



SOUTHERN DOWNS REGIONAL COUNCIL ORDINARY COUNCIL MEETING

Dear Councillors

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

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

Dave Burges

CHIEF EXECUTIVE OFFICER

11 July 2024

ORDER OF BUSINESS:

ACKNOWLEDGEMENT TO COUNTRY	1
1. PRAYER & CONDOLENCES	1
2. ATTENDANCE	1
3. APOLOGIES.....	1
4. READING AND CONFIRMATION OF MINUTES.....	1
4.1 Ordinary Council Meeting - 19 June 2024.....	1
5. ACTIONS FROM COUNCIL MEETINGS	2
5.1 Actions from Ordinary Council Meeting June 2024	2
6. DECLARATIONS OF CONFLICTS OF INTEREST	10
7. MAYORAL MINUTE	10
Nil	
8. READING AND CONSIDERATION OF CORRESPONDENCE	10
Nil	
9. RECEPTION AND READING OF PETITIONS AND JOINT LETTERS.....	10
Nil	
10. EXECUTIVE SERVICES REPORTS.....	11
10.1 Chief Executive Officer - Status Report.....	11
10.2 Organisation Information Reports July 2024	12
10.3 Quarterly Organisation Information Reports July 2024.....	41
11. CUSTOMER AND ORGANISATIONAL SERVICES REPORTS	66
11.1 Financial Services - Financial Report as at 30 June 2024.....	66
11.2 Operational Plan 4th Quarter Update.....	86
11.3 Council Meetings Policy PL-CS036	88
11.4 Policy PL-CS081 - Legal Assistance for Councillors & Employees	161
11.5 Internal Audit Policy and ARMC Charter Review	171
11.6 Disposal of Freehold Land by Exception - Various Parcels	188
11.7 Views on Surrender of State issued Term Lease and Trusteeship over Lot 128 on Crown Plan ML785	192
11.8 Electric Vehicle Charging Policy PL-137	200
11.9 Expressions of Interest for potential Electric Vehicle Charger Sites	209
12. INFRASTRUCTURE SERVICES REPORTS	212
Nil	
13. PLANNING AND ENVIRONMENTAL SERVICES REPORTS	213

WEDNESDAY, 17 JULY 2024 Ordinary Council Meeting

13.1	Reconfiguring a Lot: Vinnie Investments Pty Ltd C/- Adapt Development Management Pty Ltd - 656 Sugarloaf Road, Kyoomba	213
13.2	Consideration of Change Representations - Material Change of Use, Homestead Road, Rosenthal Heights	218
13.3	Consideration of Change Representations: Murray C & Cheryl A Sondergeld C/- NSPIRE Planning and Design - 128 Swan Creek School Road, Swan Creek.....	223
13.4	Nomination for Director of the Darling Downs-Moreton Rabbit Board ...	234
13.5	Changes to the Impoundment Boxes at the Warwick and Stanthorpe Pounds	239
13.6	2024 LGAQ Conference Motion- Improved Soil Conservation Management.....	243
14.	REPORTS OF DEPUTATION OR CONFERENCE & REPORTS FROM DELEGATES APPOINTED BY COUNCIL TO OTHER BODIES	248
	Nil	
15.	NOTICES OF MOTION	249
15.1	Notice of Motion - Water Security for the Southern Downs	249
16.	GENERAL BUSINESS	251
17.	CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS	251
	Nil	

ACKNOWLEDGEMENT TO COUNTRY

- 1. PRAYER & CONDOLENCES**
- 2. ATTENDANCE**
- 3. APOLOGIES**
- 4. READING AND CONFIRMATION OF MINUTES**
- 4.1 Ordinary Council Meeting - 19 June 2024**


Recommendation

THAT the minutes of the Ordinary Council Meeting held on Wednesday 19 June 2024 be adopted.

5. ACTIONS FROM COUNCIL MEETINGS

5.1 Actions from Ordinary Council Meeting June 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 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 on 19 June 2024.

A copy of the Actions Report is attached.

ATTACHMENTS

1. Actions Ordinary Council Meeting 19 June 2024 [↓](#)



ACTIONS FROM ORDINARY COUNCIL MEETING 19 JUNE 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
19/06/2024	5.1	Actions from Ordinary Council Meeting 15 May 2024	Burges, Dave	26 Jun 2024 8:17am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:17:30 AM - Noted.	26/06/2024
19/06/2024	6.1	Conflict of Interest - Cr McDonald: Agenda Item 10.2	Burges, Dave	26 Jun 2024 8:17am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:17:37 AM - Noted.	26/06/2024
19/06/2024	6.2	Conflict of Interest - Cr Pidgeon: Agenda Item 10.2	Burges, Dave	26 Jun 2024 8:17am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:17:44 AM - Noted.	26/06/2024
19/06/2024	6.3	Conflict of Interest - Cr Pidgeon: Agenda Item 11.4	Burges, Dave	26 Jun 2024 8:17am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:17:51 AM - Noted.	26/06/2024
19/06/2024	6.4	Conflict of Interest - Cr McDonald: Agenda Item 11.4	Burges, Dave	26 Jun 2024 8:17am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:17:58 AM - Noted.	26/06/2024
19/06/2024	6.5	Conflict of Interest - Cr Wantling: Agenda Item 11.10	Burges, Dave	26 Jun 2024 8:18am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:18:04 AM - Noted.	26/06/2024
19/06/2024	6.6	Conflict of Interest - Cr Pidgeon: Agenda Item 11.14	Burges, Dave	26 Jun 2024 8:18am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:18:10 AM - Noted.	26/06/2024
19/06/2024	6.7	Conflict of Interest - Cr McDonald: Agenda Item 11.14	Burges, Dave	26 Jun 2024 8:18am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:18:16 AM - Noted.	26/06/2024
19/06/2024	6.8	Conflict of Interest - Cr McDonald: Agenda Item 13.3	Burges, Dave	26 Jun 2024 8:18am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:18:46 AM - Noted.	26/06/2024



ACTIONS FROM ORDINARY COUNCIL MEETING 19 JUNE 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
19/06/2024	6.9	Conflict of Interest - Cr McDonald: Agenda Item 11.2.1	Burges, Dave	26 Jun 2024 8:19am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:19:10 AM - Noted.	26/06/2024
19/06/2024	8.1	Correspondence	Burges, Dave	26 Jun 2024 8:20am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:20:19 AM - Noted.	26/06/2024
19/06/2024	10.1	Chief Executive Officer - Status Report	Burges, Dave	26 Jun 2024 8:20am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:20:30 AM - Noted.	26/06/2024
19/06/2024	10.2	Organisation Information Reports June 2024	Burges, Dave	26 Jun 2024 8:20am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:20:46 AM - Noted.	26/06/2024
19/06/2024	10.3.1	Audit and Risk Management Committee - Appointment of Councillor Representatives	Burges, Dave	26 Jun 2024 8:21am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:21:12 AM - Terms of Reference updated.	26/06/2024
19/06/2024	10.3	Terms of Reference for Councillors Appointed to Engagement and Operational Committees	Burges, Dave	26 Jun 2024 8:21am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:21:30 AM - Terms of Reference updated.	26/06/2024
19/06/2024	10.4	Procurement Exception -- Southern Downs and Granite Belt Visitor Engagement App	Barnard, Izelle	10 Jul 2024 1:55pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Barnard, Izelle (action officer) on 10 July 2024 at 1:55:35 PM - Specialist Apps have been engaged to deliver the work.	10/07/2024
19/06/2024	10.5	Workforce Strategy	Woolley, Dianne	11 Jul 2024 8:40am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Woolley, Dianne (action officer) on 11 July 2024 at 8:40:45 AM - Workforce Strategy referred to Executive Leadership Team and approved.	11/07/2024



ACTIONS FROM ORDINARY COUNCIL MEETING 19 JUNE 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
19/06/2024	11.1	Financial Services - Financial Report as at 31 May 2024	Dowie, Brooke	01 Jul 2024 10:12am Dowie, Brooke - Completion Completed by Dowie, Brooke (action officer) on 01 July 2024 at 10:12:48 AM - May 2024 Finance Report noted	1/07/2024
19/06/2024	11.2.1	Amendment to Schedule of Fees & Charges - Bond for Removal Houses	Singh, Gurbindar	26 Jun 2024 8:28am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Singh, Gurbindar (action officer) on 26 June 2024 at 8:28:18 AM - Noted.	26/06/2024
19/06/2024	11.2.2	Amendment to Schedule of Fees & Charges - Chief Executive Officer Delegation	Burges, Dave	26 Jun 2024 8:28am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:28:24 AM - Noted.	26/06/2024
19/06/2024	11.2	Schedule of General Fees and Charges 2024/25	Gross, Helen	26 Jun 2024 11:17am Gross, Helen - Completion Completed by Gross, Helen (action officer) on 26 June 2024 at 11:17:16 AM - Added in extra planning fee, fees and charges ready for distribution	26/06/2024
19/06/2024	16.1	Procedural Motion - Meeting Adjournment	Burges, Dave	10 Jul 2024 12:55pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 10 July 2024 at 12:55:46 PM - Noted.	10/07/2024
19/06/2024	11.3	External Audit 2023-24 - Interim Audit Report	Gross, Helen	26 Jun 2024 11:18am Gross, Helen - Completion Completed by Gross, Helen (action officer) on 26 June 2024 at 11:18:29 AM - No further action required	26/06/2024
19/06/2024	11.4	National Competition Policy	Gross, Helen	26 Jun 2024 11:19am Gross, Helen - Completion Completed by Gross, Helen (action officer) on 26 June 2024 at 11:19:01 AM - Will include the water and sewerage and waste in the financial statements	26/06/2024
19/06/2024	11.5	Regional Arts Development Fund 2023/24 - Applications for Recommendation	Doyle, Alexis	25 Jun 2024 10:24am Bell, Michael - Completion Completed by Bell, Michael on behalf of Doyle, Alexis (action officer) on 25 June 2024 at 10:24:18 AM - Noted	25/06/2024
19/06/2024	11.6	State Government Gifting of Building Asset	Bell, Michael	25 Jun 2024 10:23am Bell, Michael - Completion Completed by Bell, Michael (action officer) on 25 June 2024 at 10:23:44 AM - Noted	25/06/2024



ACTIONS FROM ORDINARY COUNCIL MEETING 19 JUNE 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
19/06/2024	11.7	Community Engagement Results - Old Allora Fire Station	Bell, Michael	25 Jun 2024 10:23am Bell, Michael - Completion Completed by Bell, Michael (action officer) on 25 June 2024 at 10:23:37 AM - Noted.	25/06/2024
19/06/2024	11.8	Works for Queensland Funding Program	Doyle, Alexis	25 Jun 2024 10:24am Bell, Michael - Completion Completed by Bell, Michael on behalf of Doyle, Alexis (action officer) on 25 June 2024 at 10:24:24 AM - Noted	25/06/2024
19/06/2024	11.9	Minutes of the Audit & Risk Management Committee held 23 May 2024	Armstrong, Belinda	26 Jun 2024 8:18am Keir, Dianna - Completion Completed by Keir, Dianna on behalf of Armstrong, Belinda (action officer) on 26 June 2024 at 8:18:24 AM - Council resolution noted.	26/06/2024
19/06/2024	11.10	Disposal of freehold land - Moffatt Street Maryvale, Lot 612 on ML2301	Watt, Mark	26 Jun 2024 4:13pm Watt, Mark - Completion Completed by Watt, Mark (action officer) on 26 June 2024 at 4:13:57 PM - Ray White appointed via email on 26/6/24.	26/06/2024
19/06/2024	11.11	Application for Agreement to Occupy - Grazing on Drainage Reserve - Lot 13 on SP169354	Watt, Mark	26 Jun 2024 4:32pm Watt, Mark - Completion Completed by Watt, Mark (action officer) on 26 June 2024 at 4:32:05 PM - Email acceptance sent to landowner on 26/6/24.	26/06/2024
19/06/2024	11.12	Application for a Permit to Occupy - Sandy Creek Reserve on land at Sandy Creek Road, Leslie - Lot 646 on M341254	Watt, Mark	26 Jun 2024 4:32pm Watt, Mark - Completion Completed by Watt, Mark (action officer) on 26 June 2024 at 4:32:36 PM - Email sent to applicant on 26/6/24.	26/06/2024
19/06/2024	11.13	2025 Show Holidays	Keir, Dianna	26 Jun 2024 8:17am Keir, Dianna - Completion Completed by Keir, Dianna (action officer) on 26 June 2024 at 8:17:59 AM - Actioned. Form submitted to OIR 25.06.2024 ECM 3861855	26/06/2024
19/06/2024	11.14	Warwick Saleyards Options	Armstrong, Belinda	10 Jul 2024 1:12pm Armstrong, Belinda - Completion Completed by Armstrong, Belinda (action officer) on 10 July 2024 at 1:12:39 PM - Officers Recommendations endorsed and actioning of item underway	10/07/2024



ACTIONS FROM ORDINARY COUNCIL MEETING 19 JUNE 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
19/06/2024	12.2	Update to Water Infrastructure Policy	Sweetlove, Graham	28 Jun 2024 11:50am Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 28 June 2024 at 11:50:00 AM - Updated policy being uploaded to The Pulse and the Southern Downs Regional Council website.	28/06/2024
19/06/2024	12.3	Update to Rural Water Connection Policy - June 2024	Sweetlove, Graham	28 Jun 2024 11:51am Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 28 June 2024 at 11:51:14 AM - Updated policy being uploaded to The Pulse and the Southern Downs Regional Council website.	28/06/2024
19/06/2024	12.1	Water Service Areas June 2024	Sweetlove, Graham	28 Jun 2024 12:46pm Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 28 June 2024 at 12:46:53 PM - GIS have been provided with the electronic files of the approved Water Services Areas. Rates also notified of financial implications of approved Water Services Areas.	28/06/2024
19/06/2024	12.4.1	Stanthorpe Irrigators Recycled Water Agreement 2024 June 2024 - Amendment	Sweetlove, Graham	28 Jun 2024 4:33pm Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 28 June 2024 at 4:33:03 PM - A meeting has been arranged with the Stanthorpe Irrigators and their solicitor for 11 July 2024 to discuss the proposed amendment.	28/06/2024
19/06/2024	12.4.1	Procedural Motion - Stanthorpe Irrigators Recycled Water Agreement 2024 Amended June 2024	Sweetlove, Graham	26 Jun 2024 8:27am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Sweetlove, Graham (action officer) on 26 June 2024 at 8:27:35 AM - Noted.	26/06/2024
19/06/2024	12.4	Stanthorpe Irrigators Recycled Water Agreement 2024 Amended June 2024	Sweetlove, Graham	28 Jun 2024 4:27pm Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 28 June 2024 at 4:27:06 PM - A meeting has been arranged with the Stanthorpe Irrigators and their solicitor for 11 July 2024 to discuss the proposed amendment.	28/06/2024



