provided that the invoice issued by the Council specifies:
 - (i) the period to which the invoice applies;
 - (ii) the quantity of Recycled Water supplied to the Supply Point during the period; and
 - (iii) the Fee payable by the Irrigator.
- (c) The Irrigator must pay the Fee to the Council in the way prescribed by the invoice promptly and without delay.

6. Meter

6.1 Reading

The Council is responsible for reading the meter on a quarterly basis.

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6.2 Maintenance of the meter

The parties acknowledge and agree that the meter forms part of Council's Infrastructure and is to be maintained by the Council.

6.3 Testing

- (a) Not more than once per calendar year, the Irrigator may request in writing to the Council that the Council test the meter for accuracy.
- (b) The Council must test the meter for accuracy within 20 Business Days of the date upon which the Council receives a request from the Irrigator in accordance with clause 6.3(a).
- (c) The Council must give the results of the test to the Irrigator within a reasonable time.
- (d) If the test indicates that the meter is measuring a volume accurately, then the Irrigator must pay the Council's reasonable expenses of conducting the test to the Council within 10 Business Days of the date upon which the Council gives the Irrigator the results of the test.
- (e) If the test indicates that the meter is not measuring volume accurately or if at any time the meter fails to record the Irrigator's use of Recycled Water then the Council, acting reasonably, must estimate the Irrigator's usage of Recycled Water from the Supply Point. The Irrigator must provide any information regarding the Irrigator's use of Recycled Water to the Council which is reasonably required by the Council to make an estimate of the Irrigator's usage.

7. Recycled water quality

7.1 Water quality specification

The Council must take reasonable steps to supply the Recycled Water in accordance with the Water Quality Specification.

7.2 Supply management plan

The Council must take reasonable steps to comply with the Recycled water supply management plan.

7.3 Monitoring

The Council may monitor water quality in any manner, location and at any time it considers reasonably necessary to ensure that the Recycled Water is consistent with the requirements of the Recycled Water Scheme or the Water Quality Specification.

7.4 Acknowledgement

The Irrigator acknowledges and agrees that:

- (a) it has made its own investigations into whether or not Recycled Water supplied pursuant to the Recycled Water Scheme that meets the Water Quality Specification is suitable for use for the Permitted Use on the Land.

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- (b) the Recycled Water is not Potable and is not fit for general human contact, including contact by swimming, immersion or washing.
- (c) the Council may not vary, amend or revoke, without the consent of the Irrigator in a manner which is inconsistent with this Agreement unless during the term of this Agreement there is legislative change which prescribes the making of such variation, amendment or revocation of this Agreement:
 - (i) the Recycled Water Scheme (including the class of water supplied pursuant to the Recycled Water Scheme)
 - (ii) the Recycled water supply management plan; or
 - (iii) the Water Quality Specification to:
 - (A) address any amendments to the EP Act or any other relevant legislation which specifically prescribes the requirement for any variation or amendment to this Agreement; or
 - (B) address any changes to the Council's EA in circumstances where such changes have not been at the instance of the Council.
 - (C) address any public health concern that can be reasonably addressed by the variation or amendment of the Water Quality Specification.
 - (D) However, where the amendment to the Water Quality Specification results in a Water Quality Specification which is better than the Water Quality Specification set out in Annexure B then the Council may vary or amend the Water Quality Specification but must provide notice of the amendment to the Irrigator as soon as reasonably practicable.
- (d) The Council acknowledges that the Irrigator has agreed to enter into this Agreement on the basis of the Water Quality Specification being of a standard that is at least equal to that set out in Annexure B and that it is an essential element of the agreement between the Irrigator and the Council. On that basis, it is an essential element of the agreement and the Council agrees that it must take all reasonable steps to provide the Recycled Water in accordance with the Scheme and the Water Quality Specification.
- (e) it will have no claim against the Council in respect of any failure to provide the Recycled Water in accordance with the Scheme and the Water Quality Specification except to the extent that such actions, claims, suits, losses, damages or expenses arise from the wilful unlawful act or omission or negligence of the Council or the Council's employees, contractors, agents or invitees.
- (f) it will have no claim against the Council in respect of any damage, injury or loss to any person, property or stock arising from the supply by the Council of the Recycled Water or use of the Recycled Water by the Irrigator (or any person to whom the Irrigator provides the Recycled Water).

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- (g) Where the Council becomes aware that the Recycled Water to be supplied in accordance with the Scheme does not meet the Water Quality Specification, it must take all reasonable steps to stop supply or alternatively ensure that the Irrigator is notified as soon as practicable so as to prevent contamination of the Irrigator's Property.

8. Use of Recycled Water

8.1 Use

- (a) The Irrigator must only use Recycled Water supplied to the Supply Point:
 - (i) on the Land; and
 - (ii) for the Permitted Use,unless the Council approves otherwise in writing. The Council may withhold its approval or impose conditions on its approval but must act reasonably.
- (b) The Irrigator must take the quantity of Recycled Water supplied to the Supply Point in accordance with the terms of this Agreement.
- (c) The Irrigator must notify the Council immediately if any Recycled Water leaves the boundaries of the Land, or enters a waterway, drainage channel, roadside gutter or stormwater drainage.

8.2 Farm Management Plan

- (a) The Irrigator must:
 - (i) develop a Farm Management Plan in respect of the Land;
 - (ii) provide a copy of the Farm Management Plan to the Council (where it has not already done so) prior to the Commencement Date for the Council's approval (not to be unreasonably withheld);
 - (iii) comply with the Farm Management Plan (as approved by the Council) at all times; and
 - (iv) review the Farm Management Plan (at the Irrigator's sole cost and with the assistance of an appropriately qualified consultant, if required, to be paid for by the Irrigator at its sole cost):
 - (A) at least every two years;
 - (B) if the Irrigator proposes to use Recycled Water pursuant to this Agreement on land which does not already form part of the Land; and
 - (C) if the Irrigator intends to change the operations carried out on the Land (to the extent that Recycled Water is used for the purpose of those operations),

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- and provide a copy of the reviewed Farm Management Plan to the Council for the Council's approval (not to be unreasonably withheld);
- (v) provide a copy of the Farm Management Plan to the Council on an annual basis for the purpose of an inspection by the Council of the Land to confirm the Irrigator's compliance with the Farm Management Plan;
 - (vi) the Irrigator consents to the Council entering the Land annually for the purposes of clause 8.2(a)(v), provided that the Council gives notice in writing to the Irrigator of the proposed date and time of the inspection not less than three Business Days prior to the inspection.
- (b) The Farm Management Plan must set out:
- (i) a wet weather storage plan specifying the operational methods and practices the Irrigator will adopt to effectively manage the Irrigator's Infrastructure during periods of wet weather;
 - (ii) the environmental protection methods to be adopted by the Irrigator to protect the local catchment; and
 - (iii) a maintenance programme for tail drains to ensure that there is no direct discharge of Recycled Water into the local catchment.

8.3 Resale

The Irrigator must not sell, donate, assign or provide the Recycled water to any other person without the consent in writing of the Council. However, the Irrigator may sell, donate, assign or provide the Recycled Water to one of the Current Irrigators utilising existing Council Infrastructure provided that reasonable notice is given to the Council by the Irrigator and that Council infrastructure has the capacity to allow this. Irrespective of whether or not the Irrigator does sell, donate, assign or provide the Recycled Water to one of the Current Irrigators, the Irrigator remains liable for all payments for all Recycled Water which would have been supplied to the Irrigator pursuant to this Agreement unless the Council otherwise agrees.

8.4 Access

- (a) The Council or its agents may enter the Land with necessary materials to:
- (i) take soil or water samples and undertake environmental monitoring at the Land in accordance with the Farm Management Plan or the Recycled water supply management plan;
 - (ii) read, inspect and test the meter; and
 - (iii) inspect and test the Irrigator's Infrastructure.
- (b) The Council will take reasonable steps to arrange times to access the Land under this clause which are convenient to the Irrigator within 5 days unless in the event of a non-compliance or emergency.

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9. Reduction, interruption or discontinuance of supply

9.1 Reduction, interruption or discontinuance

- (a) The Council may, only reduce, interrupt or discontinue the supply of Recycled Water, including but not limited to circumstances where:
 - (i) the Recycled Water fails to meet any water quality requirements or guidelines prescribed by any relevant Authority;
 - (ii) any component of the Treatment Plant or the Council's Infrastructure is damaged or breaks down;
 - (iii) the Council is required to carry out maintenance or repairs to any component of the Treatment Plant or the Council's Infrastructure;
 - (iv) the Council, the Irrigator or the Owner receive a direction under the EP Act that the Recycled Water not be supplied to the Land;
 - (v) the Council, the Irrigator or the Owner cease to hold any approval, authorisation, consent, licence, permit or permission necessary for the lawful operation of the Treatment Plant, Council's Infrastructure, Irrigator's Infrastructure or the use of the Recycled Water by the Irrigator;
 - (vi) the Irrigator's use of the Recycled Water is inconsistent with the requirements of any Authority (including but not limited to the Farm Management Plan or the Recycled water management plan); or
 - (vii) there is insufficient sewage inflow; or
 - (viii) Force Majeure.
- (b) Where the supply of Recycled Water has been suspended pursuant to this clause for a period of more than six (6) months, then the Irrigator's obligation to make payment of the Fixed Yearly Charge shall be suspended proportionally for a similar period of time.
- (c) The Irrigator acknowledges and agrees that it will have no claim against the Council for any reduction, interruption or discontinuance to the supply of Recycled Water, except to the extent that such reduction, interruption or discontinuance arises from a wilful or negligent act or omission of the Council.

9.2 Notice

Other than in an emergency, the Council will give the Irrigator 24 hours notice of any intended reduction, interruption or cessation of the supply of Recycled Water, where it is reasonably practicable for it to do so.

9.3 Timing

Where it is reasonably practicable for it to do so, the Council will take reasonable steps to ensure that any reduction, interruption or cessation of the supply of Recycled Water for the

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purposes of carrying out maintenance or repairs to the Treatment Plant or the Council's Infrastructure, takes place at a time that causes minimal disturbance to the Irrigator and other irrigators who receive Recycled Water from the Council.

10. Owner's consent

10.1 Warranty

The Owner warrants that it has satisfied itself that the Recycled Water which is in accordance with the Water Quality Specification is suitable for the Permitted Use on the Land.

10.2 Consent Owner

The Owner consents to the supply to, and use of, the Recycled Water which is in accordance with the Water Quality Specification on the Land and the placement of Council equipment on the Land in accordance with this Agreement.

10.3 Future Land

Where, during the term of this Agreement, additional Land is acquired for use by the Irrigator and such Land is owned by an entity or person who is not a party to this Agreement and has not otherwise previously provided consent, then before the Irrigator shall use the Recycled Water on such Land, the Irrigator will provide the consent of the owner of such Land in terms similar to the provisions of clause [Error! Reference source not found.10-4](#) and [Error! Reference source not found.10-2](#) in favour of the Council. In addition, the Irrigator must ensure that any such additional Land is incorporated into its Farm Management Plan.

11. Compliance with laws

The Irrigator and the Council must comply with:

- (a) any law applicable to any matter or thing the subject of or pertaining to this Agreement including section 319 (general environmental duty) and section 320 (duty to notify environmental harm) of the *Environmental Protection Act 1994*; and
- (b) the Guidelines.

Save and except where to do so would be in breach of the terms of this Agreement and such law or Guideline permits such a provision which is inconsistent to remain.

12. Insurance

12.1 Irrigator's insurances

The Irrigator must:

- (a) obtain and maintain during the term of this Agreement public liability insurance for the Public Liability Insurance Amount for each accident, claim or event arising from the use of the Recycled Water;
- (b) give the Council evidence of currency and details of its insurance:
 - (i) before drawing Recycled Water for the first time under this Agreement; and

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- (ii) upon reasonable request by the Council, provided that such request is made not more than once per calendar year.

12.2 Council's insurances

The Council must obtain and maintain during the term of this Agreement public liability insurance for the Public Liability Insurance Amount for each accident, claim or event arising from the supply of the Recycled water.

13. Assignment

13.1 Assignment by Irrigator prohibited

The parties acknowledge and agree that the Irrigator may not deal with its rights under this Agreement (whether by assignment or otherwise) other than by transferring its rights under this Agreement to any transferee of the Land, provided that the Irrigator complies with 13.2.

13.2 Application for consent

Before any transfer of the Land, the Irrigator must:

- (a) give written notice to the Council of its intention to transfer the Land and seek the Council's consent to the assignment of this Agreement. The Irrigator must give the Council whatever information the Council reasonably requires concerning the identity, experience and financial standing of the proposed transferee for the Council to consider the provision of credit terms to such proposed transferee under this Agreement on the same basis as any other party would require to provide to obtain credit terms from the Council in the same manner envisaged under this Agreement; and
- (b) procure from the proposed transferee of the Land a signed deed of covenant (in a form supplied by the Council under) which the proposed transferee agrees to comply with the Irrigator's obligations under this Agreement arising on and from the date of the transfer of the Land to the proposed transferee.

13.3 Withholding consent

The Council must consent to an assignment of this Agreement to a proposed transferee who will own or occupy the Land from the date of assignment unless:

- (a) the proposed transferee proposes to change the use of the Land to a use which is not able to make use of the Recycled Water; or
- (b) the Irrigator is in default of this Agreement; or
- (c) the proposed transferee has inadequate experience or financial standing.

13.4 Conditions on consent

The Council may impose conditions on its consent including requirements that:

- (a) the Farm Management Plan be amended;

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- (b) the proposed transferee provides reasonable security for the performance of the proposed transferee's obligations under this Agreement which is satisfactory to the Council in its discretion; and
- (c) the Irrigator pay the Council's reasonable costs in relation to giving its consent.

13.5 Assignment by Council

The Council may assign all or any of its rights and obligations under this Agreement only if the Council obtains from the assignee a deed in favour of the Irrigator to be bound by the rights and obligations assigned as if the assignee were an original party in place of the Council.

14. Indemnity

The Irrigator indemnifies the Council from and against all actions, claims, suits, losses, damages and expenses arising from or relating to:

- (a) the Supply of Recycled Water by the Council to the Irrigator and the storage and use of Recycled Water by the Irrigator;
- (b) failure by the Irrigator to observe, fulfil and comply with the requirements of this Agreement; and
- (c) a negligent act or default on the part of the Irrigator,

except to the extent that such actions, claims, suits, losses, damages or expenses arise from the wilful unlawful act or omission or negligence of the Council or the Council's employees, contractors, agents or invitees.

15. Force Majeure

- (a) Where either the Council or the Irrigator is unable, by reason of Force Majeure, to carry out wholly or in part their obligations under this Agreement (other than an obligation to make any payment), they must immediately give to the other party notice setting out the details of such Force Majeure. The obligations of that party, so far as they are affected by the Force Majeure, will be suspended during, but not longer than the continuance of, the Force Majeure.
- (b) The party giving the notice must take all steps and use all reasonable diligence to remove the Force Majeure as quickly as practicable but this does not require the party to settle any strike, or other labour difficulty on terms not reasonably acceptable to them.

16. Termination

16.1 Irrigator's breach

- (a) If the Irrigator:
 - (i) breaches any clause of this Agreement and fails to remedy the breach within a reasonable time (which shall not be less than 20 Business Days) after being given notice of the breach by the Council;

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- (ii) refuses or fails to take the Recycled Water supplied to the Supply Point, without reasonable cause;
- (iii) uses the Recycled Water for purposes other than the Permitted Use without the Council's prior written consent;
- (iv) diverts the Recycled Water to land other than the Land, or as otherwise permitted hereunder this Agreement, without the Council's prior written consent;
- (v) uses the Recycled Water in a way which is inconsistent with the requirements of any Authority (including but not limited to the Farm Management Plan or the Recycled water management plan);
- (vi) enters into an arrangement or compromise with its creditors;
- (vii) has a receiver appointed for all or any part of its assets;
- (viii) has an application made or order filed for the Irrigator's administration, voluntary or compulsory liquidation, winding up, dissolution or bankruptcy; or
- (ix) fails to meet or comply with any court order or any law in a material respect,

the Irrigator will be in breach of this Agreement.

- (b) Where the Irrigator is in breach of this Agreement the Council may:
 - (i) exercise any right it has at law;
 - (ii) take action to remedy the default and recover the cost from the Irrigator as a civil debt; and
 - (iii) terminate this Agreement by notice in writing to the Irrigator, with immediate effect.

16.2 Council's breach

If the Council breaches any clause of this Agreement and fails to remedy the breach within a reasonable time (which shall not be less than 20 business days) after written notice from the Irrigator, the Council will be in breach of this Agreement and the Irrigator may exercise any right it has at law.

16.3 Termination for extreme hardship

- (a) In this clause 16.3, "extreme hardship" means:
 - (i) the death or total and permanent incapacity (due to illness or injury) of the Irrigator (or where the Irrigator is not a natural person, any director of the Irrigator); or

Recycled Water Agreement

- (ii) any change to the requirements of any Authority that would require the Irrigator to spend an amount on the Irrigator's Infrastructure that would render the Irrigator's continued use of the Recycled Water for the Permitted Use not commercially viable.
- (b) The Irrigator may, in the event of extreme hardship, terminate this Agreement upon the giving of three months written notice to the Council.
- (c) If this Agreement is terminated in accordance with clause 16.3(b)~~16.3(b)~~:
 - (i) the Irrigator must pay the Consumption Charge up to the termination date; and
 - (ii) the Council may retain the full amount of the Fixed Yearly Charge at its sole discretion.

17. Disputes

17.1 Negotiation

If a dispute arises between the parties arising out of or in connection with this Agreement then within 10 Business Days (or such other period as the parties may agree) after a party provides written notices describing the nature of the dispute to the other party, the parties must meet and attempt to resolve the dispute.

17.2 Mediation

- (a) Any dispute arising out of or in connection with this Agreement, which cannot be settled by negotiation may be referred to a mediator agreed upon by the parties.
- (b) If the parties cannot agree upon the mediator within 10 Business Days (or such other period as the parties may agree) after the date of written notice from one party to the other requiring the appointment of a mediator, then the dispute must be referred to a single mediator appointed by the President of the Institute of Arbitrators and Mediators Australia.
- (c) The mediation will be in accordance with Mediation and Conciliation Rules of the Institute of Arbitrators and Mediators Australia.

18. Trustee warranties

18.1 Trustee

Each of the parties represents and warrants to the others that if it is a trustee:

- (a) it has the power and lawful authority to enter into and perform this document as trustee of the relevant trust and this document constitutes a valid, legal and binding agreement on the trustee and the trust enforceable in accordance with its terms;
- (b) it enters into this document as part of the proper administration of the trust and for the benefit of the beneficiaries of the trust;

Recycled Water Agreement

- (c) it is the sole trustee of the trust referred to in this document; and
- (d) entering into this document does not constitute a conflict of interest or duty on the part of the trustee nor a breach of trust.

19. GST

19.1 Definitions

In this document, in addition to other defined terms:

- (a) Amount of the Consideration means
 - (i) the amount of any payment in connection with a supply, and
 - (ii) in relation to non-monetary consideration in connection with a supply, the GST exclusive market value of that consideration as reasonably determined by the supplier;
- (b) **GST** means any goods and services tax payable under the GST Law.
- (c) **GST Law** means the *A New Tax System (Goods and Services Tax) Act 1999* and any associated Commonwealth legislation, regulations and publicly available rulings; and
- (d) words or expressions used in this document which are defined in the GST Law have the same meaning in this document.

19.2 Consideration does not Include GST

The consideration specified in this document does not include any amount for GST.

19.3 Recovery of GST

If a supply under this document is subject to GST, the recipient must pay to the supplier an additional amount equal to the Amount of the Consideration multiplied by the applicable GST rate.

19.4 Time of Payment

The additional amount is payable at the same time as the consideration for the supply is payable or is to be provided. However, the additional amount need not be paid until the supplier gives the recipient a tax invoice.

19.5 Adjustment of Additional Amount

If the additional amount differs from the amount of GST payable by the supplier, the parties must adjust the additional amount.

19.6 Reimbursement

If a party is entitled to be reimbursed or indemnified under this document, the amount to be reimbursed or indemnified does not include any amount for GST for which the party is entitled to an input tax credit.

Recycled Water Agreement

20. General

20.1 No right in land or allocation

This Agreement is a personal agreement between the Council and the Irrigator and does not create:

- (a) a water entitlement or any other right or interest under the *Water Act 2000*; or
- (b) any right or interest which attaches to the Land.

20.2 No Exclusivity

- (a) The Parties acknowledge that as at the Commencement Date, the Council supplies Recycled Water to a number of not-for-profit organisations which have generally been referred to as "Town Users" and the balance of Recycled Water is supplied to the Current Irrigators.
- (b) The right to supply Recycled Water over and above that supplied to the Town Users is exclusive to the Current Irrigators.

- (c) Where the Council forms the opinion that there is additional capacity of Recycled Water able to be supplied, it must first offer that Recycled Water to the Current Irrigators. Where there is more than one Current Irrigator who wishes to take the additional Recycled Water, it must be offered in the same proportion as each Current Irrigator's current Nominal Annual Allocation bears to the total Nominal Annual Allocation of the Current Irrigators who elect to take additional Recycled Water.

The exclusive right to the additional Recycled Water contained herein shall be subject to and conditional upon there not being in existence at that time any Local Government Act or Regulation which removes this exclusive right.

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- (e) —
- (d) Such offer must be on the same terms as is set out in this Agreement. Further, such offer must be in writing and must allow the Irrigator a total of twenty (20) business days to either accept or reject the offer.
- (e) Where the Current Irrigators do not accept all of the available additional supply of Recycled Water from the Treatment Plant, then the Council shall be at liberty to enter into agreements with other parties for the supply of such of the additional supply of Recycled Water that has not been taken up by the Current Irrigators. However, any such agreements may not be on terms that were better than offered to the Irrigator (and the Current Irrigators).

(e) —

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Recycled Water Agreement

20.3 Attorneys

Where this document is signed on behalf of a party by an attorney, the attorney by signing declares that the attorney has no notice of the revocation of the power of attorney under the authority of which the attorney signs this document on behalf of that party.

20.4 Blanks and Errors

The Council may complete any blanks, and correct any obvious errors, in this document or any counterpart of this document that remain after signing by the Irrigator, including dating all counterparts with a date not earlier than the date on which a signed counterpart from the Irrigator is delivered to the Council.

20.5 Consents

A party may give, delay or withhold any consent or approval requested from that party for the purposes of this document, or may give any such consent or approval subject to conditions to be met or observed by the requesting party if the consent or approval is acted or relied upon by the requesting party, as the party whose consent or approval is sought sees fit in its discretion acting reasonably, notwithstanding any provision to the contrary herein.

20.6 Costs and Stamp Duty

- (a) Each party must bear its own costs including legal costs in connection with the preparation and signing of this document.
- (b) The Irrigator must pay any stamp duty in respect of this document.

20.7 Counterparts

This document may be signed in any number of counterparts and each of those counterparts taken together constitute one and the same document. A party may rely on an electronically produced copy of this document or a counterpart, and the signatures and other marks in it, as though it is an original. This document is binding on each signatory despite any other signatory not having signed it.

20.8 Entire Agreement

This document contains the entire agreement between the parties about its subject matter and supersedes all prior discussions, representations, agreements and understandings between the parties in connection with the subject matter. However, the Council neither waives nor releases any accrued rights in respect of periods up to the date of the signing of this document.

20.9 Exercise of a Right

If a party has a right stated to be exercisable at its absolute discretion (or stated with words to that effect) then that party may exercise that right:

- (a) as it sees fit in its sole and absolute discretion acting solely in its own interests and for any reason or purpose,

Recycled Water Agreement

- (b) without and irrespective of, any assessment, investigation, consultation, process, consideration or other step; and
- (c) without giving any reason.

Its decision to exercise that right:

- (a) is final and conclusive (although it does not fetter the party itself);
- (b) must not be regarded as a representation by the party, of anything else apart from the fact that the right has been exercised.

There is no basis on which its decision to exercise that right, or the manner in which it has arrived at that decision, can be questioned or challenged.

The exercise of the right is not a waiver or admission and the other rights of the party do not merge in the exercise of the right.

Rights to which this applies include but are not limited to any right that is in substance or form - a right of termination, a right of variation, a right to exercise an option, a right of expulsion, a right to make a determination, or a right (whether or not stated as a right) to give or withhold any consent or approval.

This does not limit any:

- (c) express requirement or restriction that is stated in this document in relation to the exercise of that right, such as a requirement regarding the manner in which notice of the exercise of the right must be given (but there is no such other requirement or restriction except as may be stated), or
- (d) statutory obligation or requirement in relation to or limiting the exercise of that right, to the extent that it is not permissible or possible to exclude or limit the statutory obligation or requirement.

20.10 Further Steps

Each party agrees to do all things and sign all agreements, instruments, transfers and other documents necessary or desirable to give full effect to the provisions of this document and any transactions contemplated by it.

20.11 Governing Law

This document is governed by and is to be interpreted according to the laws in force in Queensland. The parties submit to the non-exclusive jurisdiction of the courts operating in Queensland.

20.12 Negative Promises

Where a party has promised in this document that it will not do a particular thing, then that party also promises that neither it nor any of its officers or employees will procure or assist in the doing of that thing by anyone else nor have any direct or indirect interest in any other business which involves doing that thing.

Recycled Water Agreement

20.13 Notices

Any notice given under this document:

- (a) must be in writing, addressed to the intended recipient at the address shown in this document, or if the intended recipient has previously given the sender notice of a change of address for the purpose of notices then the notice must be addressed to the intended recipient at the address last duly notified by the intended recipient to the sender;
- (b) must be signed by a person duly authorised by the sender (or in the case of a body corporate, by any of its directors or solicitors); and
- (c) is taken to be received:
 - (i) in the case of a delivery in person, when delivered; and
 - (ii) in the case of a posted letter, on the third Business Day after posting (if posted to an address in the same country) or seventh Business Day (if posted to an address in another country).