ACTIONS FROM ORDINARY COUNCIL MEETING 19 JUNE 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
19/06/2024	12.5	Building Our Regions Round 6 Project Commitment	Sweetlove, Graham	28 Jun 2024 12:56pm Verney, Prue - Completion Completed by Verney, Prue on behalf of Sweetlove, Graham (action officer) on 28 June 2024 at 12:56:58 PM - SDRC Grants Officer will notify Queensland Government that Recipient's financial contribution to the projects is confirmed; that SDRC is committed to delivering the projects; and, that SDRC acknowledges responsibility for any funding shortfall if costs exceed the agreed amount.	28/06/2024
19/06/2024	13.1	Material Change of Use - Rosemarie B & Ian S Watts, 360 Condamine River Road, Killarney	Zhou, Steve	26 Jun 2024 11:04am Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Zhou, Steve (action officer) on 26 June 2024 at 11:04:55 AM - Decision Notice & Statement of Reasons prepared and delivered	26/06/2024
19/06/2024	13.2.1	Procedural Motion - Material Change of Use - Alison & Gary Crabbe, Lot 271 Merawa Street, Wallangarra	O'Mara, Angela	26 Jun 2024 8:25am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of O'Mara, Angela (action officer) on 26 June 2024 at 8:25:33 AM - Noted.	26/06/2024
19/06/2024	13.3.1	Removal House Bonds - Amendment	O'Mara, Angela	26 Jun 2024 9:46am O'Mara, Angela - Completion Completed by O'Mara, Angela (action officer) on 26 June 2024 at 9:46:08 AM - Noted and communicated to the Built Environment team.	26/06/2024
19/06/2024	13.3	Removal House Bonds	O'Mara, Angela	26 Jun 2024 9:46am O'Mara, Angela - Completion Completed by O'Mara, Angela (action officer) on 26 June 2024 at 9:46:13 AM - Noted and communicated to the Built Environment team.	26/06/2024
19/06/2024	13.4	Backflow Prevention Devices and On-Site Sewerage Facilities Register	Wyvill, Laura	26 Jun 2024 10:54am Wyvill, Laura - Completion Completed by Wyvill, Laura (action officer) on 26 June 2024 at 10:54:37 AM - Schedule of General Fees & Charges 2024/2025 updated to include recommended fees, internal process reviews commenced, and awaiting 2024/2025 Budget confirmation for actions relating to creation of new position.	26/06/2024
19/06/2024	15.1	Notice of Motion - Request to Minister for Sport and Recreation to Transfer Leslie Dam Active Recreational Centre to Southern Downs Regional Council	Burges, Dave	26 Jun 2024 8:23am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:23:25 AM - Correspondence to the Minister sent 25 June 2024.	26/06/2024



ACTIONS FROM ORDINARY COUNCIL MEETING 19 JUNE 2024

MEETING DATE	ITEM NUMBER	AGENDA ITEM	ACTION OFFICER	ACTION TO DATE	COMPLETED
19/06/2024	15.2	Notice of Motion - Councillor Merit Requests	Burges, Dave	26 Jun 2024 8:24am Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 26 June 2024 at 8:24:04 AM - Noted - resolution referred to the IT Coordinator.	26/06/2024
19/06/2024	17.1	Githabul (Waringh Waringh) People QUD87/2021 - Native Title Rights and Interests	Watt, Mark	26 Jun 2024 4:33pm Watt, Mark - Completion Completed by Watt, Mark (action officer) on 26 June 2024 at 4:33:01 PM - Legal advisor notified of Council's decision on 26/6/24.	26/06/2024
19/06/2024	17.2.1	New Southern Downs Planning Scheme	O'Mara, Angela	26 Jun 2024 9:47am O'Mara, Angela - Completion Completed by O'Mara, Angela (action officer) on 26 June 2024 at 9:47:13 AM - Noted and responses to the State Government will be finalised in accordance with resolution.	26/06/2024
19/06/2024	17.2	New Southern Downs Planning Scheme	O'Mara, Angela	26 Jun 2024 9:47am O'Mara, Angela - Completion Completed by O'Mara, Angela (action officer) on 26 June 2024 at 9:47:18 AM - Noted and responses to the State Government will be finalised in accordance with resolution.	26/06/2024
19/06/2024	13.2.3	Motion to Consider Agenda Item 13.2	Burges, Dave	10 Jul 2024 12:58pm Seymour, Marion - Completion Completed by Seymour, Marion on behalf of Burges, Dave (action officer) on 10 July 2024 at 12:58:36 PM - Noted.	10/07/2024
19/06/2024	13.2.1	Material Change of Use - Alison & Gary Crabbe, Lot 371 Merawa Street, Wallangarra	O'Mara, Angela	26 Jun 2024 9:47am O'Mara, Angela - Completion Completed by O'Mara, Angela (action officer) on 26 June 2024 at 9:47:34 AM - DN completed and issued on 26 June 2024.	26/06/2024
19/06/2024	13.2	Material Change of Use - Alison & Gary Crabbe, Lot 371 Merawa Street, Wallangarra	Collier, Tonya	26 Jun 2024 11:05am Watt, Jenny - Completion Completed by Watt, Jenny on behalf of Collier, Tonya (action officer) on 26 June 2024 at 11:05:13 AM - Decision Notice & Statement of Reasons emailed to applicant.	26/06/2024

6. DECLARATIONS OF CONFLICTS OF INTEREST

7. MAYORAL MINUTE

Nil

8. READING AND CONSIDERATION OF CORRESPONDENCE

Nil


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 REGIONAL COUNCIL	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 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 19 June 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	10.2 Organisation Information Reports June 2024	Discussion on Warwick CBD Intersection Project - request for the crash data for CBD intersections to be distributed to Councillors	Email detailing crash data statistics for CBD intersections sent to Councillors 24 June 2024.
Cr Windle	11.5 Regional Arts Development Fund 2023/24 – Applications for Recommendation	What is the location of the Greg Huglin event as referenced in the report?	According to the application, the event will occur in Warwick with four (4) screenings to occur at schools and the red carpet screening at the Warwick Cinema.

2. Other Business


Nil

ATTACHMENTS

Nil

10.2 Organisation Information Reports July 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 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 June 2024
2. Southern Downs Youth Council Meeting 6 June 2024
3. Infrastructure Services Monthly Status Report June 2024
4. Planning and Environmental Services Monthly Status Report June 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 June 2024 [↓](#)
2. Southern Downs Youth Council Meeting Minutes 6 June 2024 [↓](#)
3. Infrastructure Services Monthly Status Report June 2024 [↓](#)
4. Planning and Environmental Services Monthly Status Report June 2024 [↓](#)

INFO REPORT | Customer & Organisational Services Monthly Status Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 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 June 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	Fit out has continued in the library with books etc with a soft opening of the library planned for the 8 th July. Lighting is being installed in the Art Gallery with a soft opening planned for late in July.
Warwick Saleyards Redevelopment	Stage 2 has been in project suspension from the 10th June 2024 until the 28th June with completion pushed back to August. Other variations adopted by Council at the June meeting are being progressed.

Community Services

Community Development

Stanthorpe hosted the Queensland Representative School Sport Vic Jensen 10-11 Years Invitational Rugby League Carnival during the school holidays. The five (5) day carnival commences Saturday 29th June and ran through to Wednesday 3rd July 2024. Representative students from the following regions attend this five (5) day event: Capricornia, Met East, Met West, Peninsula, South Coast, Northern, Wide Bay, Met North, Sunshine Coast and Darling Downs.

Disaster Management

IGEM will be running a community forum in Wallangarra on 17 July to seek community feedback on their experience of the October-November 2023 bushfires.

Library Services

Stanthorpe library staff have been busy setting up the new library during the month.

Corporate Services

Land Management

The Land Management Team have been responding to various queries from internal and external stakeholders involving land matters, leasing, road re-alignments and easements.

Lease Category	Current Leases
Aerodrome	3
Commercial	3
Community	92
Grazing	36
Special Purpose	12
Telecommunication	9
Total Current Leases	155

Note: 16 of the above are under negotiation/draft stage for renewal
2 executed leases since the May report

Land Sales	Note	Number
Settlements		3
Under negotiation/contract stage	1	2
Total for period		5

Note 1: 2 x vacant land

Warwick Saleyards

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

Cattle Sales for June

Date	Head Number
04/06	1208
11/06	1246
18/06	1048
25/06	976

Sheep Sales for June

Date	Head Number
05/06	1868
12/06	1926
19/06	2145
26/06	1840

Details of all sales are available on the MLA website.

Governance

Complaints, Right to Information, Information Privacy Matters

- Incoming amendments to the RTI Act and IP Act are being closely monitored (IPOLA)

Request type	Internal status	Date last status update
Administrative action complaint	Two Current	One is in Stage 3 – Internal Review and the other is Stage 2 - Investigation
Ombudsman matter for review	Nil	N/A
Right to Information	One Received in June	Completed – Document released with redactions.

Policies and Procedures status as at 30/06/2024

Details	Current	Past Review Date	Under Review	Draft*	To be rescinded or superseded
Policies- strategic and Operational	60	26	36	8	1
Procedures – strategic and Operational	28	62	3	19	0

Transactions for June 2024

Reviewed and updated

- PL-118 Internal Audit Policy (July 2024 adoption requested)
- PL-EX086 Council Meetings Policy (July 2024 adoption requested)
- PL-CS081 Legal Assistance for Councillors & Employees Policy (July 2024 adoption requested)
- PL-137 Electric Vehicle Charging Policy (July 2024 adoption requested)
- PL-HR019 COVID-19 Management Policy (internal operational policy)
- PR-108 Loads Outside of Site Operating Hours (internal procedure)
- PL-130 Water Infrastructure Policy (adopted by Council June 2024)
- PL-131 Rural Water Connection Policy (adopted by Council June 2024)

In progress

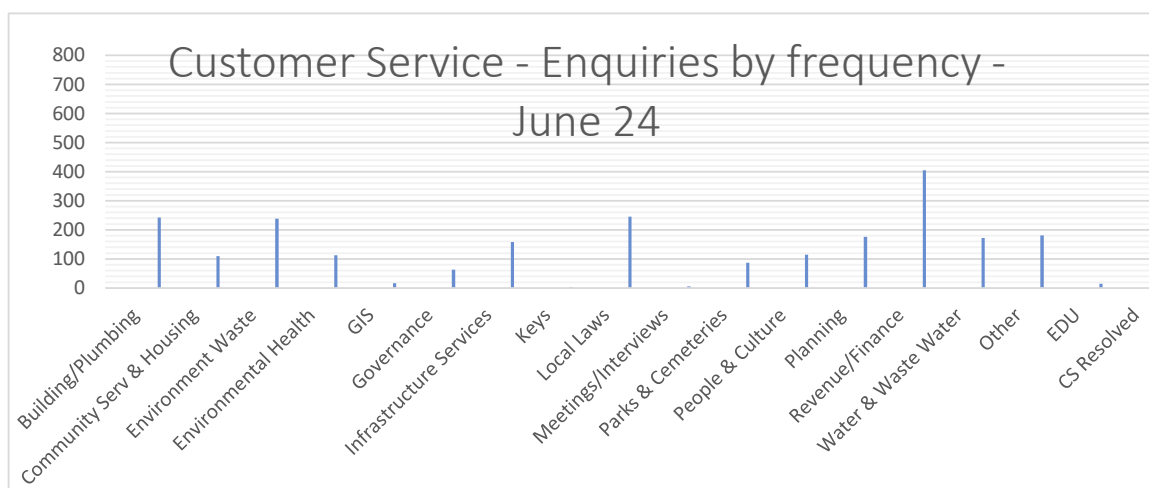
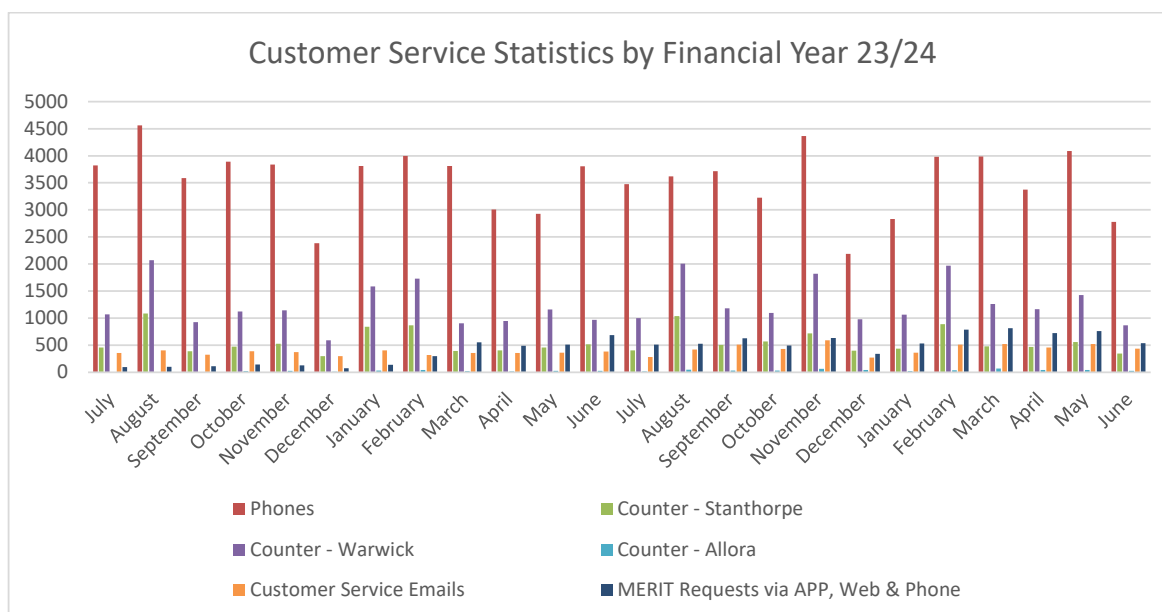
- PL-SD066 Wild Dog Bounty Payment Policy Awaiting final review
- PR-106 Fuel Tanker Management Procedure Operational Procedure
- PL-115 Policy and Procedure Framework Operational
- PL-CS029 Complaints Management Policy Under review

To be superseded:

- PL-CS096 Casual for a Cause Friday Policy Awaiting advice

Customer Service

Statistics for the month of:	June 2024
Phones	2778
Counter – Stanthorpe	347
Counter – Warwick	867
Counter – Allora	29
Customer Service Emails	439
MERIT Requests vi app, web and phone	541
MERIT via after hours provider	162



Sustainability & Strategy

Asset Management

The work and priorities are the same as last month. Focus is to Capitalise the constructed assets, 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. Scopes have been developed to take to market in anticipation of the July budget approval. The TechnologyOne projects continue to be supported by the team.

Asset Management Policies and other governance elements are being reviewed with updates and additions being brought to Council for adoption.

Open Space, Sport and Recreation Master Plan community engagement program has two evening engagement sessions in July. It is anticipated a good number of the community will be engaged and provide feedback on the process. The surveys for the same project enjoyed strong participation and the delivery team are working through the results.