20.14 Notices by email

- (a) Despite any other provision of this document, any notice under this document may also be given by email subject to the following provisions.
- (b) A notice by email to be effective must:
 - (i) be sent to the intended recipient at the email address shown in this document, or if the intended recipient has previously given the sender notice of a change of email address for the purpose of notices under this document, then to the address last duly notified by the intended recipient to the sender.
- (c) Subject to clause 20.14(d), any notice otherwise duly given by email under this document is taken to be received and becomes effective four hours after sending (as reported by the sender's email server).
- (d) A notice by email:
 - (i) is not effective if the sender receives an automated notice to the effect that the email could not be or has not been delivered; and
 - (ii) if otherwise taken to be received outside Business Hours, is only effective from 9am on the next Business Day after the day of sending.

20.15 Operation of Indemnities

- (a) References to **indemnify** and **indemnifying any person against any circumstance**, include indemnifying from all actions and claims from time to time made against or concerning that person, and all liabilities, loss, damage and all payments, costs and expenses made or incurred by that person, as a consequence of or which would not have arisen but for that circumstance.

Recycled Water Agreement

- (b) Each indemnity in this document is a continuing obligation, separate and independent from the other obligations of the parties under this document and continues after the expiry or termination of this document.
- (c) It is not necessary for a party to incur an expense or make a payment before enforcing a right of indemnity conferred by this document.
- (d) Nothing in this document restricts a party from claiming against another party for breach of warranty or breach of contract and under any indemnity, or concurrently for both breach of warranty or breach of contract and for indemnity.
- (e) A party may exercise and exhaust all remedies against another party for breach of warranty or breach of contract and for indemnity, without being required to elect between rights and remedies.

20.16 Other Rights

The rights, powers, remedies and privileges provided in this document are cumulative, and are not exclusive of any other rights, powers, remedies and privileges provided by law, except as may be expressly stated otherwise in this document.

20.17 Payments

Except where expressly provided otherwise, all payments under this document must be made by delivering an unendorsed bank cheque, or by direct transfer of immediately available funds and without set off, counterclaim or withholding.

20.18 Prior Investigations

No provision of this document is in any way modified, discharged or prejudiced by reason of any investigation made, or information acquired, by or on behalf of the Council, whether prior to or after the date of this document.

20.19 Waiver

No failure, delay, relaxation or indulgence on the part of a party in exercising any right, power, privilege or remedy in connection with this document, operates as a waiver of that right, power, privilege or remedy nor does any single or partial exercise of any right, power, privilege or remedy preclude any other or further exercise of that or any other right, power, privilege or remedy. A waiver is not valid or binding on the party granting that waiver unless in writing and duly signed on behalf of that party.

20.20 Warranty of authority

Each person signing this document on behalf of a party, warrants to the other parties that on the date of signing, that person has full authority to sign this document on behalf of that party.

Recycled Water Agreement

Signing page

Signed by each party as a deed

Signed on behalf of
**Southern Downs
Regional Council**

sign (authorised person)

the signatory represents that they are duly
authorised

title (authorised person)

sign (witness)

the witness states that he or she is not a party
and was present when the authorised person
signed

full name (witness)

Recycled Water Agreement

full name (authorised person) address (witness)

Irrigator

Signed by

In the presence of

sign sign (witness)

full name full name (witness)

Schedule

Item		
1.	Land	<p>The land(s) specified in the Farm Management Plan.</p> <p>Any other land in which the Irrigator, an entity controlled by the Irrigator or the Irrigator's spouse acquires an interest during the Term of this Agreement which included in the Farm Management Plan approved by the Council.</p>
2.	Supply Point	<p>The area on the boundary of the Land shown on Error! Reference source not found,Annexure A, having co-ordinates [to be included].</p>
3.	Irrigator's Infrastructure	<p>Any infrastructure constructed or installed by the Irrigator on the Land for the purpose of:</p> <p>(a) conveying Recycled Water from the Supply Point for use on the Land shown in in Error! Reference source not found,Annexure A; and</p>

Recycled Water Agreement

- (b) storing Recycled Water supplied to the Supply Point, which must include (but is not limited to);
- (c) a dedicated storage pond having a capacity of not less than ML (**Storage Pond**), which the Irrigator must ensure is isolated from local catchment inflows;
- (d) additional storage pond(s) having a capacity of not less than the Storage Pond for the purposes of storing any additional Recycled Water supplied to the Irrigator on the terms of the Agreement (**Additional Storage Pond**), which the Irrigator must ensure is isolated from local catchment inflows; and
- (e) a pipeline to convey the Recycled Water from the Supply Point to the Storage Pond and Additional Storage Pond.
4. **Treatment Plant** Stanthorpe Waste Water Treatment Plant, located at the New England Highway (adjacent to Quart Pot Creek) and more particularly described as Lot 1 on SP16085.
5. **Commencement Date** April 2024
6. **Expiry Date** March 2029
7. **Permitted Use** Irrigation
8. **Irrigator's Allocation**
- | (A) Proportion (%) | (B) Nominal Annual Allocation (ML) |
|-------------------------|------------------------------------|
| 39.73 - Eastern Colours | 119.6 - Eastern Colours |
| 3.65 - DAF | 11.0 - DAF |
| 17.81 - Sunrise | 53.6 - Sunrise |
| 15.15 - Pinata | 45.6 - Pinata |
| 14.82 - Taylor | 44.6 - Taylor |
| 3.84 - Wallaroo | 26.6 - Wallaroo |
9. **Levels of Service**
- | Supply flow rate | Supply pressure |
|------------------|-----------------|
| 6.0L/s | 100kPa |
10. **Fee (excluding GST)**
- | Fixed Yearly Charge (\$) | Consumption Charge (\$/ML) |
|---|--|
| \$80,920.25 x Proportion (as at the Commencement Date), to be reviewed and adjusted if required on 1 April each year during the Term rounded to the nearest \$. | \$215.90/ML (as at the Commencement Date), to be adjusted by the March Quarter Brisbane CPI index number on 1 April each year during the Term rounded to the nearest \$. |
- The Fixed Yearly Charge is calculated as follows:

Recycled Water Agreement

*40% x (Annualised Capital Cost +
Annual Renewals Annuity) x Allocation
Proportion*

*40% x (143,697.65 + 58,602.98) x
Proportion*

\$80,920.25 x Proportion

Where:

Discount rate = 3.64% + 3% = 6.64%

*Weighted average cost of capital =
6.64% x (50-1) = 3.2536*

*Annualised capital cost = \$4,416,574 x
50% x 3.2536 / 50 = \$143,697.65*

*Annual Renewal Annuity =
\$117,205.95 x 50% = \$58,602.98*

11.	Book Value	\$4,416,574 (as per Councils asset register as at 30 June 2023)
12.	Bank Bill Yield Rate	3.64% (as per Reserve Bank website as at 31 March 2023)
13.	Annual Depreciation	117,205.95 (as per Councils asset register as at 30 June 2023)
14.	Average Useful Life	50 years (as per Councils asset register as at 30 June 2023)
15.	Irrigation Rotation	7 days
16.	Public Liability Insurance Amount	\$20,000,000
17.	Authorised Representatives	Nathan John Baronio on behalf of Antonio Giovanni Baronio Rick Hendriksen on behalf of Pieter Wilhelm Hendriksen and Laura Adele Hendriksen Raymond John Taylor on behalf of William John Taylor Gavin Scurr John Michael Patane The person or persons appointed by the Department of Agriculture and Fisheries from time to time.
18.	Current Irrigators	Antonio Giovanni Baronio Pieter Wilhelm Hendriksen and Laura Adele Hendriksen

Recycled Water Agreement

(for the purpose
of offering
Recycled Water)

Raymond John Taylor on behalf of William John Taylor
Scurr Investments Pty Ltd CAN 096 422 794
John Michael Patane
Department of Agriculture and Fisheries

Recycled Water Agreement

Annexure A Maps

Map A - Council's Infrastructure

Map B - Supply Point

Recycled Water Agreement

Annexure B Water Quality Specification

Class of recycled water ('Class')

Class A

Class B

Water quality characteristics table ('Table')

Parameter	Units	Range	Limit type
<i>Escherichia coli</i> (<i>E. coli</i>)	MPN/100ml	<10 (for Class A uses as approved in FMP) org/100mL. org = CFU or MPN	At least 95% of samples in the last 12 months
<i>Escherichia coli</i> (<i>E. coli</i>)	MPN/100ml	<100 (for Class B uses as approved in FMP) org/100mL. org = CFU or MPN	At least 95% of samples in the last 12 months
Total Dissolved Solids (TDS)	mg/L	<1200	80 th Percentile
Total Suspended Solids (TSS)	mg/L	<100	Maximum
BOD	mg/L	30	Maximum
Acidity	pH units	6.5 to 8.5	Range
Total Nitrogen	mg/L	<125	Maximum
Total Phosphorus	mg/L	<20	Maximum
Sodium Adsorption Ratio	-	<10	Maximum
Boron	mg/L	<2	Maximum
Chloride	mg/L	<250	Maximum


If there is any inconsistency between the criteria for the Class and the criteria in the Table, the criteria in the Table prevail to the extent of any inconsistency.

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Annexure C Farm Management Plan

12.5 Building Our Regions Round 6 Project Commitment

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Manager Water	ECM Function No/s:

Recommendation

THAT Council, with regards to the Building Our Regions Round 6 projects - Recycled Water Supply Extension to Morgan Park and Market Square Sewer Rising Main Replacement:-

- confirms that it has budgeted the Recipient's financial contribution to the projects; and
- is committed to delivering the projects; and
- acknowledges responsibility for any funding shortfall if costs exceed the agreed amount.

REPORT

Background

The projects, Recycled Water Supply Extension to Morgan Park and Market Square Sewer Rising Main Replacement, are partly funded under the Queensland Government Building Our Regions (BoR) program and the funding authority require confirmation from Council on three items as detailed below.

Report

The projects Recycled Water Supply Extension to Morgan Park and Market Square Sewer Rising Main Replacement have BoR funding and the funding authority require confirmation from Council on the following items:-

- confirm that it has budgeted the Recipient's financial contribution to the projects; and
- is committed to delivering the projects; and
- acknowledges responsibility for any funding shortfall if costs exceed the agreed amount.

These projects are well advanced, both being under construction, with completion within the next two to three months. The projects were approved as part of the budget deliberations and the award of tenders were approved in the Council meetings of 28 June 2023 and 25 October 2023.

Conclusion/Summary

This is just a formality to satisfy the funding authority requirements and does not have any additional financial impact on Council.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

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: 2.2.3 Improved resource recovery and waste management and minimisation through new technologies, education and innovation.

Policy / Strategy

Nil


ATTACHMENTS

Nil

13. PLANNING AND ENVIRONMENTAL SERVICES REPORTS

13.1 Material Change of Use - Rosemarie B & Ian S Watts, 360 Condamine River Road, Killarney

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Student Planning Officer	ECM Function No/s: MCU\02583

APPLICANT:	Rosemarie B & Ian S Watts
OWNER:	Rosemarie B & Ian S Watts
ADDRESS:	Condamine River Road, Killarney
RPD:	Lot 1 RP25399
LAND USE AREA:	Rural (Alluvial Plains & Basalt Uplands Precinct)
PROPOSAL:	Dwelling house (not in accordance with building setbacks)
LEVEL OF ASSESSMENT:	Code
SUBMITTERS:	Not Applicable
REFERRALS:	Not Applicable
FILE NUMBER:	MCU\02583

RECOMMENDATION SUMMARY

THAT the application for Material Change of Use, for the purpose of a Dwelling house (not in accordance with building setbacks) on land at Condamine River Road, Killarney, described as Lot 1 RP25399, be approved subject to conditions.

REPORT

Background

On 25 May 2023, a Final inspection certificate was issued by a private certifier for a Class 10a non habitable shed sited eight (8) metres from the south-west boundary and 58.3 metres from the south-east boundary.

On 24 January 2024, an inspection was carried out by Council which identified that the proposed shed was fitted out with domestic type windows and glass sliding door, partly lined and includes kitchen and bathroom facilities; and contains furniture, bed and bedding materials.

On 21 February 2024, a Show Cause Notice was issued by Council which detailed that the constructed shed is evidently being used for accommodation activities and planning approval for a Class 1a building will be required-

Report



Figure 1: site locality

The subject site has an area of 1.6 hectares and is located approximately 3.3 kilometres east of Killarney. The lot currently contains a single shed that is situated close to the southern boundary and is not currently shown on Council's aerial mapping. The subject site has frontage to Condamine River Road, which is a bitumen sealed road without kerb and channel.

The applicant has proposed to reclassify the existing structure which is currently a shed, to a Dwelling house in response to a Show Cause Notice. No floor plan was submitted as part of this application; however, the proposed Dwelling house is generally 13 metres by six (6) metres in size, sited eight (8) metres from the southern boundary as illustrated by Figure 2. The elevations are shown in Figure 3.

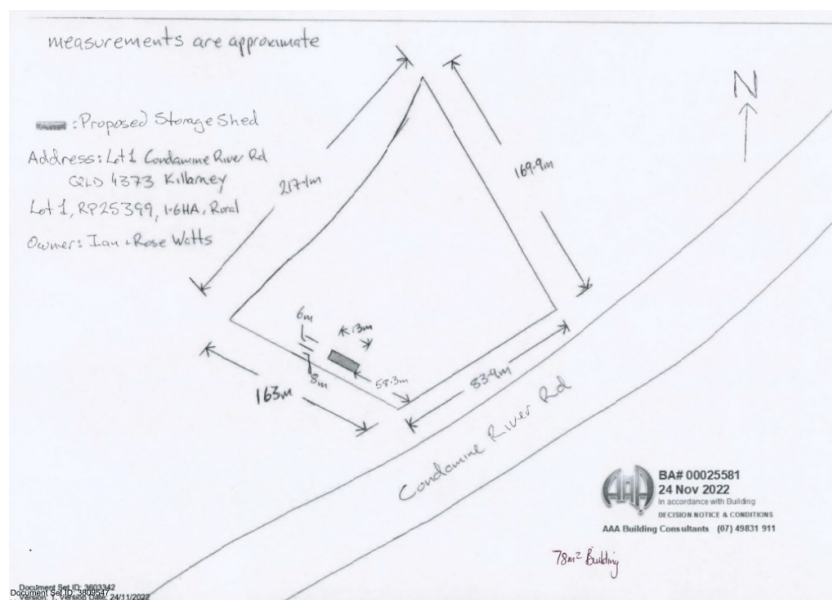


Figure 2: Site plan

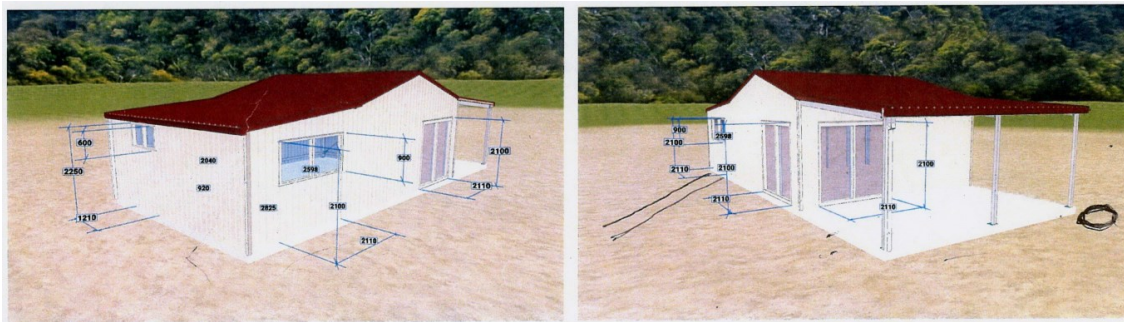


Figure 3: Elevation plans

The subject lot adjoins the Condamine River to the western boundary. Though there may be potential flood impact on the subject land, Council does not have flood information to make an assessment and is unable to determine the extent of a Q100 flood event on the subject site. It is assumed that the applicant has taken into consideration the flood effect on the subject site when selecting the proposed location. The subject site is wholly within the Bushfire hazard overlay, along with its access to Condamine River Road, as illustrated by Figure 4.



Figure 4: Bushfire hazard overlay

Assessment against the Planning Scheme

Benchmarks applying to the development
<p>The following codes of the Southern Downs Planning Scheme are benchmarks applying to the development:</p> <ul style="list-style-type: none"> – 8.2.3 Bushfire hazard overlay code – 9.3.7 Residential uses code – 9.4.6 Physical infrastructure code

Bushfire hazard overlay code

AO1 Where a reticulated water supply is not available and a water tank is provided for the purpose of household water supply, one tank within 100 m of each Class 1 building has:

- (a) Fire brigade fittings; and
- (b) The building's take off connection from the tank is at a level that allows 5,000 litres to be dedicated for fire fighting purposes.

Conditions can be imposed to require fire brigade fittings and 5,000 litres of water to be dedicated for firefighting purposes to comply with the Acceptable outcome.

AO2 An unobstructed access at least 3m wide and with a clearance height of 3m is provided from a public road to any dwelling house and household water supply.

The proposed location of the Dwelling house will be partly located within the Medium Potential Bushfire Intensity area and Potential Impact Buffer of the Bushfire hazard overlay code. All access to the site will be obtained via Condamine River Road. No driveway has been proposed as part of the application, however conditions can be imposed to require an all-weather access to be at least three (3) metres wide and with a clearance height of three (3) metres.

Residential uses code

AO3 *Buildings and other structures are setback at least 50 metres from a watercourse (as defined under the Water Act 2000).*

The proposed Dwelling house will be located within 50 metres of the Condamine River. Justification against the Performance outcome is required.

PO3 *Likely adverse impacts on ecological and hydrological processes are adequately mitigated and impacts on the natural environment are minimised.*

To minimise the impacts to the ecological and hydrological processes on the Condamine River, conditions can be imposed requiring an adequate onsite sewerage disposal system to the standard required by AS/NZS 1547:2012 - *On-site Domestic Wastewater Management, Queensland Plumbing and Wastewater Code* and the *Standard Plumbing and Drainage Regulation 2019*. With conditions imposed, compliance with the Performance outcome is achieved.

AO9

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

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

The proposed Dwelling house will be sited eight (8) metres from the southern boundary, which is within the 60 metre setback requirements. Justification against the Performance outcome is required.

The applicant has provided the following justification:

With the property allotment directly fronting the Condamine River the lower sections of the lot being subject to periodic riparian inundation from flooding constraining the site selection to the higher ground near the boundary with lot 12 and the established residence to the south. The land falls away sharply given its considerable drainage relief for the higher ground located beyond Condamine River Road to the south east.

With considerable drop-off on the allotment and desire to be cost effective with slab on ground construction and prevent excessive cutting and filling of the land, the location of the building site has been chosen 8m to the north of the boundary with lot 12. This location is considered flood free and has sufficient relief to prevent any building from being negatively impacted. To apply the policy setback of 60m would not enable us to ensure security over our water and pumping infrastructure as the property only has just over 80m frontage and would require more than 120m to be compliant from both neighbours. To locate the structure in the centre of the lot poses considerable risk to the building from the periodic riparian flooding and the drainage gully from the south east.

The applicant has indicated that the Dwelling house was unable to be sited to the centre of the subject site, to achieve setback requirements, due to the potential risk of flooding. Council does not have relevant flooding mapping and it is identified by the applicant that the proposed site is considered flood free.

Elevations for the proposed Dwelling house were not submitted as part of the application process, however information drawn from the existing building approval on the shed as illustrated by Figure 3, demonstrates that the building will be an open design with minimal internal walls and four (4)

windows. Additionally, the current orientation of the shed as shown in Figure 6 indicates that no windows will directly face the adjoining lot to the southern boundary.

The land adjoining to the south (Lot 12 SP294026) is used for residential purposes, with a Dwelling house sited close to the common boundary. Though the anticipated use of the adjoining lot is identified to be primarily residential, a landscaping buffer will be conditioned to act as a barrier to reduce conflict between the two (2) adjoining lots. Conditions will be imposed to require one (1) row of landscaping along the south-west boundary in line with the proposed Dwelling house. With consideration to the above and conditions imposed, compliance with the Performance outcome is achieved.

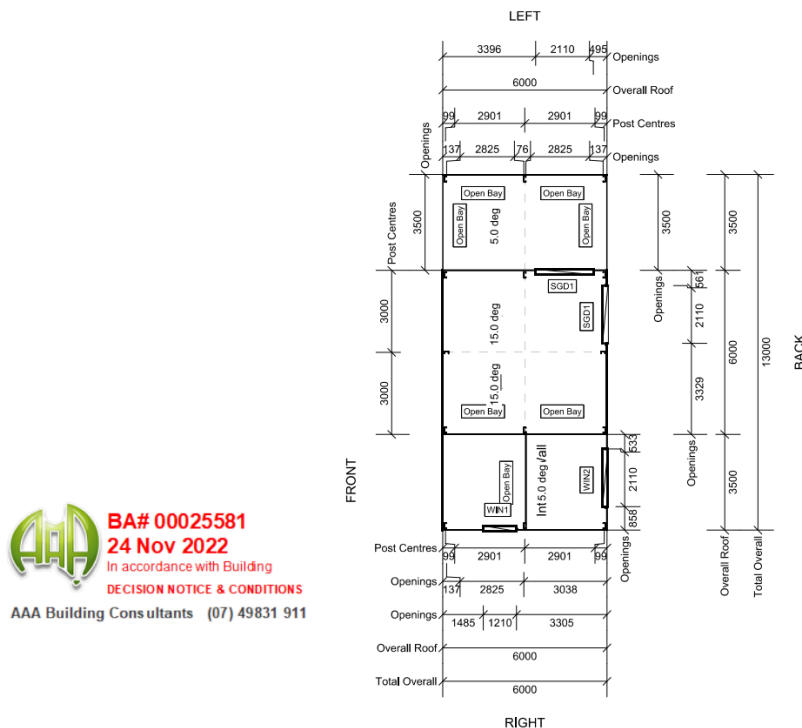


Figure 5: Shed floor plan



Figure 6: Street view

Physical infrastructure code

Conditions will be imposed to ensure compliance is achieved with the Physical infrastructure code.

Recommendation

THAT the application for Material Change of Use for the purpose of a Dwelling house (not in accordance with building setbacks) on land at Condamine River Road, Killarney, described as Lot 1 RP25399, be approved subject to the following conditions:

Schedule 1 - Southern Downs Regional Council Conditions

Approved Plans

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

Plan Name	Plan No.	Date
Site Plan – prepared by applicant	-	-
Elevation plan – prepared by applicant	-	-

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

Building and Site Design

3. The building is to be generally set back eight (8) metres from the southern property boundary.
4. A copy of the Certificate of Compliance for Plumbing and Drainage Works is to be provided to Council. (See advisory note below.)
5. A copy of the Form 21 (Final Inspection Certificate) issued for the building works is to be provided to Council prior to the use commencing. (See advisory note below.)

Amenity and Environmental Controls

6. All wastes are to be suitably collected and disposed of so as not to adversely impact on the environment.

Fencing, Landscaping and Buffers

7. One row of landscaping is to be planted along the southern boundary, in line with the proposed Dwelling house, to reduce any potential impacts to or from the adjoining property. Advanced tree plantings that are a minimum height of 1.5 metres at the time of planting, are to be provided. Plants selected are to be generally frost resistant, drought hardy and must not include weed species.
8. All earthworks, including batters, and landscaping must be fully contained within the site.

Car Parking and Vehicle Access

9. The access must be unobstructed and be at least 3.0 metres wide with a clearance height of at least 3.0 metres must be provided from Condamine River Road to the Dwelling house and household water supply.

Water Supply and Waste water

10. The proposed new Dwelling house is to be provided with on-site water storage as follows:
 - (a) if two bedrooms or less – 45,000 litres ; or
 - (b) if more than two bedrooms - 67,500 litres.On-site water storage may include the provision of a bore, dams, water storage tanks or a combination of these.
11. All sewage generated from this property must be disposed of by means of an on-site sewage facility (OSSF) in accordance with the AS/NZS 1547:2012 - *On-site Domestic Wastewater*

Management, Queensland Plumbing and Wastewater Code and the Standard Plumbing and Drainage Regulation 2019.

12. The site must be provided with a water storage reservoir having a minimum of 5,000 litres of water for emergency fire fighting purposes. Such storage must be provided in addition to the water supply capacity required for the use and must be provided in the form of either an accessible dam, swimming pool or rainwater tank. If storage is to be provided in a rainwater tank, water storage for fire fighting purposes must be provided either in a separate rainwater tank or a reserve section in the main water supply tank on which:
- (a) the domestic take off from the tank is at or above the 5,000 litre point; and
 - (b) standard rural fire brigade fittings are fitted to the tank outlet for access by rural fire services vehicles.

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

Electricity, Street Lighting and Telecommunications

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

OR

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

Advisory Notes

- (i) Unless otherwise stated, all conditions of this approval are to be complied with to the satisfaction of the Director Planning and Environmental Services, prior to the use commencing, and then compliance maintained at all times while the use continues.
- (ii) Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate application for assessment in accordance with the *Planning Act 2016* and would have to comply with the requirements of the Planning Scheme.
- (iii) 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.
- (iv) **Plumbing and Drainage Approval is to be obtained** in accordance with the *Plumbing and Drainage Act 2018* for the proposed plumbing and drainage works. The application for Plumbing and Drainage approval must be submitted to Council with the appropriate **forms, plans and fees** associated with this application. A **Certificate of Compliance must be issued** for the works prior to the use commencing.
- (v) **Building Approval is to be obtained** in accordance with the *Planning Act 2016* for a Change of Classification of Building from Class 10a to Class 1a, to allow the use of the existing building for Dwelling house purposes. The application must be submitted to a Building Certifier with the appropriate **forms, plans and fees** associated with this application. **Building works and modification of the existing building may be required to be undertaken** as part of the approval so as to accord with the requirements of the *Building Act 1975*.
- (vi) This area is expressly identified as being potentially impacted by lawful non-residential uses. In commencing a residential use, the owner(s) acknowledges and accepts that the use may be potentially impacted by emissions from the lawful non-residential use. It is the responsibility of the property owner(s) to take all measures necessary to ensure that the proposed dwelling is developed and maintained in such a way as to mitigate odour, dust and

noise impacts from the surrounding lawful non-residential use. These measures must be undertaken at the expense of the property owner(s).