Flood Studies

Council Officers are meeting with the QRA and their Peer Reviewer to find a solution to the delays. The project will come back to program and there is no risk of not meeting the contractual obligations at this time. The peer review process is a key to the deliverable for this project. Officers, the QRA and the peer reviewer will achieve resolution and allow the project to deliver. The sirens review is complete and will be brought to Council Information Session in August post engagement of the Councillor portfolio holder.

GIS

SDRC IntraMaps is now configured to the spatial cloud environment. The planned cut over coincided with the connection failures so the work has been delayed. Capture of the location of the digital or smart water meters in the Intra Maps environment is a key project the team are delivering. The Planning Scheme and LGIP mapping projects continue as does the recalculation of the contours for the whole region.

Project Management Office (PMO)

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

The Warwick Saleyard is reported elsewhere in this report. The next phase of the delivery is continuing with full engagement of the users of the site.

The PMO delivered before the contractual deadline and under budget:

- Dog Off Leash Area (DOLA),
- Brook Park Amenities block, shelter and car park,
- McGregor Park Amenities block
- Jim Mitchel Park Amenities Block and RV Dump,
- Leslie Dam Amenities Block Stage 1.

New projects have begun planning include:

- Yangan Waste transfer Station and Depot works,
- Stanthorpe Phyto capping,
- Warwick Phyto capping,
- Allora Precinct planning and delivery
- WIRAC Hydro Therapy Air Handling Close out to release other department team members.

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 draft report has been received and is being reviewed by management. A session will be held with all stakeholders in August.
- Council has considered the recommendations from rating review (high-level) and incorporated the recommendations as part of the FY24/25 budget. The Finance Team is currently reviewing submission received on the draft budget.
- Council staff are still working with Valuers to get the comprehensive revaluation (land, water, waste water, building) reports finalised.
- The Finance Team is working on finalising end of year reconciliations and accruals so work could commence on the financial statements.
- The Revenue Team with the assistance of an external resource has started progressing Business Improvement Initiatives with the focus currently on Rates/Water billing.

- The Finance Team is still 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 in late July.
- 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. Tech One will be on site to provide a demo to the respective teams to assist with rollout.
- Council has completed the configuration of the Purchase Card Module with a two pilot groups currently assisting with the rollout.
- 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 and a session will be held with key stakeholders to finalise this.
- The Team is continuing to work with the Project Management Office and Safety team to streamline Procurement processes and templates.
- Training on Procurement, the use of Local Buy and Vendor Panel is currently being provided to targeted teams with a broader refresher to be held later in the year.

June 2024 Reporting - Procurement	
Procurement Stats	
Number of Tenders Released	1
Contract number	Description
24_112	Line marking Warwick & Stanthorpe Waste Facilities
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_112	Line marking Warwick & Stanthorpe Waste Facilities
Number of RFQ's Released	1*
Contract number	Description
24_115	Supply & Delivery of Concrete Sewerage Products
Number of RFQ's in progress	9


Number of Contract Numbers Issued	5
Number of Purchase Orders Raised After Invoice Date	48
Inductions done	0
*this figure does not include RFQs we have reviewed but were released by other departments	

ATTACHMENTS

Nil

0.0 INFO REPORT - Southern Downs Youth Council Minutes - 6 June 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 2024
	Sport and Recreation Officer	ECM Function No/s:

Recommendation

THAT Council

1. Receive and note the minutes from the Southern Downs Youth Council Meeting held on 6 June 2024; and
2. Note the recommendation made by the Youth Council that Council highlight through improved signage that sporting fields and public parks are not off leash areas for dogs.

REPORT

Background

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

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

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

Report

On 6 June 2024, the Southern Downs Youth Council held their second meeting, at the Stanthorpe Civic Centre from 9.00am to 1.00pm.

Three (3) Youth Council members who were absent from the previous meeting were presented with their name badge, a vest and lanyard from the Deputy Mayor and Cr Harslett. The details of the meeting are contained in the attached minutes.

LEGAL / POLICY

Corporate Plan


Goal 1 Our People

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

- Objective:**
- 1.1.2 Implement effective and genuine community consultation processes that enable participation, engagement and collaboration.
 - 1.1.3 Build confidence in our communities by being visible, empathetic and by actively listening.




ATTACHMENTS

1. Southern Downs Youth Council Minutes - 6 June 2024



Southern Downs
REGIONAL COUNCIL

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

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

MINUTES OF THE SOUTHERN DOWNS YOUTH COUNCIL
Held at the Stanthorpe Civic Centre, on
Thursday, 6 June 2024 at 9:30am

ORDER OF BUSINESS:

1. ACKNOWLEDGEMENT TO COUNTRY, WELCOME AND HOUSEKEEPING	2
2. PRESENT & APOLOGIES	2
3. AGENDA ITEM 1 – ICE BREAKER.....	2
4. AGENDA ITEM 2 – GUEST SPEAKER – ISSY SULLIVAN	2
5. AGENDA ITEM 3 – ENVIRONMENTAL SERVICES PRESENTATION.....	3
7. AGENDA ITEM 4 – BADGE PRESENTATION.....	4
8. AGENDA ITEM 5 – COMMUNITY SERVICES EVENTS PRESENTATION.....	4
9. GENERAL BUSINESS	6
7. CLOSE	7

1. ACKNOWLEDGEMENT TO COUNTRY, WELCOME AND HOUSEKEEPING

The Sport & Recreation Officer, Sue Organ, welcomed the Youth Council students, Councillors and teachers to the Stanthorpe Civic Centre. The traditional *original* custodians of the land were acknowledged.

Fire evacuation procedures, housekeeping and health and safety processes were also presented.

2. PRESENT & APOLOGIES

Present:

Youth Council Membership

Allora P-10 State School – Will Ballangarry and Hannah Norman

Assumption College Warwick – Eleanor Krueger, Lachlan Corney and Emmaline Newley

Scots PGC – Belle Meek and Oliver Swift

Stanthorpe State High School – Samuel Park

St Joseph's School – Eden Shatte and Lillian Kendall

Warwick State High School – Dylan Dwan and Freya Monk

Observers

Southern Downs Regional Council – Deputy Mayor, Cr Sheryl Windle

Southern Downs Regional Council – Cr Morwenna Harslett

Southern Downs Regional Council – Adrian Green, Community Services Coordinator

Southern Downs Regional Council – Sue Organ (Minute Secretary)

Apologies:

Southern Downs Regional Council – Mayor, Cr Melissa Hamilton

Southern Downs Regional Council - Cr Sarah Deane

Killarney P-10 State School – Cameron McKinney and Ebony Diete

Stanthorpe State High School – Penny Andreatta

Warwick Christian College – Roland Delatado and Tiahli Rogers

3. AGENDA ITEM 1 – ICE BREAKER

The first ice breaker for the day 'Find Someone Who' was enjoyed by the students.

4. AGENDA ITEM 2 – GUEST SPEAKER – ISSY SULLIVAN

Issy Sullivan, former 2023 Youth Council member for Assumption College and YMCA Queensland Youth Parliament member for Southern Downs was introduced to the students.

Issy provided the Youth Council with information on the YMCA Queensland Youth Parliament.

What is Queensland Youth Parliament?

The YMCA Queensland Youth Parliament (QYP) is a unique opportunity for young people to create real change in Queensland. QYP participants, known as Youth Members, are the voice of young people from various Queensland electorates. They gain a hands-on understanding of Queensland's parliamentary processes, advising politicians and decision-makers across the state. Members are immersed in educational opportunities, experience parliamentary operations first-hand, get to mingle with members of the Government and the Opposition and get to discuss topical issues.

Role of Youth Member

The role of each Youth Member is:

- Engage with community
- Experience mock debates in Parliament
- Provide youth perspective on the Youth Bill

- Committee Member on the Aboriginal & Torres Strait Islander Partnership

Aboriginal & Torres Strait Islander Partnerships Committee

The Aboriginal & Torres Strait Islander Partnerships Committee (ATSIP) discuss issues relating to all First Nations individuals and allies

The 2023 ATSIP Youth Bill is currently in the process of becoming a Youth Act.

The Youth Bill focuses on the repatriation of the 900 remaining First Nations bodies currently being held in the Queensland Museum. This involves amending the Cultural Heritage Act of 2003. The Committee members are working through the loop holes and the most culturally appropriate ways to move the artefacts safely, that are currently being kept in boxes in the basement of the Museum.

Current Issues

Issy outlined some of the current issues being discussed by the Youth Members in this year's Parliament. They include:

- Lowering the national voting age to 16
- Increasing subsidies for education
- Increasing driver training for young people wishing to obtain their Learners Permit
- Discussing various Bills relating to young people

Issy then got the Youth Council involved and asked them what issues they are experiencing within their schools and the Southern Downs region. The students provided the below feedback:

- Cost of travel for sport
- Cost of living (relocation of teachers)
- Vaping and access to narcotics
- Lack of youth activities other than sport. Would like more variety but also need to improve participation.
- Subject selection in schools. In rural areas, many subjects particularly in year 11 and 12 have to be studied online. E.g. Legal studies as there are no teachers in rural schools
- Education, sport and employment opportunities
- Bullying

Issy thanked the Youth Council for their suggestions and will collate the information and raise these issues at the next residential sitting.

The Youth Council were encouraged to keep in contact with Issy as she stays in the role until September 2024. Issy encouraged the students to apply for a position in the next round of QYP when nominations open in September 2024.

Contact Details:

Instagram: issy.sullivanxx

Instagram: YMCAQYP

LinkedIn - Issy Sullivan

Facebook: Issy Sullivan

QYP email: southern.downs@ymcaqyp.org.au

The meeting adjourned for morning tea at 10.35am.

5. AGENDA ITEM 3 – ENVIRONMENTAL SERVICES PRESENTATION

The Manager of Environmental Services, Nicole Collett and Waste Management Coordinator, Eva Norton were welcomed to the meeting. The Manager addressed the Youth Council and provided a snap shot of waste & recycling in the Southern Downs.

- SDRC has 11 supervised waste facilities including 3 landfills and 7 unsupervised bin compounds.
- 41,994 tonne of material landfilled in 2022-23.
- 12,600 properties with a roadside waste collection.
- 2023-24: \$13.4 million operating budget.
- Council challenges are:
 - Landfill capacity
 - Costs
 - Particular waste types
 - Organic waste Contamination in recycling

The students were then asked to participate and answer the following questions. Their answers are as follows:

Question 1: Contamination in recycling bins continues to be a concern for Southern Downs as well as other local governments – can you think of ways to improve communication to the community about what can and cannot be recycled?

- Stickers / posters on public bins – trial in shopping centres
- Clear signage on bins that says what you CAN recycle and what you CANNOT
- Posters
- Social media posts
- Education programs in High Schools as well as Primary Schools
- Signage in local shops
- Diagrams on the rubbish bins.

Question 2: What are some waste minimisation ideas for schools, public places (e.g. parks) and public events that you think could be effectively implemented?

- Encourage 'Containers for Change' in schools
- Encourage school worm farms
- How to establish worm farms and composting at home
- Specific bins located in parks for recycling
- Stationery recycling at schools
- Composting (could be a part of Ag Science in schools)
- Signage could be put above each bin with images of what items go in which colour bin.
- Directional signs to the nearest bins in parks or other public places.
- Clearer signage so people actual question themselves about what goes in which bin.

7. AGENDA ITEM 4 – BADGE PRESENTATION

There were three students absent from the Badge Presentation Ceremony in April, so the Deputy Mayor and Cr Harslett presented Lillian Kendall, Eden Shatte and Hannah Norman with their badges and Youth Council vests.

8. AGENDA ITEM 5 – COMMUNITY SERVICES EVENTS PRESENTATION

Community Development Officer, Tiarnie Gilbert was welcomed to the meeting. Tiarnie presented to the students details of the Civic Events Council facilitate.

Tiarnie explained that the Community Services Team's Mission Statement is to deliver inclusive and accessible community events that deliver a positive community outcome. Some of these events include:

- ANZAC Day, Remembrance Day and Vietnam Veterans Day
- Australia Day
- Citizenship Ceremonies
- Carols events in Warwick and Stanthorpe

- Santa's Storytime sessions in Warwick, Allora, Stanthorpe and Killarney
- Christmas Movie in the Park events in Warwick and Stanthorpe

Tiarnie told the students that she is commencing planning for Council's 2024 Christmas Events. She requested their event ideas and asked them how they would like to be involved in the events to help Council increase young people's attendance?

Council's Carols in the Park are community led and directed with set musical lists by local performers and entertainers. The aim is to offer an affordable family friendly event that can cater to everyone in the community. The 2023 audience size was approximately 2,000 people in Warwick and close to 1,000 people in Stanthorpe.

Stanthorpe Carols in the Park will be held on Friday, 6 December 2024.

Warwick Carols in the Park will be held on Saturday, 7 December 2024.

The students were given some items to consider when planning for the Movie Event:

- Contingency plans due to weather
- Timing of movie
- Location for movie
- Movie selection
- Snack offerings (in 2023 there was free popcorn, lollies and water available)
- Dates for 2024 to be confirmed

The Youth Council came up with the following suggestions for the Christmas Events:

- More teenager inclusive activities
- Later entertainment for older youth
- Prizes
- Games for young people e.g. Reindeer Races, Dunking Machine, Costume Contest
- Raffles (proceeds go to a local Christmas Appeal)
- Competitions – drawing/colouring in
- Trivia
- Winter themed – serve hot chocolate
- Good food / free food
- Survey young people / schools and ask what they want
- Get school choirs involved
- Ask for younger singers or bands to participate
- Dance groups
- Ask schools to have more input into the events to potentially change the style of the event i.e. add in more "pop" carols

Movie Suggestions included:

- Home Alone
- The Grinch
- Elf
- The Night Before Christmas
- Christmas Chronicles
- Santa Claus is Coming to Town

The students were encouraged by the Councillors to email any ideas they have to Sue to make sure all suggestions were included.

Finally, the Community Development Officer provided the Youth Council with information on the Council's Upcoming Careers and Employment Expo:

- Thursday, 8 August 2024
- 9.00am to 12.30pm
- Schools have been contacted and transport options are being discussed

- A range of businesses from throughout the region will be in attendance to talk about career opportunities and pathways



Careers & Employment Expo

Free
& ACCESSIBLE EVENT

8th August 2024
9:00am to 12:30pm

LOCATION:
Warwick State High School
Gymnasium

Over 25 local businesses and employment providers will be showcased, along with some speed-round presentations from 10:00am to 11:30am talking all things career pathways and progression, traineeships and apprenticeships, all local to the Southern Downs region

9. GENERAL BUSINESS

Topic: Dog droppings on sporting fields

Proposed by: Lachlan Corney, Assumption College Warwick

Background: There is an ongoing issue with dog droppings on sporting fields, in particular at the Warwick Hockey grass fields, the Warwick Soccer fields and the Warwick Cowboys Ground. Other adjoining fields that may also be affected are the Rugby Union, Rugby League and AFL fields.

These fields are mostly, if not all maintained by volunteers. They are not off leash areas for people to exercise their dogs – they are sporting fields for adults and young people to use and play sport. Volunteers are having to remove dog poo from the sporting fields before games and training each week. Dog droppings can contain harmful micro-organisms that can cause illness in humans, such as Salmonella, E. Coli, Giardia and internal parasites, as well as the risk of bacteria infections resistant to antibiotics. This is a health risk for all the children and adults that use these fields each week, including myself and my little brother.

Solution: I propose that Council assists community sporting groups with an awareness campaign that sporting fields are not areas for dogs to be exercised or walked in and that sporting groups are provided with signage that can be erected on fences or near the fields highlighting that these areas are dog free.

The Youth Council discussed this topic and Cr Windle asked if there were similar problems in other parts of the region. The group came up with a recommendation for Council:

Recommendation

Council assists with a signage and marketing program to highlight that Sporting Fields and public parks are not off leash areas for dog.

Moved: Lachlan Corney

Seconded: Eleanor Krueger

Carried

Eleanor Krueger from Assumption College Warwick, asked the Councillors if they knew about the potential impacts of the MacIntyre Wind Farm. Her understanding is that there is currently only one turbine located within the Southern Downs region, however stage 2 will see more located within the Southern Downs.

Cr Windle explained that it is a State Government initiative and does not require Council approval. The project covers two regions, the Southern Downs and Goondiwindi Regional Council areas. Cr Windle encouraged the students to visit the site, as Acciona Energia run bus tours out to the area. Construction of the wind turbines commenced in mid-2022 and the anticipated construction completion is 2024-2025.

Cr Harslett discussed with the students that parts of the Southern Downs region have been declared a green energy zone. This involves deciding if the land is valuable agricultural land, how productive it is and if it is useful for growing crops. The Traprock area within the region is more suited to grazing than cropping, so it is a better location for renewable energies and solar.

Action: Approach Acciona Energia to discuss options later in the year for onsite visitations and or attendance at future Community Consultation meetings.

After General Business another ice-breaker was given to the students to participate in, prior to lunch.


7. CLOSE

The Community Services Coordinator thanked everyone for their attendance. He thanked the students for their contributions today and looks forward to the next meeting being held in Warwick on 22 August 2024.

The students broke for lunch and the meeting closed at 12:25pm.

Infrastructure Services Monthly Status Report

Document Information

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

Recommendation

THAT Council receives and notes the Infrastructure Services Monthly Status Report for June 2024, dated 17 July 2024.

REPORT

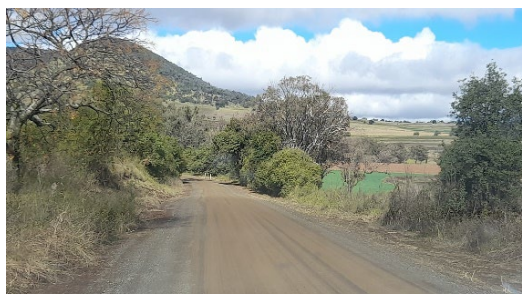
The Infrastructure Services Directorate has responsibility for capital works planning, design and delivery and multiple operational functions, which are outlined below.

1. Works

- Warwick CBD Pedestrian Crossings - Progressing under nightworks and near completion. Operational for Jumper & Jazz.
- Stanthorpe Streetscape - Planned for completion this July 2024. Delivery of streetlighting delayed but the pedestrian crossing will be operational as soon as the project is completed to accommodate both local and tourist traffic in coming months.
- Roads to Recovery Funding 2024-29 – Funding announced with five-year allocation of \$13,880,649.
- Roads & Drainage Capital Works Program 2024/25 – Delivery at 90% completion (actuals plus committed).
- Condamine River Road CCTV camera relocation – Completed.
- REPA works for the five prior activated events (From 2022) – Completed on program prior to the funding due date of 30 June 2024.
- Emergent Works January 2024 – Complete.
- REPA January 2024 activated Flood Event. Damage assessment in progress.
- Gravel Quarry Pits Investigations – Investigating the potential of both Swanfels and Greymare pits, subject to Geotechnical investigations, cost-benefit and stakeholder engagements.



Old Stanthorpe Road Widening Works (in progress)



Coopers Gully Road Resheeting works (complete)



Washpool Road Resheeting works (complete)



Wallangarra Road Footpath Works (in progress)



Warwick CBD crossing works in progressing, and ...



... tree removal outside The Cherry Tree Cafe

Refer Attachments:-

- 23-24 Works Department CAPEX Financial Report - 28 June 2024
- DRFA Progress Report - 28 June 2024

2. Parks & Operations

- Plant Replacement Program 2023/24 – Final procurement being completed.
- Warwick Dog of Leash Park – Completed.
- Leslie Dam Boat Ramp Ablution Block – Stage 1 completed and Stage 2 planned completion October 2024.

Refer Attachment:-

- Parks & Operations Capital Projects Monthly Report – June 2024

3. Water

Capital Projects

- Warwick Smart Meter Installation -
 - New Smart Meters installed in Warwick – 620 (total 4594 to date)
 - Leaks ceased – 85 (total 471 to date). Potential kL water saved over a year - 39,919 (total 365,376 to date). Potential saving to the customers over a year - \$113,371 (total \$1,037,669 to date)
 - Customer registrations onto the portal - 73 (total 475 to date)

- Significant additional work required in the older areas, having to replace more of the network assets and connections than just the meter.
- Unity Water Stanthorpe Monitoring Program - Monitoring Stanthorpe Demand Management Areas (DMA) through our current installed Smart meters for one year and providing reports on potential issues. Program has been extended to the end of October 2024.
- Stanthorpe Sewer Pump Station Upgrade - Emergency storage tanks for 3 SPSs. Contract awarded. Redesign of SPS due to change in tank specification completed.
- Market Square Rising Main Replacement Contract – The under bore/crossing under the Condamine River along Fitzroy Street road reserve completed. Rosehill Road works completed and road open.
- ALARP (as low as reasonably practicable) Study for Connolly Dam – The Dam Regulator requires a final Safety Review Report to be submitted by 31 December 2025. The core drilling of dam wall is complete and samples have been sent off for testing. The final report will be received in July 2024.
- The Toowoomba to Warwick (T2W) Pipeline Project – Operations and Maintenance (O&M) monthly meetings continue. SEQ Water and SMEC undertaking 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 of the Allora bores independently of the T2W pipeline. Currently reviewing SEQ Water final design plans (100% Design) for road impacts ready for tender.
- Leslie Dam Delivery Main - Due to the size of this project it will be carried over into the 2024/25 financial year. The 80% design received for staged delivery. Design completed for some connection details and construction on these can commence. Issued For Construction (IFC) drawings have been received for the two main piers allowing construction of these to commence. Planned completion of all project stages August 2025.
- Stanthorpe STP Upgrade – Council approved the Concept Design in December 2023 and the Concept Design Report has been submitted to the Regulator. Progressing a revised Environmental Authority (EA) with the Regulator. Engaged the consultant to assist with the preparation of the EA application. Design funded in 2024/25, with construction subject to grant funding in future years.
- Morgan Park Recycled Main Project – Reservoir cover contract being awarded with completion of works in August 2024.
- Yangan Reservoir Project – Installation of water mains complete. Survey Plans of new Lot and Easement complete. Land Management require a delay of access works until land secured. Planned completion of reservoir is September 2024.
- Connolly Dam Inlet Project – This project is for both desilting around the outlet and for concept design to replace the outlet pipe. Desilting contract awarded with works to commence late July 2024. Design Consultant developing a program and necessary safety documents for access to inspect the pipe and tunnel.
- Storm King Dam Retensioning – Tender awarded. Contractor to commence the preliminary site works in May 2024. Equipment being calibrated, trolley upgraded. Works to commence late July 2024.

Drought Resilience Project – Monthly Update

	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. 06/24 detailed design is progressing.
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. 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

Monthly Water Graphs

Recording and reporting of Water Demand, Bore Production and Consumption data, including Waste Water Recycled Water Schemes data to regulatory requirements.

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>

4. Risks and Key Focus Areas

- Wet weather impacted on delivery of asphalt works for both Warwick CBD and Stanthorpe Streetscape projects.
- Temporary Traffic Management (TTM) – Independent TTM audits on road works sites are being undertaken to mitigate risks to road users and Council.
- Safety Reset program – Teams progressing well, including focusing on current works.
- Toowoomba to Warwick Pipeline – Potential impact operationally and financially on Council after commissioning. Officers working with SEQ Water, State Government (DRDM&W) and TRC to progress and resolve issues and risks.
- With REPA works delivery completed and not financially accrued by 30 June 2024, Council's complementary works funding commitment for 'at risk scope changes' has not been finalised and may impact on 2024/25 Capital Works Budget.
- The Department is currently experiencing an increase in community requests/merits, road corridor management assessments and engineering investigations.

ATTACHMENTS

1. 23-24 Works Department CAPEX Financial Report - 28 June 2024
2. DRFA Progress Report - 28 June 2024
3. Parks & Operations Capital Projects Monthly Report – June 2024

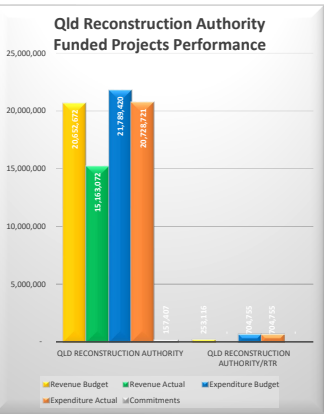
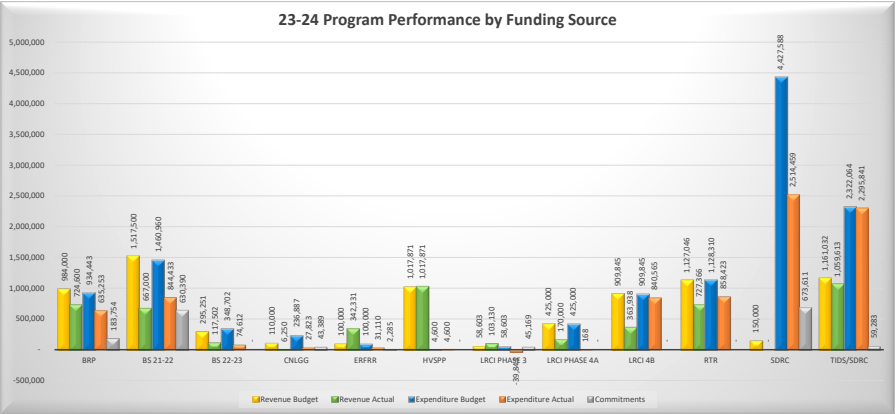
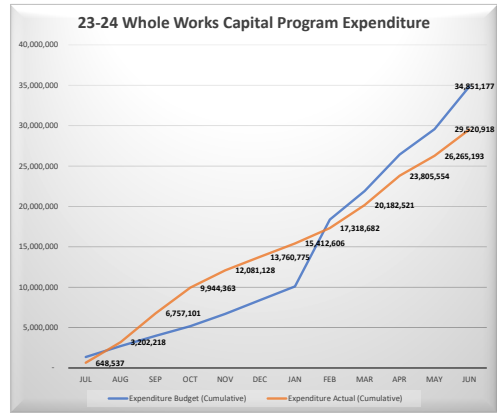
Item 10.2 Organisation Information Reports July 2024
Attachment 3: Infrastructure Services Monthly Status Report June 2024