- (vii) 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.
- (viii) A Compliance Permit for Plumbing and Drainage Works should be obtained prior to the issue of a Development Permit for Building Works.
- (ix) All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

Aboriginal Cultural Heritage


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

ATTACHMENTS

Nil

13.2 Material Change of Use - Alison & Gary Crabbe, Lot 371 Merawa Street, Wallangarra

Document Information

 Southern Downs <small>REGIONAL COUNCIL</small>	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Project Officer	ECM Function No/s: MCU\02557

APPLICANT:	Alison M & Gary M Crabbe
OWNER:	Alison M & Gary M Crabbe
ADDRESS:	Merawa Street, Wallangarra
RPD:	Lot 371 BNT1725
PROPOSAL:	Dwelling house (not in accordance with Acceptable outcomes for energy supply)
LEVEL OF ASSESSMENT:	Code
SUBMITTERS:	Not applicable
REFERRALS:	Not applicable
FILE NUMBER:	MCU\02557

RECOMMENDATION SUMMARY

THAT the application for Material Change of Use for the purpose of a Dwelling house (not in accordance with Acceptable outcomes for energy supply) on land at Merawa Street, Wallangarra, described as Lot 371 BNT1725, be refused.

REPORT



Figure 1: Locality

The subject property is currently within the Township zone and has an area of 2,023 square metres and has a direct frontage of 40 metres to Merawa Street. Merawa Street is of a bitumen standard with no kerb and channel. The subject property is not affected by any mapped overlays. Council's reticulated water and CED sewer network are available along the frontage of the subject property.

A recent approval has been issued for the construction of a shed (Council Ref: BLD\19966) which is located in the south-east corner of the allotment. The applicant seeks consent to construct a Dwelling house that is not connected to electricity. The Dwelling house will consist of two (2) bedrooms, two (2) bathrooms, kitchen, laundry and open plan design for living and dining rooms, and be approximately 107 square metres of Gross Floor Area (GFA).

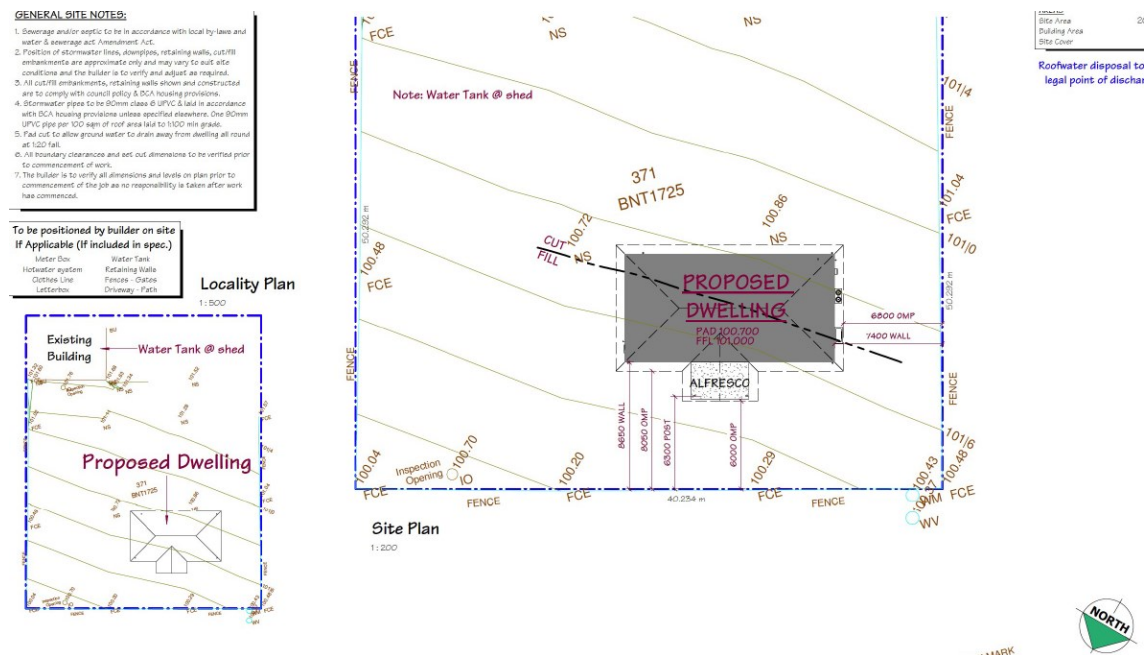


Figure 2: Site Plan

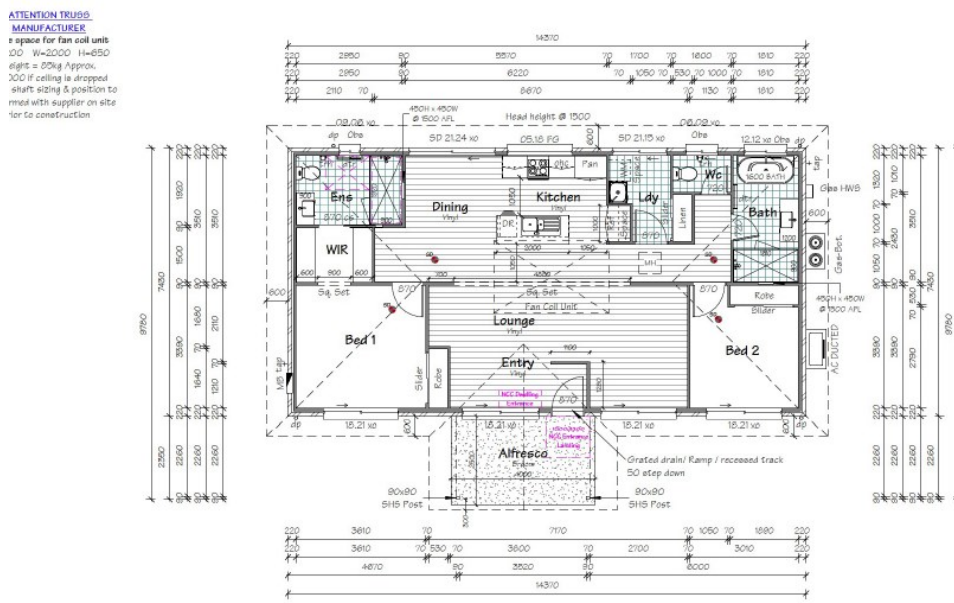


Figure 3: Floor plan

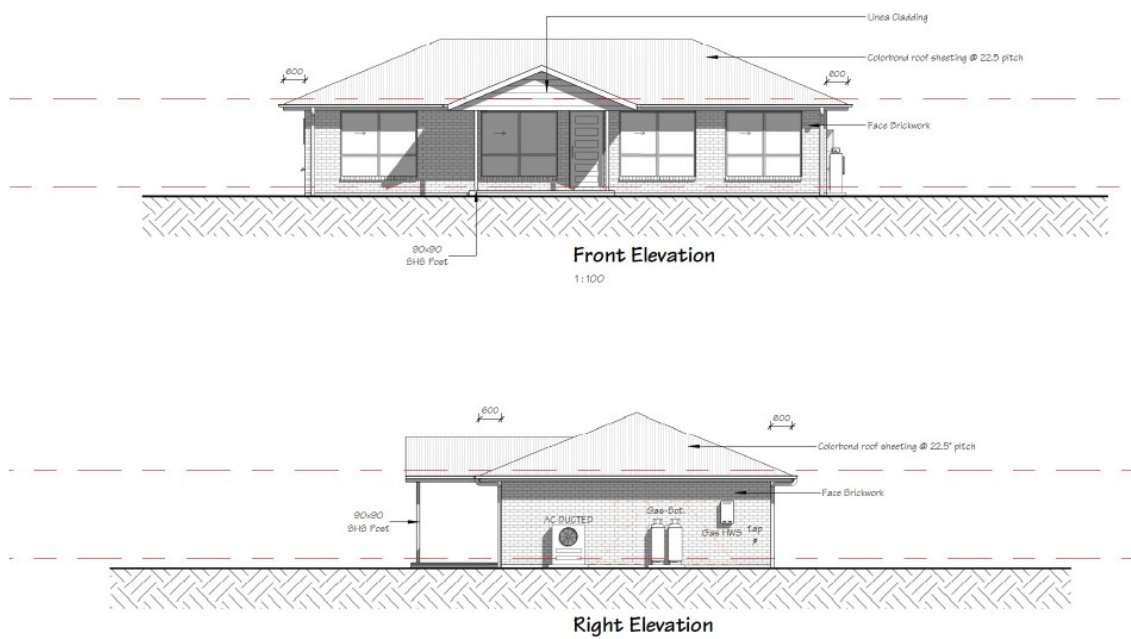


Figure 4: Front and right elevation

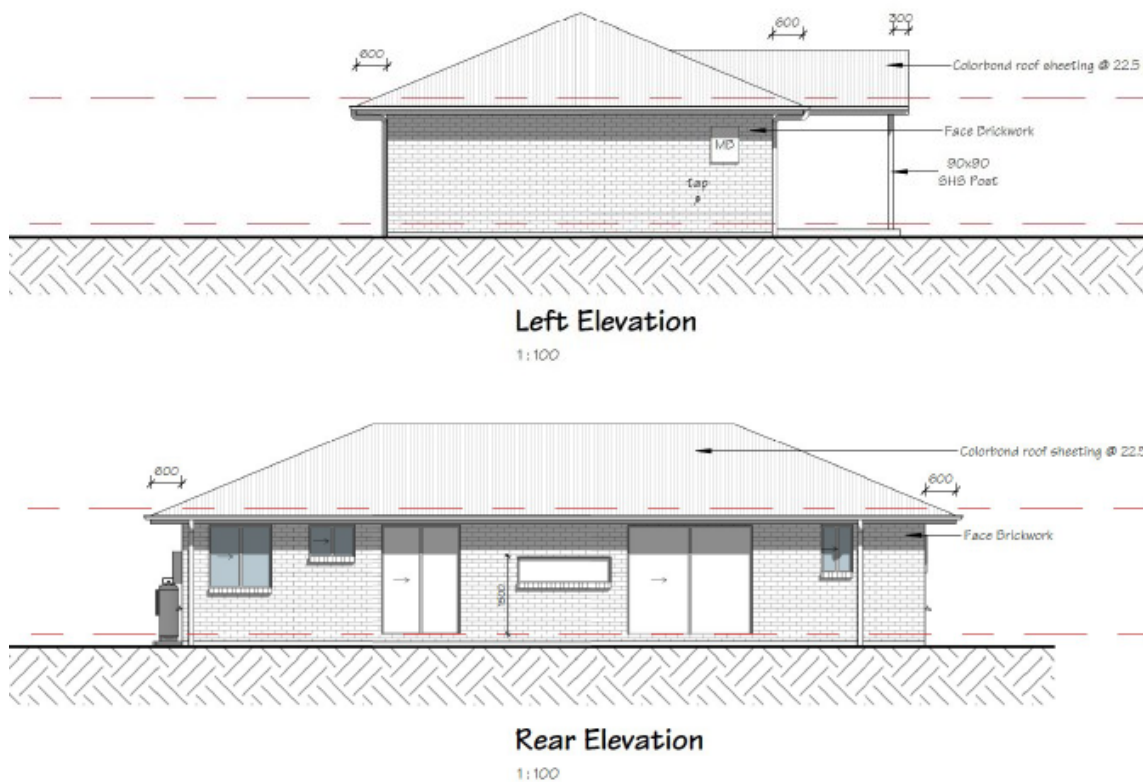


Figure 5: Rear and left elevation

Property Acquisition Background

The property was purchased in 2022 for \$26,500 which is significantly below what the property was purchased for in 1994, which was \$53,000. The sale price is reflective of the services required to be connected to the allotment in order to make development occur. A review of the sale activity that has occurred within Wallangarra, which indicates that the closest property sale was at Rayleigh Street, Wallangarra which has an areas of 1,012 square metres and sold for \$65,000 in 2022. (source: realestate.com.au).

Assessment against the Planning Scheme

Benchmarks applying to the development
<p>The following codes of the Southern Downs Planning Scheme are benchmarks applying to the development:</p> <ul style="list-style-type: none">– 6.2.13 Township zone code– 9.3.7 Residential uses code– 9.4.6 Physical infrastructure code

Township zone code

6.2.13.2 Purpose

(1) *The purpose of the township zone code is to provide for small to medium size urban settlements located within a rural area.*

(2) *The purpose of the code will be achieved through the following outcomes:*

(g) Development is serviced with public and private physical infrastructure depending on the location, existing levels of service, potential to connect to urban infrastructure and the existing character of the village. Where development is not supported by public infrastructure robust, effective and efficient private services are provided.

All services are available to connect to the subject property and therefore the proposed development of a Dwelling house not connected to an electricity supply is contrary to the purpose of the Code. There are three (3) existing Dwelling house located in Merawa Street that are connected to all services, including electricity. There are existing power poles located at each intersection with Merawa Street and therefore to allow a Dwelling house to not be connected to electricity in a street where connections are already evident would result in a development inconsistent with the locality and alter the existing character of the street. Connecting to all services i.e. water, sewer, telecommunications and electricity is an expectation for the township of Wallangarra.

AO3

(a) *Where services are available within the village all development is connected to the available services;*

(i) All new development is connected to electricity and telecommunications;

(ii) In Dalveen and Wallangarra, new development is connected to reticulated water and sewerage;

(iii) In Karara, Leyburn, Pratten and Yangan, new development is connected to reticulated water. OR

(b) *Where services are not available in the village robust, effective private services are provided in accordance with the Physical infrastructure code.*

The subject property is located in an area where there is electricity available, with the nearest power pole being located approximately 75 metres to the west and 121 metres to the east, away from the subject property. As all services are available in the locality, compliance with the Acceptable outcome cannot be achieved with the proposal to install a solar system.

PO3 - *All uses have access to adequate and acceptable infrastructure in terms of water supply, waste water disposal, stormwater control, electricity and telecommunications.*

Along Merawa Street there are already three (3) Dwelling houses constructed that are connected to electricity. Whilst the applicant has indicated that they intend to install a solar system with 8.8kw of solar panels and 15kw of battery storage on the already approved shed located in the south-east corner of the subject property, it has not been adequately demonstrated that connecting to electricity endures an unreasonable cost to demonstrate that a connection to the subject property is considered unreasonable. It has been indicated by the applicant that the cost to connect to electricity is approximately \$35,000 plus the connection cost but to install a solar system with back up battery storage the anticipated cost is between \$20,000 to \$30,000. The subject property is within an existing urban area that is within the Township zone, where the expectation is to have all developments connect to all urban services. This is reflected by the provisions within the planning scheme. Wallangarra has all services available and therefore to provide a solar system in lieu of electricity changes the expectations for the area, therefore compliance with the Performance outcome cannot be achieved.

Physical infrastructure code

9.4.6.2 Purpose

(1) The purpose of the Physical infrastructure code is to ensure that new premises are connected to adequate utility services and that those services are protected from any potential adverse impact and to ensure that new premises have adequate, appropriate access to the road network.

(2) The purpose of the code will be achieved through the following outcomes:

(a) Appropriate infrastructure is provided to support land use and development in a manner that meets the needs of the community

Appropriate infrastructure to service a Dwelling house within an urban township area is to have it connected to all services. It is not a requirement to connect to all services when purchasing a lot but it is a requirement and the community's expectation to connect to all services when development occurs on an allotment. Electricity is available in the locality and if the subject lot was to not receive an electricity connection, Merawa Street becomes fragmented with services which will not meet the needs of the community for an area that has the potential to be fully serviced. The proposed Dwelling house not being connected to an electricity supply is contrary to the purpose of the Code.

AO3 - *(a) The development is connected to an existing energy supply as approved by the relevant energy regulatory authority; or*

(b) In the Rural zone, a Dwelling house is equipped with 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

The subject property is not located within a Rural zone however the applicant wishes to install solar energy instead of electricity from a provider and therefore compliance with the Acceptable outcome cannot be achieved.

PO3 - *The development has access to an energy supply that is adequate for the proposed development.*

An adequate energy supply for the locality is to connect to electricity, as it is available in Merawa Street. There are other existing Dwelling houses in the same street already connected to reticulated electricity. There are power poles within close proximity to the subject property with the closest one only being approximately 75 metres away to the west and the nearest Dwelling house with an electricity connection is the adjoining property to the east at Number 14. 14 Merawa Street is connected to electricity via Callandoon Street. As the applicant does not want to connect to the existing electricity network, the proposed development is not considered to comply with the Performance outcome.

Recommendation

THAT the application for Material Change of Use for the purpose of a Dwelling house (not in accordance with Acceptable outcomes for energy supply) on land at Merawa Street, Wallangarra, described as Lot 371 BNT1725, be refused for the following reasons:

The subject property is within an existing urban area that is zoned Township where the expectation is to have all developments connected to all urban services. Wallangarra has all services available and therefore to provide a solar system in lieu of electricity changes the expectations for the area. The nearest power pole within Merawa Street from the subject property is approximately 75 metres to the west, with a separate power pole located 121 metres to the east. Merawa Street contains six (6) allotments and there are already three (3) Dwelling houses constructed within Merawa Street that are connect to an electricity supply, one of which adjoins the subject property at No. 14. 14 Merawa Street is connected to electricity via Callandoon Street.

Whilst the applicant has indicated that they intend to install a solar system with 8.8kw of solar panels and 15kw of battery storage on the already approved shed located in the south-east corner of the subject property, it has not been adequately demonstrated that connecting to electricity endures an unreasonable cost to demonstrate that a connection to the subject property is considered unreasonable.

To allow a Dwelling house to not be connected to electricity in a street where connections are already evident would result in a development inconsistent with the locality and alter the existing character of the street. Connecting to all services i.e. water, sewer, telecommunications and electricity is an expectation for the township of Wallangarra and to not require an electricity connection would result in fragmented services in the locality which does not meet the needs of the community. An adequate energy supply for the locality is to connect to electricity as it is available in Merawa Street.

Therefore, the proposed development cannot comply with the following provisions of the Southern Downs Planning Scheme:

Part 6 - Zones

6.2.13 Township zone code

6.2.13.2 Purpose

(1) The purpose of the township zone code is to provide for small to medium size urban settlements located within a rural area.

(2) The purpose of the code will be achieved through the following outcomes:

(g) Development is serviced with public and private physical infrastructure depending on the location, existing levels of service, potential to connect to urban infrastructure and the existing character of the village. Where development is not supported by public infrastructure robust, effective and efficient private services are provided.

PO3 - *All uses have access to adequate and acceptable infrastructure in terms of water supply, waste water disposal, stormwater control, electricity and telecommunications.*

AO3

(a) Where services are available within the village all development is connected to the available services;

(i) All new development is connected to electricity and telecommunications;

(ii) In Dalveen and Wallangarra, new development is connected to reticulated water and sewerage;

(iii) In Karara, Leyburn, Pratten and Yangan, new development is connected to reticulated water. OR

(b) Where services are not available in the village robust, effective private services are provided in accordance with the Physical infrastructure code.

Part 9 – Development codes

9.4.6 - Physical infrastructure code

9.4.6.2 Purpose

(1) The purpose of the Physical infrastructure code is to ensure that new premises are connected to adequate utility services and that those services are protected from any potential adverse impact and to ensure that new premises have adequate, appropriate access to the road network.

(2) The purpose of the code will be achieved through the following outcomes:

(a) Appropriate infrastructure is provided to support land use and development in a manner that meets the needs of the community

PO3 - *The development has access to an energy supply that is adequate for the proposed development.*

AO3 - *(a) The development is connected to an existing energy supply as approved by the relevant energy regulatory authority; or*


(b) In the Rural zone, a Dwelling house is equipped with 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

ATTACHMENTS

Nil

13.3 Removal House Bonds

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Manager Planning and Development	ECM Function No/s:

Recommendation

THAT Council:

1. Where compliance cannot be achieved through timely actions of the landowner to make the removal house safe, either:
 - i. Utilise all or part of the security bond to undertake the 'make safe' work, subject to the ability of local contractors to undertake the work within six months. Any remaining security bond would be returned.

OR

Utilise all or part of the security bond to demolish the building, only where compliance is impossible to achieve through building work, subject to the ability of local contractors to undertake the work within six months. This would include cleaning the area of the site where the removal house was located, and returning any remaining security bond.

- ii. Where action can't be completed to achieve either of the options outlined in i., the building application lapses, meaning it is non-compliant and new approvals would be required.

Where possible and practical, works should not be undertaken that exceed the amount of security bond being held by Council. Where there is potential for the cost of the works to exceed the amount of security bond being held by Council, legal advice should be sought to ascertain the options, if any, for Council to recoup the costs.

2. Follow up any other non-compliant conditions of the Referral agency response, subsequent to the return of any security bond, or the security bond is used to undertake any 'make safe' work.
3. Delegate to the Chief Executive Officer the ability to consider, through written request:
 - i. an alternative to the options listed in item 1., and
 - ii. a reduction to a security bond associated with a removal building, where the request is for 20% or less of the set security bond.

REPORT

Background

A briefing in relation to Removal houses was provided at the Councillor Information Session held on 1 May 2024.

A building approval is required to move a Dwelling house to land, or move a Dwelling house to a different location on the same land. A removal house building approval has a currency period of 12 months. One extension can be sought, for a maximum of six months.

Council also has a role as a Concurrence Agency for removal dwellings. The *Planning Regulation 2017*, Schedule 9, Part 3, Division 2, Table 7, which states as follows:

Table 7—Building work for removal or rebuilding	
Column 1	Column 2
1 Development application requiring referral	Development application for building work that is assessable development under section 1 , if the building work is, or relates to— (a) the removal of a building or other structure, whether or not for rebuilding at another site; or (b) the rebuilding of a building or other structure removed from another site
2 Referral agency	The local government
3 Limitations on referral agency's powers	—
4 Matters referral agency's assessment must be against	(a) Whether the local government should require security, of no more than the value of the building work, for the performance of the work (b) If security is required, the amount and form of security that is appropriate for the development
5 Matters referral agency's assessment must have regard to	—
6 Matters referral agency's assessment may be against	—
7 Matters referral agency's assessment may have regard to	—

As outlined within the referral trigger, Council is able to require a security to be paid for the performance of the work.

To provide some certainty to customers who are wishing to embark on a removal house project, Council has previously resolved to set the security bond within the Schedule of General Fees and Charges. The security is set as \$15,000 for a removal house in the Rural zone, and \$30,000 for a removal house within an Urban or Rural residential zone. The security bonds have never been set at the actual cost to undertake the building work, as otherwise it would be difficult for the work to proceed. It was set as a reasonable amount to ensure progress.

Partial bond refunds can be granted at the applicant's request. The refund depends on the extent of work completed and inspection undertaken.

A Building Certifier (not necessarily Council) must undertake inspections at the following stages:

- Footings – prior to pouring concrete;
- Tie Down – preferably when roof is open and wall frame exposed;
- Final.

These inspections are in addition to the inspection required for the referral agency aspect.

Once the building has passed its final building inspection, including a final referral agency inspection, a Form 21 Final Certificate will be issued and arrangement will be made to refund the bond. The Dwelling house may not be inhabited until such Form 21 has been issued.

Report

As part of the 2023 Closing Report from the Queensland Audit Office, Trust Accounts were identified as a matter for further attention.

Currently there are 65 security bonds being held by Council in relation to removal houses. Noting that no interest can be generated from bonds.

There is a total of \$1,250,000 in removal house security bonds being held, ranging from \$2,500 up to \$44,000. Some of the security bonds date back to 1997. However, 24 of the security bonds being held are still within the first 12 months, and therefore no action can be undertaken with these. There are also a number of bonds currently in the process of being finalised.

Council has previously commenced enforcement action on a number of the building applications. This action was never completed, for a variety of reasons.

Section 92 of the *Building Act 1975*, enables Council to take action, using the security bond, to carry out the building work. This action may include physical works on the building. To date, Council has not exercised this right, nor have other Local Governments that this matter has been discussed with.

The following table has been collated through conversations with other surrounding Local Governments in relation to removal houses and associated security bonds.

LG	Is a security bond required?	Set security bond or individual bond	If individual, how calculate or average security bond	Other comments
Western Downs RC	Yes	The bond amount is determined on a case-by-case basis dependent on the amount of building work needed.		We have left messages to speak to an appropriate officer at WDRC. No information is available as yet. Limited information available on website.
Toowoomba RC	Yes	Building compliance conduct physical site inspection on every removal dwelling, with standard calcs for work costs (eg. Stairs, foundations, paint, roof, stormwater, internal) used to set bond amount.	Depending on condition - \$12,000 minimum. \$20,000-\$30,000 average. \$70,000 maximum.	
Lockyer Valley RC	Yes	The bond amount is determined on a case-by-case basis dependent on the amount of building work needed.	\$10,000-\$40,000 typical security bond set.	Bond Monies will be returned upon successful inspection of each stage as follows: Footings 20% Frame 20% Final 60%
Goondiwindi RC	Yes	The bond amount is determined on a case-by-case	Council have set the following minimum security bonds:	Also set roadside infrastructure bond \$2000 (check road after

		basis dependent on the amount of building work needed.	Rural - \$11,500 min. Urban & Rural residential areas - \$24,500 min. (Maximum that has been set is \$40,000).	delivery to make sure no damage, then refunded (usually removal company pays this))
Scenic Rim RC	Yes	The bond amount is determined on a case-by-case basis dependent on the amount of building work needed.	\$20,000 is the average security bond set.	