REGIONAL COUNCIL

23-24 Works Department Financial Report 2024-06-30

Page 1 of 1

Project Name	Funding Source	Funding Ratio External:SDRC	External Funding (Whole of Project)	Revenue Budget	Revenue Actual	Revenue Yet to be Received	Previous Years Expenditure	Expense Budget	Expense Actual	Commit	Actual + Commit	Left to Spend (Budget - Actual Exp)	Status/Comment	
102381 - Homestead Road Bridge Construction (BRP)	BRP	80:20	1,172,000	959,000	724,600	234,400	555,557	909,443	623,549	183,754	807,304	102,139	Awaiting final invoices and minor outstanding works.	
102400 - Cox Bridge Victoria St. Warwick (BRP)	BRP	80:20	25,000	25,000	-	25,000	-	25,000	11,703	-	11,703	13,297	Application for BRP funding submitted - awaiting outcome.	
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	844,433	630,390	1,474,823	13,863	Palmerin St & Guy St Crossings: Works nearing completion. Bracker Rd/Tooth St/Mardon Rd: Variation request for additional funding approved.	
102600 - Black Spot Program 22-23	BS22-23	100:0	1,909,000	295,251	117,502	177,749	624,391	348,702	74,612	-	74,612	274,090	Glen Rd/Will St: Investigations continuing. Variation request to turn Will St into a cul-de-sac progressing.	
102088 - Dragon Putteran Easy St Cycle Design	CNLGG	100:0	340,000	85,000	-	85,000	231,296	178,388	8,076	-	8,076	170,312	Project closed.	
102472 - Quart Pot Creek Lighting (CNLGGP)	CNLGG	50:50	20,000	5,000	-	5,000	20,252	12,709	-	12,709	12,709	-	Preliminary designs being considered by CNLGG.	
102474 - Rosehill Road Cycleway (CNLGGP)	CNLGG	50:50	55,000	13,750	-	13,750	52,238	27,554	4,042	25,480	29,522	-	Amended Preliminary designs submitted by CNLGG.	
102578 - Mt Stirling Rd Pkpath GlenApin (CNLGGP)	CNLGG	50:50	25,000	6,250	6,250	-	47,300	18,236	15,705	5,200	20,905	-	2,669 Completed.	
102391 - Curtin Rd Widened Reconstruction (HVSPP7)	HVSPP7	80:20	1,505,871	1,017,871	1,017,871	-	1,880,179	4,600	4,600	-	4,600	0	Completed.	
102576 - Hilton St Footpath Replacement	LRCI3	100:0	55,939	-	-	-	55,939	-	55,939	-	55,939	55,939	Expensed as it was completed prior to the revaluation last year and the assets had already been accounted for.	
102572 - Tooth St Drainage LRCI3	LRCI3	100:0	31,343	1,642	3,130	-	1,488	29,701	1,642	-	1,642	0	Completed.	
102574 - Homestead Road Drainage LRCI3	LRCI3	100:0	210,507	12	-	12	210,495	12	12	-	12	0	Completed.	
102577 - Footpath Replacement LRCI3	LRCI3	100:0	200,000	56,949	100,000	-	43,051	152,930	56,949	14,442	45,169	59,591	2,642 Completed. Awaiting final invoices.	
102668 - Wallanra Road Footpath LRCI4A	LRCI4A	100:0	125,000	125,000	50,000	75,000	-	125,000	-	-	168	168	Deferred to FY24-25.	
102737 - Swanfels Rd Drainage LRCI4A	LRCI4A	100:0	300,000	300,000	120,000	180,000	-	300,000	-	-	-	300,000	Deferred to FY24-25.	
102667 - Willowvale Road Stabilisation LRCI4B	LRCI4B	100:0	206,000	206,000	82,400	123,600	-	206,000	206,000	-	206,000	-	Completed.	
102691 - Freestone Creek Rd Stabilisation LRCI4B	LRCI4B	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 Swanfels Road	LRCI4B	100:0	241,000	241,000	96,400	144,600	-	241,000	241,671	-	241,671	-	671 Completed.	
102720 - Wheatvale Plains Rd Stabilisation LRCI4B	LRCI4B	100:0	128,845	128,845	51,538	77,307	-	128,845	75,915	-	75,915	52,930	Stabilisation completed, minor works to carryover into FY24-25.	
102741 - Eassey St Drainage LGIPIERFR	ERFR	0:100	-	100,000	342,331	-	242,331	-	100,000	31,110	2,285	33,395	Flood mitigation options analysis progressing.	
102296 - Flood Recovery 19-20 Feb20 Event (ORA)	ORA	95:5	3,097,710	415,626	415,626	-	0	3,221,476	-	-	-	626	Completed.	
102493 - March 2021 Rain Event - Capital (ORA)	ORA	77:23	1,004,050	1,380,057	1,405,498	-	25,629	2,106,799	687,684	687,684	-	687,684	-	Completed.
102539 - November 2021 Rain Event - Capital (ORA)	ORA	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 (ORA)	ORA	90:10	4,927,241	2,794,465	1,840,695	953,770	357,258	2,637,394	2,413,658	46,983	2,460,641	176,753	Completed. Awaiting final invoices.	
102633 - Flood Recovery May 2022 Event (ORA)	ORA	90:10	14,084,415	14,722,295	10,496,590	4,225,705	1,341,896	17,308,784	16,497,152	110,424	16,607,614	777,289	Completed. Awaiting final invoices.	
102593 - Condamine River Rd-Construct 4 Crossings	QRA/RTR	85:15	1,485,958	253,116	-	253,116	-	455,660	704,755	704,755	-	704,755	0	Completed.
102455 - Barlows Gate Road Upgrade (R2R)	RTR	100:0	1,214,812	-	-	-	-	1,214,812	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 - Goldfields Rd Culvert RTR23-24	RTR	100:0	62,763	62,763	62,763	-	-	62,763	63,325	-	63,325	-	562 Completed.	
102745 - Talgal West Rd Culvert RTR23-24	RTR	100:0	16,021	16,021	16,021	-	-	16,021	16,021	-	16,021	-	Completed.	
102746 - Marivale 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 - Cornelia Bridge Rd Repairs RTR23-24	RTR	100:0	131,198	131,198	-	131,198	-	131,198	103,274	-	103,274	27,924	Completed.	
102749 - Kilal Road Bridge RTR23-24	RTR	100:0	5,880	5,880	5,880	-	-	5,880	5,880	-	5,880	-	Completed.	
102750 - Better Inverts 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.	
102756 - Mt Marshall-Clintonvale Rd 23-24	RTR	100:0	209,242	209,242	209,242	-	-	209,242	210,799	-	210,799	-	1,557 Completed.	
102757 - Willowvale Road Stabilisation RTR23-24	RTR	100:0	400,000	400,000	274,733	125,267	-	400,000	298,727	-	298,727	103,273	Completed.	
102656 - Flood Recovery Comp Works 23-25	SDRC	0:100	-	-	-	-	-	1,465,155	143,817	-	143,817	1,321,460	Awaiting finalisation of QRA claims.	
102597 - Major Pavement Repairs Various 22-23	SDRC	0:100	-	-	-	-	251,246	7,433	7,433	-	7,433	0	Completed.	
102601 - Matthews St Stormwater Retention Basins	SDRC	0:100	-	100,000	-	100,000	22,469	105,000	28,796	-	28,796	76,204	Water Dept lowered the sewer main in preparation for the detention basin extension.	
102603 - Leyburn Stormwater Investigation	SDRC	0:100	-	-	-	-	29,378	100,000	46,568	59,395	82,439	17,861	Awaited design progressing. Community meeting held on 06/06/2024.	
102689 - Reseal Program 23-24	SDRC	0:100	-	-	-	-	-	975,000	964,476	5,108	969,584	5,416	Completed. Awaiting final invoices.	
102686 - Footpath Replacement 23-24	SDRC	0:100	-	-	-	-	-	100,000	18,258	83,950	102,208	2,208	In progress.	
102687 - Replace Damaged Kerb and Channel 23-24	SDRC	0:100	-	-	-	-	-	100,000	17,642	2,090	19,732	80,268	In progress.	
102707 - Drainage Improvement Program 23-24	SDRC	0:100	-	-	-	-	-	500,000	410,920	129,094	540,014	40,824	In progress.	
102712 - Reseal Gravel Roads (ex LRRS) 23-24	SDRC	0:100	-	-	-	-	-	765,000	635,660	310,885	945,850	180,550	In progress.	
102721 - Roona Rd Culvert Replacement	SDRC	0:100	-	-	-	-	-	200,000	145,765	24,378	170,144	29,856	Completed. Awaiting final invoices.	
102742 - Verney Dr Turnaround Rehabilitation	SDRC	0:100	-	50,000	-	50,000	-	50,000	36,625	57,901	94,525	44,525	Work being scheduled. Asphalt contractor availability may be an issue.	
102760 - Condamine River Rd CCTV Relocation	SDRC	0:100	-	-	-	-	-	60,000	58,500	-	58,500	1,500	Completed. Awaiting final invoices.	
102604 - Old Stanthorpe Rd Widening TIDS FY22-23	TIDS	50:50	43,514	-	16,747	16,747	87,443	-	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	226,000	226,000	226,000	-	-	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	82,442	97,590	-	360,064	346,180	15,939	362,119	2,055	Completed. Awaiting final invoices.	
102724 - Inverramay Rd TIDS 23-24	TIDS	50:50	52,000	52,000	31,424	20,576	-	104,000	85,178	38,163	123,340	19,340	Completed. Awaiting final invoices.	
102725 - Non-LRRS Roads Resealing TIDS 23-24	TIDS	50:50	50,000	50,000	50,000	-	-	100,000	102,496	5,181	107,677	7,677	Resealing completed, linemarking scheduled.	
				28,761,936	20,462,672	8,299,264	14,869,837	34,851,177	29,520,918	1,795,289	31,215,756	3,635,422		
									85%	5%	90%			



Acronyms:
BRP Bridge Renewal Program
BS Black Spot
CNLGG Cycle Network Local Government Grant
LRCI Local Roads & Community Infrastructure
LGIPI Local Government Infrastructure Plan
RTR Roads to Recovery
SDRC Southern Downs Regional Council
TIDS Transport Infrastructure Development Scheme

Project Status Report



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

REPORT NUMBER	44	REPORT DATE	28 June 2024
REPORT PREPARED BY	Ben Lusk, GenEng Solutions		
REPORT RECIPIENT	James Varughese		
COPIES TO	GenEng PM Team		

PROJECT UPDATE

Report Period	Up to 25 June 2024
Progress	<p>March 2021 Submissions</p> <ul style="list-style-type: none"> – All submissions have now been acquitted with QRA. <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 submissions have been lodged for acquittal with QRA. – 3 submissions remain to be acquitted. <p>Feb & May 2022 Submissions</p> <ul style="list-style-type: none"> – All works are complete. – The current value of all funding programs for combined Feb and May 2022 events is currently estimated at \$39.7M. – 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. All 5 of these submissions have now been completed with 3 betterment projects of Connells Bridge Road and Wheatvale Plains Road, and minor inverts on multiple other roads finishing early in June. – Of 56 REPA submissions 42 have been lodged for acquittal with QRA and 14 remain. <p>January 2024 Submissions</p> <ul style="list-style-type: none"> – Emergency works period has now ended for this event. – REPA damage assessments have commenced. Unsealed road assessments are currently underway in the Emu Vale zone. Seal and structure assessments are also about to get underway. <p>Delivery</p>

SDRC – DRFA Program | Status report 28 June 2024

Report Period	Up to 25 June 2024					
	<ul style="list-style-type: none">Connells Bridge and Wheatvale Plains Road betterment project contract works completed 7th June.Minor inverts betterment work completed 14th June.					
QRA	<ul style="list-style-type: none">Monthly progress reporting continues to QRA. There are 4 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 March 2021 event has been processed, the 3 subsequent events are ongoing with QRA progressively working through the acquittals lodged to date.QRA currently have 34 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.Damage assessments and submission development for the 2024 eventEmergency works claim for 2024 event					
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	\$4,076,309	\$0	\$0	\$4,076,309	\$3,410,720
	Feb 22	\$11,900,526	\$695,231	\$716,458	\$12,616,984	\$11,825,061
	May 22	\$24,361,360	\$111,227	\$200,695	\$24,562,056	\$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	\$1,564
	Jan 24	\$749,934	\$69,532	\$70,000	\$819,934	\$749,934
	TOTAL	\$57,777,851	\$2,962,991	\$3,074,153	\$60,852,005	\$48,551,333
	<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.					


SDRC – DRFA Program | Status report 28 June 2024

Report Period	Up to 25 June 2024
Critical Issues/ Delays/ Concerns	<ul style="list-style-type: none"> Any costs associated within finalising the 2022 events are ineligible for reimbursement after June 30. 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	<ul style="list-style-type: none"> SDRC DRFA QRA Submission Report June 2024

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 23/24	\$1,670,000.00	\$6,701,319.00	\$2,637,609.46	\$2,147,458.36	\$4,785,067.82	\$1,916,251.18	Final procurement being completed
102394 - Stanthorpe Netball Club House		\$0.00	\$725.75	\$1,453.18	\$2,178.93	-\$2,178.93	
102605 - Regional UDF Projects - Dalveen LRCI3	\$120,000.00	\$107,251.00	\$10,731.29	\$195,294.50	\$206,025.79	-\$98,774.79	Practical Completion achieved. Final invoices to be processed.
102606 - McGregor Park Ablution Refurbishment	\$250,000.00	\$239,257.00	\$3,458.30	\$222,304.50	\$225,762.80	\$13,494.20	Practical Completion achieved. Final invoices to be processed.
102607 - Brock Park Redevelopment LRCI	\$425,000.00	\$407,787.00	\$4,189.81	\$323,866.78	\$328,056.59	\$79,730.41	Practical Completion achieved. Final invoices to be processed.
102608 - Depot Renovations Warwick		\$141,320.00	\$3,120.00	\$12,250.00	\$15,370.00	\$125,950.00	Project being realigned for internal delivery, for design and construct tender to be released in new financial year. Staged approach pending funding commitments.
102685 - Fleet GPS/Telematics Upgrade		\$52,000.00	\$8,803.55	\$0.00	\$8,803.55	\$43,196.45	Funding terminated and tender document development cancelled
102688 - Playground Management Program LCRI 4	\$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
102711 - Water Truck Replacement	\$295,000.00	\$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	\$0.00	\$0.00	\$0.00	\$300,000.00	Tender documents and detailed specification requirements under development
102715 - Warwick Dog Off-Leash Area (DOLA)	\$135,000.00	\$215,000.00	\$4,356.69	\$166,002.50	\$170,359.19	\$44,640.81	Practical Completion achieved on first block. Second block to be completed during July/August. Invoice processing to occur.
102718 - Leslie Dam Toilet Facilities	\$327,273.00	\$327,273.00	\$537.00	\$289,986.83	\$290,523.83	\$36,749.17	Practical Completion achieved on first block. Second block to be completed during July/August. Invoice processing to occur.
102739 - Warwick Chambers Refurbishment		\$153,000.00	\$133,075.35	\$15,100.00	\$148,175.35	\$4,824.65	
	\$3,342,273.00	\$9,144,207.00	\$2,806,607.20	\$3,373,716.65	\$6,180,323.85	\$2,963,883.15	

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Planning & Environment Monthly Status Report

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 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 28 June 2024, the responses to the Requests for Further Information in relation to the new Southern Downs Planning Scheme were submitted to the State Government, resulting in the pause being lifted.

Built Environment

- On 27 June 2024, representatives of the Queensland Building and Construction Commission (QBCC) attended Council to further discuss building certification, and plumbing and drainage.
- The backflow prevention register program is continuing with 382 devices now tagged and 272 devices which have been previously identified.

Environmental Services


- Green waste mulching has been completed for the year at all waste facilities, with a total of 23,500 cubic metres mulched in the year. The material will be used for operational purposes at Council's waste facilities.
- Aerial volumetric surveys of waste facilities were completed in June, for submission in July, as required by State Government legislation.
- A review of the Environmental Sustainability Strategy Action Plan for 23-24 has commenced, and will be presented to a future Council Information Session.
- Welfare organisations who have been assisting Council in rehoming animals from the animal pounds are at capacity, and the situation continues to be critical.
- Biosecurity Officers from the Department of Agriculture and Fisheries visited the region and spoke to Council's Local Laws Officers on the emerging risk of tropical soda apple, which is prohibited in Queensland. Some social media awareness will be conducted by Council on this.
- The Regulatory Services team are working on assessing and issuing the required temporary entertainment event approvals and food licences for both the Jumpers and Jazz in July and Leyburn Sprints events.

ATTACHMENTS

Nil

10.3 Quarterly Organisation Information Reports July 2024

Document Information

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

Recommendation

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

REPORT

Background

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

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

Report

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

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

FINANCIAL IMPLICATIONS

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

RISK AND OPPORTUNITY

Risk

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

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

Opportunity

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

COMMUNITY ENGAGEMENT

Internal Consultation

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

External Consultation

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

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

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

Policy / Strategy


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

ATTACHMENTS

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

Quarterly People and Culture Department Report – April to June 2024

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 2024
	Manager People and Safety	ECM Function No/s:

Recommendation

THAT Council receive the report and note the contents.

REPORT

Report

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

Workforce Demographics

The Council's approved organisational structure as of 30 June 2024 consisted of 401.81 Full Time Equivalent (FTE) positions, which include permanent, temporary and casual positions. A comparison of the FTE as of 30 June 2024 to the last quarter shows a decrease in the number of approved positions of 9.24 FTE. This decrease is attributed to the ceasing of the casual Killarney Pool Lifeguards and the completed traineeship positions.

Figure 1 outlines the number of approved full-time equivalent (FTE) positions within the Council after each financial year. As of 30 June 2024, the Council has an approved FTE of 401.81 with a current occupancy of 353.97 FTE.