It was requested as part of the Councillor Information Session that information be provided in relation to the impact that the National Construction Code (NCC), Livable Housing Design provisions would have on a removal house. The provisions came into effect on 1 October 2023 and must be achieved for a Dwelling house. Part 3 of the *Building Act 1975* (BA) does enable some matters to be discretionary for the Building Certifier. The following table outlines the NCC Livable Housing Design provisions and the exemptions which may apply for a removal house:

NCC provisions	Possible exemption
<ul style="list-style-type: none"> Dwelling access <ul style="list-style-type: none"> Step-free access path from the allotment boundary, or a car parking space for the exclusive use of the occupants. Car parking space incorporated into step-free access path. 	Section 61 of the BA and Section H8D2 of the NCC
<ul style="list-style-type: none"> Dwelling entrance <ul style="list-style-type: none"> 820mm minimum clear opening width. Level threshold, or a door sill height of no more than 5mm (with rounded or bevelled edge) or ramped threshold. Landing area must have a space of at least 1200mm x 1200mm on the external side of the door. Channel drain it to be provided for the width of the entrance, where the external surface of the entrance is impermeable. 	Section 61 of the BA
<ul style="list-style-type: none"> Internal doors and corridors <ul style="list-style-type: none"> Internal doorways have a minimum clear opening of 820mm, regardless of the door type. Internal level threshold, or a door sill height of no more than 5mm (with rounded or bevelled edge) or ramped threshold. Minimum clear corridor width of 1,000mm is required for corridors, hallways and the like. 	Section 61 of the BA
<ul style="list-style-type: none"> Sanitary compartment (when a room contains a closest pan or urinal) <ul style="list-style-type: none"> At least one sanitary compartment is to be located on the ground floor or entry level, and must include a toilet. Circulation within the sanitary compartment must include a clear zone of 900mm x 1,200mm immediately in front of the front edge of the toilet pan. The circulation space must be clear of the 	Section 61 of the BA

door swing.	
<ul style="list-style-type: none"> • Shower <ul style="list-style-type: none"> ○ At least one shower must be hobless and step-free entry. 	Section 61 of the BA

These exemptions would likely not apply if there were alterations or additions to the removal dwelling effecting 50% or more, or if the alterations or additions could comply.

In relation to the security bonds, moving forward it is proposed that a new site inspection be undertaken of each affected property to ascertain the current status of the outstanding works, and enable the preparation of a building report to determine the best course of action. At the site inspection Council officers will be confirming the minimum standards to make the removal house safe, which include: stairs, hand rails, smoke alarms and any other fire safety requirements, replacing rusting or defective metal roof sheeting, and wet seal, where required.

The aim will be to have the landowner complete the necessary works to make the removal house safe, so that the security bond can be released.

Generally the conditions included on the Amenity and Aesthetics referral response do not only cover any 'make safe' conditions, there are additional conditions relating to enclosing around the base of the dwelling, replacement of ridge capping and roof guttering, defective materials and painting of external surfaces. These conditions are included for the protection of the building elements and aesthetic purposes and not imposed purely to meet minimum standards to make the removal house safe. Therefore, whilst the security bond can be returned if the dwelling is made safe, there is potential for other non-compliance with conditions to remain. The Form 21 Final Certificate should not be issued until compliance has been achieved with all of the conditions. The earlier release of the security bond may assist with completing the other works.

Where compliance can't or won't be achieved in relation to the 'make safe' work, Council has the following options:

1. Utilise all or part of the security bond to undertake the 'make safe' work. The issue with this solutions is that the security bonds being held won't cover the cost of the works. No other Local Governments that this matter has been discussed with, have used the security bond to undertake the works.

OR

Utilise all or part of the security bond to demolish, where compliance is impossible to achieve. This would include cleaning the area of the site where the removal house was located, and returning any remaining bond, if any.

2. Where neither of the options listed in point 1 can be achieved, lapse the building application, meaning it is non-compliant and new approvals would be required. In some instances, planning approvals may also be now required and additional NCC requirements may be triggered, making it even more difficult. In addition, a security bond may still be required to be paid.

Direction is sought from Council in relation to the removal houses where compliance cannot be achieved.

In instances where Option 2 is triggered, as part of the communication with the landowner, it would need to be made very clear that the building is non-compliant and unsafe, and therefore should not be occupied.

Council's internal business processes have been amended, to ensure that this historic situation does not arise again.

Conclusion/Summary

Currently there are 65 security bonds being held by Council in relation to removal houses. There is a total of \$1,250,000 in security bonds being held by Council, ranging from \$2,500 up to \$44,000. Some of the security bonds date back to 1997. 24 of the security bonds being held are still within the first 12 months, and therefore no action can be undertaken with these.

Section 92 of the *Building Act 1975*, enables Council to take action, using the security bond, to carry out the required building work. To date, Council has not exercised this right.

Moving forward it is proposed that a new site inspection be undertaken of each affected property to ascertain the current status of the outstanding works. At the site inspection Council officers will be confirming the minimum standards to make the removal house safe, which include: stairs, hand rails, smoke alarms and any other fire safety requirements, and wet seal, where required.

The aim will be to have the landowner complete the necessary works to make the removal house safe, so that the security bond can be released. Noting that non-compliance may still exist with other conditions.

Where compliance can't or won't be achieved in relation to the 'make safe' work, Council has the following options:

1. Utilise all or part of the security bond to undertake the 'make safe' work. The issue with this solutions is that the security bonds being held won't cover the cost of the works. No other Local Governments that this matter has been discussed with, have used the security bond to undertake the works.

OR

Utilise all or part of the security bond to demolish, where compliance is impossible to achieve. This would include cleaning the area of the site where the removal house was located, and returning any remaining security bond, if any.

2. Where neither of the options listed in point 1 can be achieved, lapse the building application, meaning it is non-compliant and new approvals would be required. In some instances, planning approvals may also be now required and additional NCC requirements may be triggered, making it even more difficult. In addition, a security bond may still be required to be paid.

Direction is sought from Council in relation to the removal houses where compliance cannot be achieved. It would be advantageous to include conditions around the options listed in point 1, to ensure a timely response can be achieved.

FINANCIAL IMPLICATIONS

There would be a reduction in the bonds being held in trust by Council. Noting that interest cannot be accrued on bonds.

At present the properties may be charged rates as a vacant property, as there has been no Form 21 Final certificate issued for a residence.

RISK AND OPPORTUNITY

Risk

If the building application for the removal house is lapsed, it is non-compliant and new approvals would be required. In some instances, planning approvals may also be now required and additional NCC requirements may be triggered, making it even more difficult to finalise. In addition, a security bond may still be required to be paid.

Opportunity

Improving the safety of some of the removal houses where security bonds are still being held, and ensuring the landowners are moving toward having a Form 21 Final Certificate issued for the Dwelling house.

A reduction in the bonds being held in trust by Council.

COMMUNITY ENGAGEMENT

Internal Consultation

On 1 May 2024, this matter was discussed at a Councillor Information Session.
Chief Financial Officer

External Consultation

Discussions with other Local Government officers in relation to removal houses and security bonds.

LEGAL / POLICY

Legislation / Local Law

Planning Regulation 2017
Building Act 1975
National Construction Code

Corporate Plan

Goal 3 Our Prosperity

Outcome: 3.3 The Southern Downs is a destination of choice for business and visitors.

Objective: 3.3.1 Establish a reputation for working collaboratively with developers to deliver mutually beneficial outcomes.

Policy / Strategy


2023 Closing Report from Queensland Audit Office

ATTACHMENTS

Nil

13.4 Backflow Prevention Devices and On-Site Sewerage Facilities Register

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 19 June 2024
	Built Environment Technical Officer	ECM Function No/s: 29.19

Recommendation

THAT Council, as part of the 2024/2025 Budget and Schedule of General Fees & Charges adoption process, consider the inclusion of:

- an additional resource for up to two (2) years, to assist with the continued development and maintenance of registers for backflow prevention devices and on-site sewerage facilities; and
- a year 1 annual fee of \$70 per on-site sewerage facility associated with the development and maintenance of the on-site sewerage facilities register.

on the basis that Council officers will undertake a review after the two year period.

REPORT

Background

A backflow prevention device is a valve used to protect drinking water supplies from contamination or pollution due to back-siphonage or unwanted reverse flow of water. To ensure that our drinking water supply remains safe from chemicals and other pollutants, backflow prevention devices are installed in strategic locations within the water supply system.

Sections 101 and 113 of the *Plumbing and Drainage Regulation 2019* requires Council to have a register of all backflow prevention devices within the Local Government area, monitor the maintenance and testing of each device, and keep all notices associated with each device.

101 Testable backflow prevention device—obligation of local government

A local government must establish a program for—

- (a) registering each testable backflow prevention device installed at premises in its local government area; and
- (b) monitoring the maintenance and testing of each device.

113 Register of testable backflow prevention devices

- (1) A local government must keep a register containing each notice given to the local government under section 102(2) or 103(3).
- (2) The local government must keep a notice mentioned in subsection (1) in the register until the premises to which the notice relates are demolished or removed.

An on-site sewerage facility is a system that stores, treats and disposes of household wastewater. Many properties in the Southern Downs are not connected to the reticulated sewerage network so require on-site sewage facility to treat and dispose of wastewater. Homeowners are advised to engage an on-site sewerage designer to obtain advice regarding the most appropriate system for their property. This design is then submitted to Council as part of a plumbing and drainage application, as approval is required before installation and operation of an on-site sewerage facility. Poorly designed or installed, used improperly or not maintained on-site sewerage facilities may fail and can contaminate water supplies or water used for human consumption, watercourses, wetlands or marine water bodies, harm human health, and be expensive to repair.

Section 114 of the *Plumbing and Drainage Regulation 2019* requires Council to have a register for on-site sewage facilities, which contains a copy of each service record.

114 Register for greywater use and on-site sewage facilities

- (1) A local government must keep a register containing a copy of each service report for a greywater use facility or on-site sewage facility given to the local government under section 106.
- (2) The local government must keep a copy of a service report mentioned in subsection (1) in the register until the greywater use facility or on-site sewage facility to which the report relates is demolished or removed.

The *Plumbing and Drainage Act 2018* outlines that Council must monitor certain types of greywater use facilities and on-site sewage facilities in its Local Government area, to ensure the operation of these facilities is compliant and not adversely affecting the public health and safety; or the environment.

Report

This budget request relates to an additional staff member, to ensure that Council can implement and effectively monitor a register of new and existing backflow prevention devices and on-site sewerage systems in a timely manner, and to ensure that legislative requirements are being met.

The position will cover tasks including:

- Tagging backflow prevention devices and upkeep of the existing register using QRiD.
- Establishing a register of greywater use and on-site sewage facilities using QRiD.
- Assist with the integration of the QRiD system with TechnologyOne.
- Developing processes, procedures and templates to assist with the ongoing maintenance of the backflow prevention devices and on-site sewage facilities registers.

At present, 381 backflow devices have been tagged, with 272 identified but not tagged. This does not include all of the devices that Council is yet to register at all. At present, Council's two plumbing inspectors are tagging devices when conducting other inspections at the site, or when in a location where devices have been identified, however current workloads are preventing this project from progressing. These devices are then required to be tested annually, with the inspection report to be supplied to Council, in accordance with the *Plumbing and Drainage Regulation 2019*. Council currently uses Backflow ID, which is a QRiD product.

There are currently in excess of 2,000 on-site sewage facilities in the region, and in the 2023 financial year, we received approximately 173 applications for new domestic septic and treatment plant systems, and 16 commercial applications. Each treatment plant is required to be inspected quarterly by an accredited service provider, with the service reports supplied to Council, in accordance with the *Plumbing and Drainage Regulation 2019*. Currently Council relies on its existing records management system ECM as the register to maintain these records. However, ECM does not have the ability to generate a report of all on-site sewage facilities within the region, and the process to enable registering of each inspection report against each on-site sewage facility is very time consuming and not efficient. In turn making any monitoring of the on-site sewage

facilities listed in ECM impossible. The QRiD system will enable an efficient way to have a register and record all maintenance.

In relation to the recovery of the costs of the additional aspect of the QRiD system, including tags and the on-going subscription, and the additional resource, options have been developed for Council's consideration. At the Ordinary Council Meeting held on 22 November 2023, Council resolved to introduce an annual charge for testable backflow prevention devices. This charge has been included in the budget consideration options, along with the revenue that can be obtained by Council undertaking Form 4 audits, in accordance with the agreement with the Queensland Building and Construction Commission (QBCC). The options are outlined within the Financial Implications section of this report.

Conclusion/Summary

In order to ensure compliance with the relevant legislation, it is recommended that an additional staff member be employed for a minimum of two (2) years, to assist with the development and ongoing maintenance of registers for backflow prevention devices and on-site sewage facilities.

A number of fee proposals have been included, with the view to cover some or all of the costs associated with this work and the position. If Council does not have an appetite to include a new annual registration fee for on-site sewage facilities, the budget request is still for an additional resource in the form of a temporary position being created, to ensure Council's legislative requirements are achieved. In future Fees and Charges, consideration could be given to the inclusion of an additional fee to cover the maintenance and monitoring of the register.

FINANCIAL IMPLICATIONS

The additional employee resource will attract expenses for the duration of the position (currently proposed to be two years). Council will consider a temporary arrangement to facilitate the Form 4 audits, which has been included in each of the options modelled. There will also be additional ongoing fees associated with the implementation and maintenance of the QRiD system currently being used as a register for backflow prevention devices, and proposed to be used for on-site sewage and trade waste facility registers.

There are a number of revenue opportunities that have been identified that may contribute to or counteract the expenses associated with this budget request. These are as follows:

1. Form 4 audits can be conducted through the QBCC agreement, attracting a per audit payment to Council.
2. An annual registration fee could be charged for properties with an on-site sewage facility.
3. It was resolved in 2023 to include an annual registration fee in relation to the maintenance and monitoring of the backflow prevention device register.
4. In both the current 2023/2024 and proposed 2024/2025 Schedule of General Fees and Charges, there is an additional charge for new plumbing and drainage applications involving the installation of a treatment plant. It is proposed that from the 1 July 2024, this fee is to be incorporated as a one-off charge for new plumbing and drainage applications in unsewered areas (where a treatment plant or septic is being installed). A higher version of this fee may be charged for commercial applications.
5. From Year 3 onwards we anticipate potential share resourcing within Council, allowing for similar levels of revenue to be generated, however a review will be undertaken after two years to ascertain the impact.
6. A temporary position may be required from Year 3 onwards to continue with the Form 4 audits.