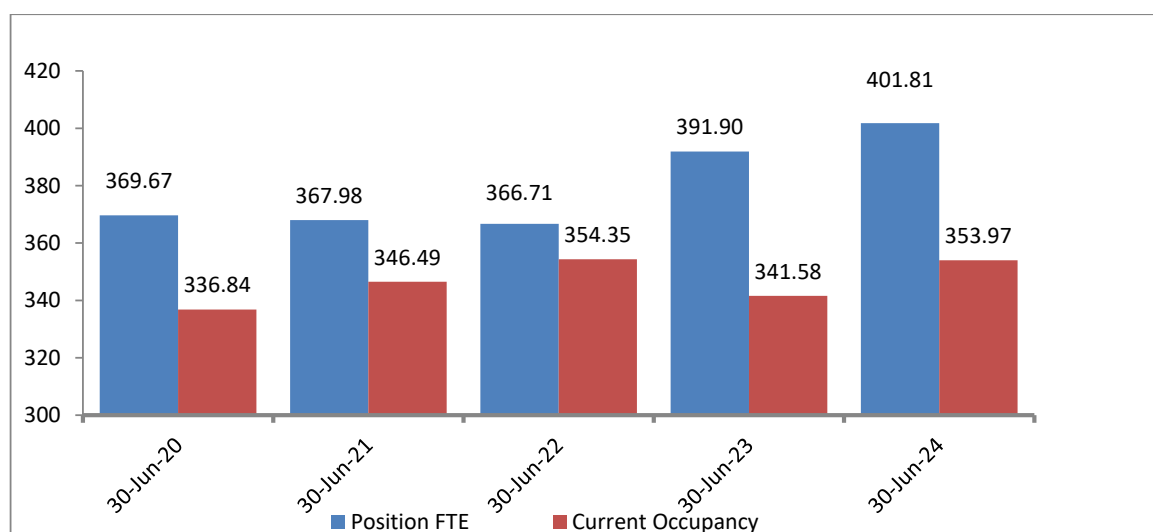


Figure 1: Total number of approved Full Time Equivalent (FTE) positions and current occupancy.

Council therefore has 47.84 FTE positions that remain unoccupied which equates to 12% of the Council's total FTE positions.

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

People and Culture is actively working to implement an automated recruitment and selection system (ELMO) to facilitate efficiencies in the recruitment and selection process and to reduce manual handling processes. Training in the system has now been delivered to the People and Culture team and is currently being rolled out to the Senior Leadership Team with a view to full implementation by the end of July 2024.

Figure 2 demonstrates the percentage breakdown of the 401.81 FTE positions across the Directorates in Council.

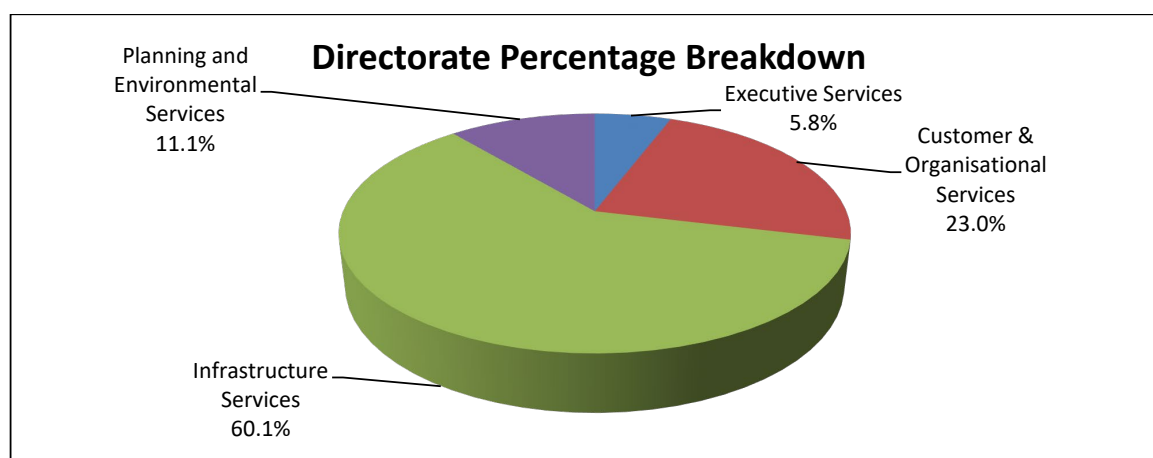


Figure 2: Percentage approved organisational structure (FTE) distribution per Directorate as of 30 June 2024.

The majority of staff are employed permanently, with 9.9% employed in a short-term or casual capacity where the department's operational requirements call for this type of employment as outlined in Figure 3.

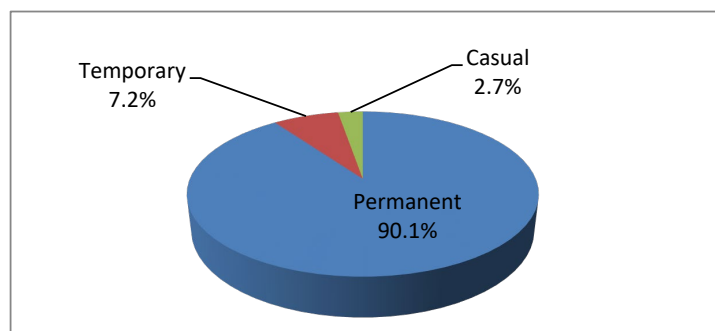


Figure 3: Employment Type Percentage Breakdown

Separations

Separation Rate (annualised)	
Staff exiting the organisation	18.1%

Figure 4: Annual Separation Rate to 30 June 2024 - (Inclusive of staff resigning who were employed permanently or left before the end of a temporary engagement)

Separation Rate (Jan – Mar 24 Quarter)	
Staff exiting the organisation	2.8%

Figure 5: Current Quarter Separation Rate (1 April 2024 to 30 June 2024)
(Inclusive of staff resigning who were employed permanently or left before the end of a temporary engagement)

During this quarter, 11 employees separated from Council, equating to 2.74% of the total FTE for Council for this quarter. Figure 6 provides a summary of the separations this quarter.

Reasons for separation	Percentage of employees who separated based on 11 employees separating	Number of Employees who separated	Percentage of separations based on the total Council FTE for the quarter
Retired	9%	1	0.25%
Resignation	82%	9	2.24%
Termination	9%	1	0.25%
Total	100%	11	2.74%

Figure 6: Separations for 1 April to 30 June 2024

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

Strategy and Policy

The Workforce Strategy 2024 – 2028 was approved by ELT on 23 June 2024 after it was presented to Council on 19 June 2024. ELT is considering setting up a Workforce Committee to advise and input on the work that underpins the Workforce Strategy. A draft Terms of Reference and Agenda for the Workforce Committee has been developed for consideration by ELT.

People and Culture continues to review employee-related policies and procedures to control or mitigate risk to the organisation and its employees. The Reclassification Policy has been rewritten and reviewed during this quarter.

Employee Assistance Program

Acacia EAP was re-engaged by the Council in June 2024 for another 12 months, offering well-being and counselling services to the Council's employees and their families. Feedback from employees has been positive with employees readily promoting the services on offer.

Employee Engagement Survey

Employee Engagement Survey has been awarded and the design, communication and delivery aspects of the survey are being finalised with Organisation Dynamics, the successful supplier. More information will be provided to all employees throughout the process, including a pre-briefing with the Executive Leadership Team. It is anticipated that the survey will be delivered in late July to early August 2024.

Achievement and Development Plans

The Achievement and Development Plans (ADP) are continuing their progressive roll-out. Several team workshops have been facilitated to assist with developing team goals and explaining the benefits of the ADP process.

Training and Development

Leadership Development Program

During this quarter, Group 1 for the 23/24 financial year completed the internal Leadership Development Program. The second group has one day of training remaining. Feedback remains positive.

Team Development Sessions

A range of Team Development Sessions have been designed and delivered, with a particular focus on understanding the customer and adapting communication styles to ensure a positive interaction and to maintain the integrity and professionalism of our employees.

Formal Training and Development

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

2023-2024 Year To Date Comparisons				
	Quarter Ending			
	Sep-23	Dec-23	Mar-24	Jun-24
Learning & Development Courses	352	291	84	282

Table 1: Staff Learning and Development Attendances

Notable training across the Council included Psychosocial Risks in the Workplace training (30 supervisors), Psychological Burnout (35 employees) and Traffic Management Implementation (27 employees).

Year to Date summary Traineeships and Apprenticeships are as follows:

Traineeship and Apprenticeships Summary					
2023 Quarter	Continuing (number at start of period)	Commencements	Completion s	Cancellation s	Ongoing (number at end of period)
1/01/2023 - 31/03/2023	36	7	7	1	35
1/4/2023 - 30/06/2023	35	3	0	3	35
1/7/2023 - 30/09/2023	35	12	1	1	45
1/10/2023 - 31/12/2023	45	2	9	0	38
2024 Quarter	Continuing (number at the start of period)	Commencements	Completion s	Cancellation s	Ongoing (number at end of period)
01/01/2024 - 31/03/2024	38	5	4	2	37
1/4/2024 - 30/06/2024	37	6	10	0	33

Table 3: Traineeships and Apprenticeships

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Opportunities remain to improve the efficiency and understanding of people processes and implementation.

To continue to develop frontline supervisors in people practices.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Queensland Local Government Industry Award - State 2017

Public Service Act 2009

Australian Human Rights Commission Act 1986 (Cwth)

Industrial Relations Act 2015 (Qld)

Anti-Discrimination Act 1991 (Qld)

Southern Downs Regional Council Certified Agreement 2018 - Operational Employees

Southern Downs Regional Council Determination 2019 - Stream A Employees

Work Health and Safety Act 2011

Corporate Plan

Goal 4 Our Performance

Outcome: 4.2 Our people return home safely

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

4.2.2. Improve our well-being management including physical and mental health support

4.2.3 Improve our people's capability and provide support and upskilling opportunities

Outcome: 4.3 Our people are proud to work for the Council

Objective: 4.3.1 Enable collaborative workplaces and contemporary work practices

4.2.2. Build leadership capability and define competencies and development pathways

Policy / Strategy


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

ATTACHMENTS

Nil

13.3 Safety and Wellbeing Quarterly Report - Quarter 4 FY23/24 (1 April to 31 June 2024)

Document Information

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

Recommendation

THAT Council accepts the Workplace Health and Safety quarterly report for the reporting period 1 April 2024 to 30 June 2024 (Q4 FY23/24).

REPORT

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

Background

Figures 1 - 4 represent an overview of health and safety statistics for the period 1 April 2024 until 30 June 2024 (Q4 FY23/24) with comparison to previous year reporting periods. Figure 1 provides statistical information on the overall number of incidents, injuries and near hits, and total number of hazards reported, per Directorate for Quarter 4 (1 April to 30 June) FY23/24. The total number of incident reports received (44) during this quarter has increased when compared to the same quarter the previous year (28).

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

Directorate	Incident Report Total Q4 FY23/24	Incident Report Total Q4 FY22/23	Hazard Report Total Q4 FY23/24	Hazard Report Total Q4 FY22/23
<i>Infrastructure Services</i>	32	24	4	8
<i>Planning and Environmental Services</i>	16	0	1	2
<i>Customer and Organizational Services</i>	7	4	1	5
<i>Executive Services</i>	0	0	0	2
<i>Total</i>	44	28	6	17

Figure 1: Incident and Hazard reports submitted in Sky trust – Quarter 4, FY23/24 vs FY22/23

Figure 2 provides a breakdown of all reported incidents by type, for the reporting period and for the same quarter in the previous financial year. This quarter saw an increased in the number of injuries (24) compared with (11) for the same period in the previous year. Property damage for this quarter (19) has also increased when compared to the same quarter from the previous year at (13).

Incident by Type	Incident by Type Total Q4 FY23/24	Incident by Type Total Q4 FY22/23
<i>Injury</i>	24	11
<i>Near Miss</i>	10	2
<i>Environment</i>	1	2
<i>Property</i>	19	13
<i>Community</i>	0	2
<i>Hazard</i>	1	1
<i>Other Incident</i>	16	1
<i>Security</i>	2	1
<i>Notifiable</i>	0	2

Figure 2: All incidents by type, for Quarter 4 FY23/24 vs FY22/23

There were no notifiable incidents for the current reporting period.

Workers Compensation

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

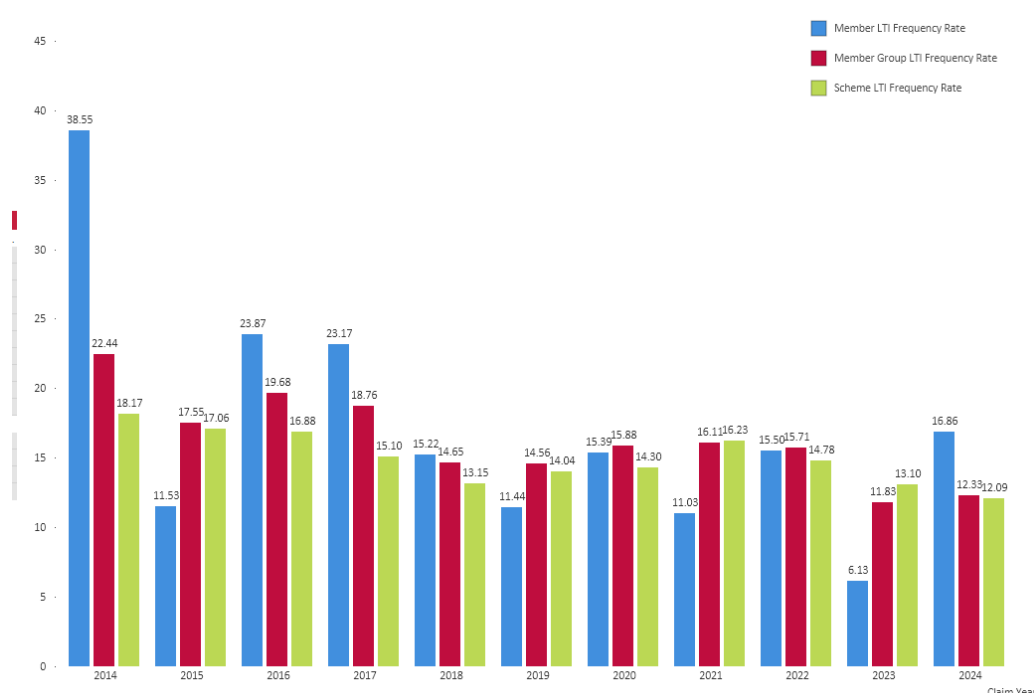


Figure 3: Lost Time Injury (LTI) Frequency Rate by Injury Year

Safety Management System (SMS) Reset Map

A trial of the SMS Reset Map occurred in May 2024. 14 of 15 SMS Reset Maps were completed.

The June trial of the SMS Reset Map utilised a Smart Form to allow recipients to provide feedback on their preferred form (Skytrust or Smart Form).

Discussion are being conducted with Coordinators and Supervisors in regard to their responsibilities with the SMS Reset Map. In person coaching will commence.

Consultation Working Group

The Consultation Working Group (CWG) has met on six occasions and have been engaged in the review of twelve documents. The group has provided feedback on preferred processes and have advised that they are content with the current arrangements and process.

The Consultation Working Group discussed and agreed to provide evidence that they have reviewed each document even if they do not have any suggestions or comments.

CWG meeting minutes are being uploaded to Skytrust for employees to review.

SMS Reset Implementation

SMS Implementation Plan Update

Items per status	%	Previous Report	Information
On track	54.55	73.21	
Completed	36.36	23.21	
Behind Schedule	7.95	0	
Delayed	1.14	3.57	Pre-purchase risk assessment – delayed within consultation phase.

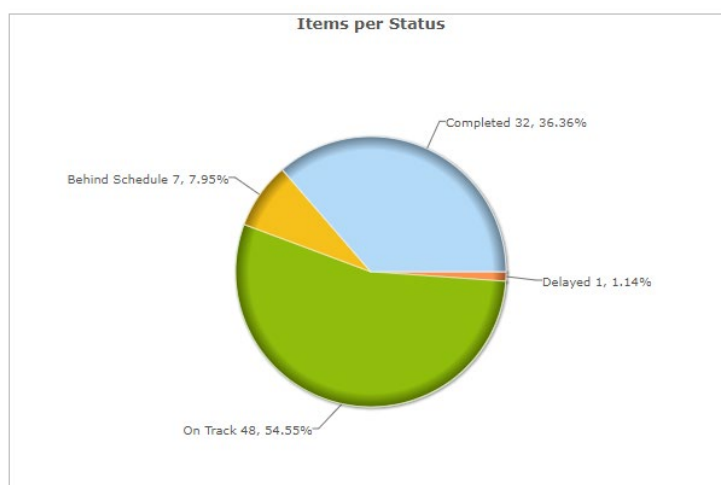


Figure 4 Status of SMS Reset Implementation Plan

Workplace Health and Safety Queensland (WHSQ)

Nil notifications.

Contractor Induction Completions

During Quarter 4 FY23/24, a total of 134 contractor inductions were sent out, with a 'Success Rate' of 97.01%.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Remote and Isolated Work

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

Opportunity

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

DTMR (Department of Main roads and Transport)

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

HVNL (Heavy Vehicle national Law) Chain of Responsibility (CoR)

The Chain of Responsibility (CoR) is the part of the Heavy Vehicle National Law (HVNL) that makes parties other than drivers responsible for the safety of heavy vehicles on the road.

Everyone who works with heavy vehicles - from the business that employs a driver or owns a vehicle, to the business that sends or receives goods, is accountable for the safety of the heavy vehicle, its driver, and its load throughout the journey.

COMMUNITY ENGAGEMENT

Internal Consultation

Council staff.

External Consultation

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

LEGAL / POLICY

Legislation / Local Law

Worksafe QLD

Work Health and Safety and Other Legislation Amendment Act 2024 key changes are now in force including:

- a prohibition on taking out insurance contracts to cover WHS fines
- a prohibition on employer unions and the like ("excluded entities") from representing workers in some processes.

Key changes to commence on 29 July 2024 include:

- adding 'treats a worker less favorably than others' to the scope of discriminatory conduct relating to exercising WHS rights
- many new and changed Health and Safety Representative (HSR) provisions including:
 - a proactive, annual obligation on businesses to invite workers who don't have a HSR to make a request for a HSR election
 - relevant HSRs must be notified when a union entry notice is given or a Workplace Health and Safety Queensland (WHSQ) inspector is on site
 - relevant HSRs must be given a copy when a WHSQ notice is received or a notifiable incident report is made.

The Corporate WHS and Rehabilitation team is reviewing relevant documents and processes affected by these changes. Stand by for further communications, and check out WHSQ's web page, timeline of changes and stakeholder communication kit about the amendments. See the Health and Safety Contacts page if you need further information or advice.

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Workers Compensation and Rehabilitation Act 2003

Work Health and Safety (Psychosocial Risks)

New Code of Practice

Corporate Plan

Goal 4 Our Performance

Outcome: 4.2 Our people return home safely

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

4.2.2. Improve our well-being management including physical and mental health support

4.2.3 Improve our people's capability and provide support and upskilling opportunities

Outcome: 4.3 Our people are proud to work for the Council

Objective: 4.3.1 Enable collaborative workplaces and contemporary work practices

4.2.2. Build leadership capability and define competencies and development pathways

Policy / Strategy


PL- HR109 COVID-19 and Influenza Viruses Management Policy approved.

ATTACHMENTS

Nil

Communications and Marketing Quarterly Report

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 2024
	Communications & Marketing Coordinator	ECM Function No/s:

Recommendation

THAT Council receive the Communications and Marketing Quarterly Report.

REPORT

Background

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

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

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

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

Report

This report tables the activities of the CMD from 01 April 2024 to 30 June 2024 in support of the strategic objectives of Council as described on page 1 of this report.

Reason to communicate	<i>1. Encourage behavioural and attitudinal change to improve public health and safety or quality of life for Southern Downs residents</i>
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Actions undertaken

- Working closely with department Parks and Operation, Comms services provided for light up requests of Council administration building in Stanthorpe, the Warwick Town Hall clock face and the London plane trees in Weeroona Park
- Delivering comms plan in support of Works projects including the Stanthorpe Streetscape Project; Warwick CBD Crossings and Warwick Dog Off Leash Area.

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

Actions undertaken

- Promote tender opportunities through Council's social media channels in addition to these opportunities being listed through the appropriate procurement channels
- Conclude Phase 1 comms plan in support of the Warwick Saleyards Redevelopment project
- Working closely with the department Corporate and Commercial Services delivered the 2024/25 Budget Consultation media and community engagement package

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

Actions undertaken

3.1 Media Relations

Below is a snapshot of activities undertaken:

<i>Snapshot</i>	Media Releases	Media Responses	Radio / TV Interviews
Q1 / 23: JUL-SEP	26	16	<ul style="list-style-type: none"> • 4WK Weekly '60 seconds in your backyard interview' with Mayor • Ten FM fortnightly interview with Mayor • Triple M monthly interview with Mayor
Q2 / 23: OCT-DEC	22	22	
Q3 / 24: JAN-MAR	31	24	
Q4 / 24: APR-JUN	33	49	

3.2 Destination Marketing

In line with its role as the Local Tourism Organisation (LTO), Council spearheads comprehensive regional destination marketing under the Southern Downs & Granite Belt (SD&GB) brand. The marketing activities conducted this quarter are outlined below:

1. Concluded the *QLD's Wine Country Autumn 2024* campaign for April-June which has included:
 - a. *QLD's Wine Country* theming across all tourist facing social media profiles
 - b. *QLD's Wine Country* branding on the SD&GB website, including a dedicated campaign landing page
 - c. Out of Home advertising on Queensland Rail in the Brisbane and Ipswich target market
 - d. Paid social media advertising across Facebook and Instagram in the Brisbane, Gold Coast, Sunshine Coast, Ipswich and Toowoomba target market
 - e. Advertising in the Regional Life Magazine; Granite Belt Informer and Granite Belt Escape
2. Maintained Council's official *Southern Downs & Granite Belt App* including developing the 2024 Jumper and Jazz in July Venue Trail.
3. Delivered visitor services and volunteer management through the Southern Downs Visitor Information Centres (VICs) in Warwick and Stanthorpe including a quarterly familiarisation trip (famil) to the McIntyre Windfarm.

4. Council maintained a strong relationship with the Regional Tourism Organisation (RTO), Queensland Country Tourism, which has reported the following activities from April to June that directly benefited the Southern Downs tourism industry:
 - a. Launched the Queensland Country Destination Marketing Plan (DMP) Towards 2032
 - b. Delivered media and PR support to QCT members Braeside Homestead, Glen Lough Cabins and The Ginyard.
 - c. Delivered influencer campaign for *Queensland Country* brand with partners *We Are Explorers* - Southern Downs content being Main Range National Park, Long Neck Farm in Goomburra, Queen Mary Falls, Killarney and the Killarney Hotel
 - d. Attended the Let's Go QLD Caravan and Camping Supershow in June. Officers from all QCT member Councils, including Southern Downs attended the stand in shifts
 - e. Hosted 45 guests to an industry networking night at Ballandean Pub in Stanthorpe on 30 April
 - f. Supported a number of QCT members with grant funding applications including the Building Bush Tourism Fund (5 successful applicants); QDEP (2 successful applicants); Tourism Business Capability Subsidy (12 successful applicants)
5. Council maintained a strong relationship with the peak marketing body for the *Granite Belt Wine Tourism industry (GBWT)*, which has reported the following activities from April to June that directly benefited the Granite Belt tourism industry:
 - a. Maintained updated website and social media platforms featuring several Granite Belt Wine Country products
 - b. Delivered the Grazing the Granite Belt event
 - c. Delivered media and PR support to their membership base in the Granite Belt
 - d. Support *TEQ Bluey's World* Campaign

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

- Worked closely with the department Regulatory Services to educate the community on illegal dumping, dog registration and responsible cat ownership

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

- Monthly updates to Customer Service digital screens and on-hold messaging
- Circulated 5 editions of the *Your Southern Downs* resident eNews
- Maintained an updated corporate website
- Maintained and moderated Council's social media profiles

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

- Created surveys and undertook promotion of community consultation opportunities for:
 - HAVE YOUR SAY // 2024/25 Draft Budget
 - HAVE YOUR SAY // On the Open Spaces Sport and Recreation Master Plan

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

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

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

- Promoted opportunities for residents to undergo Mental Health First Aid Training

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

- Produced 3 editions of Council's internal staff newsletter

TRAINING AND CONFERENCES ATTENDED

- Marketing Officer is undertaking the 6-month SDRC Leadership Training Program delivered by Council's Organisational Development Specialist.
- Communications & Marketing Support Officer is undertaking the Young Tourism Professionals mentoring program funded by the Queensland Tourism Industry Council (QTIC) and delivered through mentor, Mark Greaves (former CEO of The Tourism Group).
- Councils Marketing Officer, Communications Officers and Support Officer undertook a 4-part training session with the Local Government Communications Network

FINANCIAL IMPLICATIONS

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

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

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

External Consultation

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

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

LEGAL / POLICY

Legislation / Local Law

Nil

Corporate Plan

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

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

Related Policies

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


Related Strategies

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

ATTACHMENTS

Nil

Quarterly Report on Development Approvals for the April to June 2024 quarter.

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 2024
	Acting Planning Services Coordinator	ECM Function No/s:

Recommendation

THAT Council receives the report and notes its contents.

REPORT

Report

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

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

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

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

1.0 Number of applications decided

Second quarter of 2024 (April to June 2024):

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

Applications	Second quarter 2024	Second quarter 2023	Second quarter 2022	Second quarter 2021
Material Change of Use	42	14	16	24
- Negotiated decisions	2	2	6	4
- Change to an existing approval	2	3	10	5
Reconfiguring a lot	13	9	12	13
- Negotiated decisions	2	1	2	1
- Change to an existing approval	1	1	3	1
Survey Plans	8	9	10	5
Operational works	7	4	5	4

Applications	Second quarter 2024	Second quarter 2023	Second quarter 2022	Second quarter 2021
Building	43	54	68	58
Plumbing & drainage	88	81	79	99
TOTALS	208	178	211	214

The high application numbers for Material Change of Use, Reconfiguring a lot and Plumbing & Drainage applications has continued within the last quarter. This is the third largest quarter in Council's records for decided Planning Applications.

2.0 Applications lodged

2.1 Land-use, operational works and building applications

The following table outlines the number of applications lodged with and issued by Council's Planning and Development department.

Applications	Second Quarter 2024		Second Quarter 2023	
	Lodged	Issued	Lodged	Issued
Material Change of Use	25	46	36	19
Reconfiguring a lot	18	16	14	11
Operational works	7	7	7	4
Building	47	43	60	54
Plumbing and Drainage	100	88	84	81

3.0 Decision Timeframe

Please note that the assessment times exclude the time when an application is referred to the Department of Housing, Local Government, Planning and Public Works (DHLGPPW) for input, or when additional information for an application is requested. The DHLGPPW has 30 business days to review and decide an application referred to them, and this assessment period is over and above that of Council's.

3.1 Land-use and operational works applications

The Development Assessment Rules in the *Planning Act 2016* stipulates the development assessment process, and prescribes timeframes in which all land-use and operational works applications **must** be decided. The Development Assessment Rules allow Council 35 business days to decide an application (this includes time taken to issue any Information Request). The following table outlines the average time in business days that Council's Planning Services Team, take to assess and decide delegated applications.

Applications	Second Quarter 2024 (b.d.)
Material Change of Use:	
- Delegated	29.27
- Council meeting	31
Reconfiguring a lot:	
- Delegated	27.61
- Council meeting	32
Operational works	24.86

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

From the statistics it is clear that Council's decision-making time, in business days, is consistently less than what is set out in the Development Assessment Rules.

The following table outlines the status of applications currently with Council and the average number of days associated with each stage. The Responsibility section outlines whether the application is waiting for Council or the applicant to take action in the progression of the application.

Applications	Second Quarter 2024		
	Responsibility	Number of Applications	Average Business Days
Material Change of Use	Council	19	17.79
	Applicant	19	110.89
Reconfiguring a lot	Council	12	14
	Applicant	16	177.2

4.0 Developments which are proceeding

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

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

- RC\01675 – Reconfiguring a Lot (Subdivision of one (1) lot into 15 lots) – 122-126 Glengallan Road, Warwick – approved 18 March 2024.
OPW\000266 – Operational Works (Works in/on/over/under premises – Electrical and street lighting associated with RC\01675) – Subdivision of one (1) lot into 15 lots) – 122-126 Glengallan Road, Warwick – approved 19 April 2024.
- RC\01906 – Reconfiguring a Lot (Subdivision of one (1) lot into 18 lots) – 6 High Street, Stanthorpe – approved 7 October 2022.
OPW\000269 – Operational Works (Works in/on/over/under premises – Roadworks, Stormwater and Sewerage infrastructure associated with RC\01906) – Subdivision of one (1) lot into 18 lots) – 6 High Street and Club Road, Stanthorpe – approved 17 May 2024.

4.0 Infrastructure Charges

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

Applications	Charges Resolution (No. 4.2) 2023 Second Quarter 2024
Material Change of Use:	\$1,280,042.13
Reconfiguring a lot:	\$1,749,370.00
Total:	\$3,029,412.13

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

5.0 Initiatives and Improvements

5.1 This quarter:

As training continues and workloads are reallocated, customer response times are now improving, along with overall application timeframes.

The Planning Services team has continued to work in close conjunction with the State Government to finalise the responses to the three Requests for Further Information that had been issued by the State Government as part of the First State Interest Review. The responses have been submitted to the State Government and are currently being reviewed.

The department continues to receive a high volume of applications and customer enquiries across all teams. The statistics for Planning customer requests that were received and finalised are shown

in the below table, however these statistics are taken from Merit Requests, and do not include in person meetings with customers, direct emails or ECM tasks completed by the Planning Services team.

Planning enquiries were the highest ranking number of enquiries across Council for all three months of the second quarter.

	April 2024	May 2024	June 2024	Total
Merit Request Numbers	84	86	59	229

5.2 Next quarter:

With recent staff changes, emphasis will be placed on recruitment and maintaining current standards of service. Achievement and Development Plans are being instituted and will be a focus for staff to ensure on-going professional development.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

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

LEGAL / POLICY

Legislation / Local Law

Building Act 1975

Plumbing and Drainage Act 2018

Planning Act 2016

Local Government Act 2009

Southern Downs Planning Scheme

Corporate Plan

Nil

Policy / Strategy

Nil


ATTACHMENTS

Nil

11. CUSTOMER AND ORGANISATIONAL SERVICES REPORTS

11.1 Financial Services - Financial Report as at 30 June 2024

Document Information

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

Recommendation

THAT Council receive and note the Financial Performance Report as at 30 June 2024.