The following proposals outline a number of scenarios (costed over a 5 year period, as requested by Council) with the view to cover some or all of the costs associated with this work and the position:

Option 1: includes all income options, such as Form 4 audits, existing fees and charges, and the inclusion of an additional annual charge for on-site sewage facilities.

Scenario 1 - All income options		TWO YEARS WAGES & ASSOCIATED COSTS OVER 5 YEAR PERIOD					
Based initial proposal \$140/facility P/A	Year 1	Year 2	Year 3	Year 4	Year 5		TOTAL
Income							
1. New Revenue - Form 4 Audits	28,160.00	29,947.20	31,794.62	33,788.86	35,850.15		159,540.84
2. New Fee - Annual Charge for Onsite	280,000.00	285,600.00	291,312.00	297,138.24	303,081.00		1,457,131.24
3. Existing fee - Backflow Devices							
Backflow Devices - Tagged	19,011.90	19,392.14	19,779.98	20,175.58	20,579.09		98,938.69
Backflow Devices - Untagged	17,680.00	18,033.60	18,394.27	18,762.16	19,137.40		92,007.43
4. Existing fee - On-site Application	62,453.00	63,702.06	64,976.10	66,275.62	67,601.14		325,007.92
Total Income	407,304.90	416,675.00	426,256.98	436,140.46	446,248.79		2,132,626.13
Expenses							
Employee Costs (including On-Costs)	-\$ 112,507.56	-\$ 124,679.94	\$ -	\$ -	\$ -		-\$ 237,187.50
Temp Arrangement			-\$ 24,344.78	-\$ 24,831.67	-\$ 25,328.30		-\$ 74,504.75
Overheads + Vehicle	-\$ 15,537.43	-\$ 15,848.18	-\$ 16,165.14	-\$ 16,488.45	-\$ 16,818.21		-\$ 80,857.41
Other Expenses	-\$ 5,000.00	-\$ 5,000.00	-\$ 5,000.00	-\$ 5,000.00	-\$ 5,000.00		-\$ 25,000.00
Annual QRID Costs	-\$ 50,135.00	-\$ 51,137.70	-\$ 52,160.45	-\$ 53,203.66	-\$ 54,267.74		-\$ 260,904.55
Total Expenses	-\$ 183,179.99	-\$ 196,665.82	-\$ 97,670.37	-\$ 99,523.78	-\$ 101,414.25		-\$ 678,454.21
Net Amount	\$ 224,124.91	\$ 220,009.18	\$ 328,586.61	\$ 336,616.69	\$ 344,834.53		\$ 1,454,171.91

Option 2: includes no annual on-site sewage facility fee, however include income associated with Form 4 audits and existing fees and charges.

Scenario 2 - No Annual On-site fee		TWO YEARS WAGES & ASSOCIATED COSTS OVER 5 YEAR PERIOD					
	Year 1	Year 2	Year 3	Year 4	Year 5		TOTAL
Income							
1. New Revenue - Form 4 Audits	28,160.00	29,947.20	31,794.62	33,788.86	35,850.15		159,540.84
2. New Fee - Annual Charge for Onsite							
3. Existing fee - Backflow Devices							
Backflow Devices - Tagged	19,011.90	19,392.14	19,779.98	20,175.58	20,579.09		98,938.69
Backflow Devices - Untagged	17,680.00	18,033.60	18,394.27	18,762.16	19,137.40		92,007.43
4. Existing fee - On-site Application	62,453.00	63,702.06	64,976.10	66,275.62	67,601.14		325,007.92
Total Income	127,304.90	131,075.00	134,944.98	139,002.22	143,167.78		675,494.88
Expenses							
Employee Costs (including On-Costs)	-\$ 112,507.56	-\$ 124,679.94	\$ -	\$ -	\$ -		-\$ 237,187.50
Temp Arrangement			-\$ 24,344.78	-\$ 24,831.67	-\$ 25,328.30		-\$ 74,504.75
Overheads + Vehicle	-\$ 15,537.43	-\$ 15,848.18	-\$ 16,165.14	-\$ 16,488.45	-\$ 16,818.21		-\$ 80,857.41
Other Expenses	-\$ 5,000.00	-\$ 5,000.00	-\$ 5,000.00	-\$ 5,000.00	-\$ 5,000.00		-\$ 25,000.00
Annual QRID Costs	-\$ 50,135.00	-\$ 51,137.70	-\$ 52,160.45	-\$ 53,203.66	-\$ 54,267.74		-\$ 260,904.55
Total Expenses	-\$ 183,179.99	-\$ 196,665.82	-\$ 97,670.37	-\$ 99,523.78	-\$ 101,414.25		-\$ 678,454.21
Net Amount	-\$ 55,875.09	-\$ 65,590.82	\$ 37,274.61	\$ 39,478.45	\$ 41,753.53		-\$ 2,959.33

As the above model shows, option 2 operates at an overall loss for the five years of \$2,959.

Option 3: includes all income options, such as Form 4 audits, existing fees and charges, and the inclusion of an additional annual charge for on-site sewage facilities, at 50% of option 1.

Scenario 3 - Reduced On-site fee (50%) TWO YEARS WAGES & ASSOCIATED COSTS OVER 5 YEAR PERIOD							
Based on \$70/facility P/A	Year 1	Year 2	Year 3	Year 4	Year 5		TOTAL
Income							
1. New Revenue - Form 4 Audits	28,160.00	29,947.20	31,794.62	33,788.86	35,850.15		159,540.84
2. New Fee - Annual Charge for Onsite	140,000.00	142,800.00	145,656.00	148,569.12	151,540.50		728,565.62
3. Existing fee - Backflow Devices							
Backflow Devices - Tagged	19,011.90	19,392.14	19,779.98	20,175.58	20,579.09		98,938.69
Backflow Devices - Untagged	17,680.00	18,033.60	18,394.27	18,762.16	19,137.40		92,007.43
4. Existing fee - On-site Application	62,453.00	63,702.06	64,976.10	66,275.62	67,601.14		325,007.92
Total Income	267,304.90	273,875.00	280,600.98	287,571.34	294,708.28		1,404,060.50
Expenses							
Employee Costs (including On-Costs)	-\$ 112,507.56	-\$ 124,679.94	\$ -	\$ -	\$ -		-\$ 237,187.50
Temp Arrangement			-\$ 24,344.78	-\$ 24,831.67	-\$ 25,328.30		-\$ 74,504.75
Overheads + Vehicle	-\$ 15,537.43	-\$ 15,848.18	-\$ 16,165.14	-\$ 16,488.45	-\$ 16,818.21		-\$ 80,857.41
Other Expenses	-\$ 5,000.00	-\$ 5,000.00	-\$ 5,000.00	-\$ 5,000.00	-\$ 5,000.00		-\$ 25,000.00
Annual QRID Costs	-\$ 50,135.00	-\$ 51,137.70	-\$ 52,160.45	-\$ 53,203.66	-\$ 54,267.74		-\$ 260,904.55
Total Expenses	-\$ 183,179.99	-\$ 196,665.82	-\$ 97,670.37	-\$ 99,523.78	-\$ 101,414.25		-\$ 678,454.21
Net Amount	\$ 84,124.91	\$ 77,209.18	\$ 182,930.61	\$ 188,047.57	\$ 193,294.03		\$ 725,606.29

RISK AND OPPORTUNITY

Risk

The costs associated with the on-site sewage facilities register are not being recovered and other revenue streams and funding.

Opportunity

The same QRID program that Council is already using to register and monitor backflow prevention devices can also be used to register on-site sewage facilities and trade waste facilities. The program has a dashboard, where data can quickly show how many devices have been tagged, how many identified but not tagged, tests that have been undertaken, any devices which failed, and overdue tests. The use of the QR tagging system allows for automated updating of the device test in the register, and eliminates the needs for digital or hardcopy inspection forms to be submitted when work is undertaken. This then reduces the manual administration required for ongoing register maintenance.

COMMUNITY ENGAGEMENT

Internal Consultation

Councillor Information Sessions held on 16 August 2023 and 5 June 2024 in relation to Backflow prevention devices and On-site sewage facilities. The presentations were undertaken with the knowledge of the Water department.

Chief Financial Officer

External Consultation

At the previous Councillor Information Session presentation, it was requested that information be gathered about what other Councils are doing, particularly Goondiwindi Regional Council and Western Downs Regional Council. The following is a summary of the information obtained:

- One-off application fee for approvals where on-site or sewerage treatment plan involved - more significant assessment requirements than in sewered areas, other Council's charge similar additional fee on application.
- Some surrounding Council's include an annual fee to cover the cost for the maintaining the on-site sewage facilities register in accordance with the legislation.

- All surrounding Council's include an annual fee to cover the cost for the maintaining the backflow prevention device register in accordance with the legislation.

The detailed information was provided as part of the Councillor Information Session.

LEGAL / POLICY

Legislation / Local Law

Plumbing and Drainage Regulation 2019, Sections 101, 113 and 114

Plumbing and Drainage Act 2018

Queensland Plumbing and Wastewater Code

Corporate Plan

Goal 2 Our Places

Outcome: 2.1 Public places and open spaces are safe, well maintained and liveable.

Objective: 2.1.3 Advocate for, develop and implement environmental strategies that protect and enhance living assets in urban, rural, natural and agricultural landscapes.

Goal 4 Our Performance

Outcome: 4.1 Our customers want to do business with us.

Objective: 4.1.1 Deliver contemporary customer service experiences that align with the expectations of our customers and the community

4.1.2 Embed a culture of continuous improvement focusing on creating value through innovation and technological advancement, reducing waste and improving efficiency.

4.1.3 We "get stuff done" and are solution seekers.

Outcome: 4.2 Our people return home safely.

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

Outcome: 4.3 Our people are proud to work for Council.

Objective: 4.3.1 Enable collaborative workplaces and contemporary work practices.

Policy / Strategy

Nil

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 Minister for Sport and Recreation to Transfer Leslie Dam Active Recreational Centre to Southern Downs Regional Council

Document Information

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

Notice of Motion – To Be Moved by Cr Richters

THAT the Mayor write to the Minister for Sport and Recreation, and copy to the Premier, Treasurer and Minister for Housing to consider a request to transfer Leslie Dam Active Recreational Centre to Southern Downs Regional Council at no cost, and the State Government provide funding to bring the facility up to the necessary condition.

That the letter stress the importance of providing this accommodation for families and individuals who critically need a roof over their heads. Allowing our Council to work with the state and federal governments and local providers with extensive experience in managing social and crisis housing.

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.

Council is requested to consider the proposed Motion.

ATTACHMENTS

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



Notice of Motion by Councillors

Councillor: Joel Richters

Date: 12 Jun 24


Motion:

THAT

The Mayor write to the Minister for Sport and Recreation, and copy to the Premier, Treasurer and Minister for Housing to consider a request to transfer Leslie Dam Active Recreational Centre to Southern Downs Regional Council at no cost, and the State Government provide funding to bring the facility up to the necessary condition to be utilised for social and crisis housing.

That the letter stress the importance of providing this accommodation for families and individuals who critically need a roof over their heads. Allowing our council to work with the state and federal governments and local providers with extensive experience in managing social and crisis housing.

Relevant Background Information

Signature 

Council Meetings Policy – Section 8.6 Notice of Motion


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

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

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

15.2 Notice of Motion - Councillor Merit Requests

Document Information

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

Notice of Motion – To Be Moved by Cr Bartley

THAT Councillor requests placed on the Merit system not be shared to all Councillors.

Report

In accordance with Section 8.6 of Council Meetings Policy PL-CS036, Cr Bartley has submitted the attached Notice of Motion in relation to Councillor requests placed on the Merit system being shared or accessed by all Councillors.

The Notice of Motion provides the following background information:

“There should be a level of confidentiality maintained between a Councillor and a person or persons requesting to have an issue dealt with by Council Officers. The Merit system has the private contact details of the person when a request is placed in the system.”

Council is requested to consider the proposed Motion.

ATTACHMENTS

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



Notice of Motion by Councillors

Councillor: BARTLEY

Date: 12/06/2024

Motion:

THAT

Councillor requests placed on the Merit system not be shared to all Councillors.

Relevant Background Information

There should be a level of confidentiality maintained between a Councillor and a person or persons requesting to have an issue dealt with by Council Officers. The Merit system has the private contact details of the person when a request is placed in the system.

Signature

A handwritten signature in black ink, appearing to read 'A. J. Bartley', 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

In accordance with the provisions of Section 254J(3) of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public and move 'into Committee' to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

Recommendation

THAT the meeting be closed to the public and move into committee to discuss the following items, which are considered confidential in accordance with Section 254J(3) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following, as indicated:

17.1 Githabul (Waringh Waringh) People QUD87/2021 - Native Title Rights and Interests

Reason for Confidentiality

This item is considered confidential in accordance with section 254J(3)(e) of the *Local Government Regulation 2012*, as it contains information relating to legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.