REPORT

Background

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

Report

Income Statement

Revenue

Operational revenue of \$98M is \$5.3M under budget compared to YTD budget of \$103.3M with the main variations being:

- General Rates and Utility Charges received year-to-date are over budget by \$908.6K;
- Fees and Charges received year-to-date are over budget by \$1.6M mostly relating to higher than expected Saleyard and Truck Wash revenue, Water Sales, Waste Disposal Fees and Animal Registrations;
- Interest income is \$702K over budget due to higher than expected cash balance and changes in Reserve Bank cash rates;
- Contracts and Sales Revenue is under budget by \$1M 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 \$7.5M under budget due to the Financial Assistance Grant not being prepaid in the 2023/24 FY as anticipated based on previous year trends.

Expenses

Operational expenditure of \$98.4M is \$4.7M under budget compared to YTD budget of \$103.2M. Variations include:

- Materials and Services are under budget by \$4.2M. 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 under budget by \$365K. This budget variance is expected to be reduced pending end of year provisions and capitalization of Capital Work in Progress which is yet to be completed.

Capital Grants

Revenue from capital grants is over budget by \$17.5M. The timing of the receipt of capital grants can vary and dependent on the progress of projects. This budget variance is expected to be reduced pending end of year grant assessments yet to be completed.

Balance Sheet

As at 30 June 2024, Council had \$69.6M in cash at bank and investments. The total of outstanding loans, both the current and non-current portions is \$12.3M

Capital Works in Progress

Capital works expenditure at 30 June 2024 was \$61.7M which is 71.8% of the adopted capital works budget of \$85.8M. There were committed costs of \$13.6M meaning \$75.2M has been spent or committed, representing 87.7% of the adopted budget.

Southern Downs Regional Council
Capital Works Projects by Asset Class
As At 30 June 2024

	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land & Land Improvements	267,198	32,423	12.1%	14,374	46,797	17.5%
Buildings	8,635,572	6,592,981	76.3%	1,322,496	7,915,477	91.7%
Plant & Equipment	7,742,319	2,898,552	37.4%	2,191,032	5,089,584	65.7%
Roads, Drains & Bridges	34,841,177	29,557,541	84.8%	1,729,510	31,287,051	89.8%
Water	12,786,759	9,025,123	70.6%	3,461,115	12,486,238	97.6%
Sewerage	9,328,089	6,042,160	64.8%	3,358,882	9,401,041	100.8%
Other Assets	12,228,843	7,516,727	61.5%	1,492,309	9,009,036	73.7%
Total	85,829,957	61,665,507	71.8%	13,569,717	75,235,224	87.7%

FINANCIAL IMPLICATIONS

The Third Quarter Budget Review was adopted by Council on the 19th April 2024.

Please note this report was prepared at a point-in-time. The End of Financial Year adjustments are yet to be completed meaning the figures provided in this report will not be the final figures for the 2023/24 Financial Statements presented for audit.

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 - 30 June 2024 [↓](#)



Southern Downs
REGIONAL COUNCIL

Performance Report

June 2024

Southern Downs Regional Council Income Statement

June 2024

	Phased 2024 YTD Actual \$	Phased 2024 YTD Budget \$	YTD Variance \$	YTD Variance %	Annual 2024 Budget \$
Revenue from ordinary activities					
General Rates	39,432,992	39,286,696	146,296	0.4%	39,286,696
Rural fire brigade levy	280,012	278,700	1,312	0.5%	278,700
Utility Rates and Charges	32,172,403	31,400,406	771,997	2.5%	31,400,406
Less Discounts	(2,354,730)	(2,401,646)	46,916	(2.0%)	(2,401,646)
Rates on Council properties	(771,177)	(713,291)	(57,886)	8.1%	(713,291)
	68,759,500	67,850,865	908,635	1.3%	67,850,865
Fees and Charges	8,877,564	7,236,578	1,640,986	22.7%	7,236,578
Interest	4,676,876	3,975,000	701,876	17.7%	3,975,000
Contract & Sales Revenue	1,328,553	2,334,716	(1,006,163)	(43.1%)	2,334,716
Rent and Other Income	1,574,873	1,584,871	(9,998)	(0.6%)	1,584,871
Government Grants and Subsidies	7,777,962	15,265,805	(7,487,842)	(49.0%)	15,265,805
Internal Revenue	5,046,612	5,046,612	0	0.0%	5,046,612
Total Operating Revenue	98,041,941	103,294,446	(5,252,505)	-5.1%	103,294,446
Expenses from ordinary activities					
Employee Costs	29,533,453	29,545,835	(12,382)	(0.0%)	29,545,835
Materials and Services	41,320,818	45,548,775	(4,227,957)	(9.3%)	45,548,775
Depreciation and Amortisation	21,461,149	21,825,889	(364,739)	(1.7%)	21,825,889
Finance Costs	1,083,912	1,187,614	(103,701)	(8.7%)	1,187,614
Internal Charges	5,046,612	5,046,612	0	0.0%	5,046,612
Total Operating Expenses	98,445,945	103,154,724	(4,708,780)	(4.6%)	103,154,724
Operating Surplus/(Deficit) before capital items	(404,004)	139,722	(543,726)	(389.15%)	139,722
Other Capital Amounts					
Capital Grants, Contributions and Donations	30,172,873	47,659,448	(17,486,575)	(36.7%)	47,659,448
Other capital income and (expenses)	(987,774)	(4,513,108)	3,525,334	(78.1%)	(4,513,108)
Net Result Surplus/(Deficit)	28,781,095	43,286,062	(14,504,967)	(33.5%)	43,286,062

Southern Downs Regional Council

Balance Sheet

June 2024

	Phased 2024 YTD Actual \$	Annual 2024 Budget \$	YTD Variance \$	YTD Variance %
Current Assets				
Cash assets & Investments	69,555,444	63,816,000	5,739,444	9.0%
Receivables	14,115,213	14,836,000	(720,787)	(4.9%)
Assets held for sale	1,280,391	1,309,000	(28,609)	(2.2%)
Inventories	988,148	834,000	154,148	18.5%
	<u>85,939,195</u>	<u>80,795,000</u>	<u>5,144,195</u>	<u>6.4%</u>
Non-Current Assets				
Investment Property	204,680	406,000	(201,320)	(49.6%)
Property, plant and equipment	872,653,515	935,789,000	(63,135,486)	(6.7%)
Other Financial Assets	158,372	24,000	134,372	559.9%
Capital works in progress	58,563,837	15,000,000	43,563,837	290.4%
Intangible Assets	124,436	235,000	(110,564)	(47.0%)
	<u>931,704,839</u>	<u>951,454,000</u>	<u>(19,749,162)</u>	<u>(2.1%)</u>
TOTAL ASSETS	<u>1,017,644,034</u>	<u>1,032,249,000</u>	<u>(14,604,966)</u>	<u>(1.4%)</u>
Current Liabilities				
Creditors and other payables	24,640,242	24,960,000	(319,759)	(1.3%)
Provisions	6,489,153	8,850,000	(2,360,847)	(26.7%)
Interest bearing liabilities	1,867,822	1,981,000	(113,178)	(5.7%)
	<u>32,997,217</u>	<u>35,791,000</u>	<u>(2,793,784)</u>	<u>(7.8%)</u>
Non-Current Liabilities				
Interest bearing liabilities	10,451,923	10,372,000	79,923	0.8%
Provisions	11,429,729	8,565,000	2,864,729	33.4%
Other Payables	4,826,324	4,767,000	59,324	1.2%
	<u>26,707,976</u>	<u>23,704,000</u>	<u>3,003,976</u>	<u>12.7%</u>
TOTAL LIABILITIES	<u>59,705,193</u>	<u>59,495,000</u>	<u>210,192</u>	<u>0.4%</u>
NET COMMUNITY ASSETS	<u>957,938,841</u>	<u>972,754,000</u>	<u>(14,815,159)</u>	<u>(1.5%)</u>
Community Equity				
Asset Revaluation Reserve	290,680,063	290,991,000	(310,937)	(0.1%)
Retained surplus	667,258,778	681,763,000	(14,504,222)	(2.1%)
TOTAL COMMUNITY EQUITY	<u>957,938,841</u>	<u>972,754,000</u>	<u>(14,815,159)</u>	<u>(1.5%)</u>

SDRC Sustainability Ratios As At 30 June 2024

Key Ratios	Calculation	Budget	YTD Actual	Target Ratio	On Target?	Overview
Council Controlled Revenue Ratio	((Net Rates, Levies and Charges + Fees and Charges) / Total Operating Revenue) (%)	76.60%	81.98%	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	(Prior year estimated population / 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	(Net Operating Surplus / Total Operating Revenue) (%)	0.14%	-0.41%	> 0.0% to < 10.0%	✗	The operating surplus ratio is an indicator of the extent to which operating revenues raised cover operational expenses only or are available for capital funding purposes.
Operating Cash Ratio	(Net Operating Surplus + Depreciation + Finance Costs) / Total Operating Revenue (%)	64.19%	52.35%	> 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	(Total Cash and Equivalents + Current Investments + Available Ongoing QTC Working Capital Facility Limit - Externally Restricted Cash) / Total Operating Expenditure - Depreciation and Amortisation - Finance Costs) x 12	7	8	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	(Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	250.4%	196.0%	> 90%	✓	This is an approximation of the extent to which the infrastructure assets managed by the Council are being replaced as these reach the end of their useful lives.
Asset Consumption Ratio	Written Down Replacement Cost of Depreciable Infrastructure Assets / Current Replacement Cost of Depreciable Infrastructure Assets	64.1%	62.0%	> 60%	✓	The asset consumption ratio approximates the extent to which Council's infrastructure assets have been consumed compared to what it would cost to build a new asset with the same benefit to the community.
Debt Leverage Ratio	(Book Value of Debt / (Total Operating Revenue - Total Operating Expenditure + Depreciation and Amortisation))	0.56	0.59	Tier 4 = 0 - 3 times	✓	This is an indicator of Council's ability to repay its existing debt. It measures the relative size of the Council's debt to its operating performance.
Working Capital Ratio	(Current Assets / Current Liabilities)	2.26 : 1	2.6 : 1	> 1:1	✓	This is an indicator of the management of working capital (short term financial capital). Measures the extent to which a Council has liquid assets available to meet short term financial obligations.
Net Financial Liabilities Ratio	((Total Liabilities - Current Assets) / Total Operating Revenue)	(20.6%)	(26.8%)	<=60%	✓	This is an indicator of the extent to which the net financial liabilities of a Council can be serviced by its operating revenues.

Comments on Ratio Results.

The reported ratios are taken from the Department of Local Government guidelines on sustainable financial management. When looking at ratios it is important to acknowledge that they represent a snapshot in time and that anomalies in the reported results are not taken in isolation. The targets are those provided by the Department as a preferred range and results outside those ranges will require further consideration.

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

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

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

Please note, ratios will change as the end of financial year processes are still being finalised.

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Executive Services Operating Statement						
Operating Revenue						
Fees and Charges	1,555	-	1,555	0.0%	-	
Operating Grants and Subsidies	315,738	333,000	(17,262)	(5.2%)	333,000	
Sundry Revenue	27,716	21,030	6,686	31.8%	21,030	
Internal Revenue	479,110	479,110	0	0.0%	479,110	
Total Operating Revenue	824,118	833,140	9,022	(1.1%)	833,140	
Operating Expenses						
Employee Costs	3,413,922	3,537,705	(123,783)	0.0%	3,537,705	Note 1
Materials	638,530	794,491	(155,961)	(3.5%)	794,491	Note 2
Contracts and Services	675,744	1,248,438	(572,694)	(45.9%)	1,248,438	Note 3
Depreciation and Amortisation	11,319	10,253	1,066	10.4%	10,253	
Plant Hire	115,088	40,450	74,638	184.5%	40,450	
Other Expenses	1,162,062	1,293,365	(131,303)	(10.2%)	1,293,365	Note 4
Rates on Council Properties	3,333	3,352	(19)	(0.6%)	3,352	
Internal Charges	197,123	197,123	(0)	(0.0%)	197,123	
Total Operating Expenses	6,217,121	7,125,178	(908,056)	(17.2%)	7,125,178	
Operating Surplus/Deficit	(5,393,003)	(6,292,038)	899,035	(14.3%)	(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 less than anticipated budget (\$172)K					
Note 3	Council Election costs budgeted twice \$(196)K Tourism, Marketing, Communications and Economic Development work schedules finished below budget with anticipated accruals yet to be actioned.					
Note 4	Some Community Grants not yet paid due to timing of events - will be accrued.					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Customer and Organisational Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	35,659,085	35,473,276	185,809	0.5%	35,473,276	
Fees and Charges	1,921,684	1,634,570	287,114	17.6%	1,634,570	Note 1
Operating Grants and Subsidies	5,539,077	9,211,821	(3,672,744)	(39.9%)	9,211,821	Note 2
Interest Received	4,676,876	3,975,000	701,876	17.7%	3,975,000	Note 3
Leasing and Rent	606,604	509,332	97,272	19.1%	509,332	
Sundry Revenue	382,214	457,711	(75,497)	(16.5%)	457,711	
Internal Revenue	4,427,242	4,427,242	0	0.0%	4,427,242	
Total Operating Revenue	53,212,782	55,688,952	(2,476,170)	(4.4%)	55,688,952	
Operating Expenses						
Employee Costs	8,532,737	7,811,506	721,230	9.2%	7,811,506	Note 4
Materials	7,096,083	6,450,384	645,698	10.0%	6,450,384	Note 5
Contracts and Services	4,124,445	5,990,719	(1,866,274)	(31.2%)	5,990,719	Note 6
Finance Costs	319,017	306,416	12,600	4.1%	306,416	
Depreciation and Amortisation	1,215,629	1,228,436	(12,807)	(1.0%)	1,228,436	
Plant Hire	435,346	508,386	(73,040)	(14.4%)	508,386	
Other Expenses	747,300	892,342	(145,042)	(16.3%)	892,342	Note 7
Rates on Council Properties	178,964	161,148	17,815	11.1%	161,148	
Internal Charges	845,714	845,714	0	0.0%	845,714	
Total Operating Expenses	23,495,234	24,195,052	(699,818)	(2.9%)	24,195,052	
Operating Surplus/Deficit	29,717,548	31,493,900	(1,776,352)	(5.6%)	31,493,900	
Comments						
Note 1	Truck Wash Fees and Charges received YTD more than anticipated \$287K					
Note 2	Financial Assistance Grant not prepaid in 2023/24 FY as anticipated based on previous year trends \$(3.7)M					
Note 3	Interest received higher than expected due to cash balance and changes in Reserve Bank cash rates.					
Note 4	End of year accrual for Employee Superannuation, Leave Provisions and Workers Compensation Payments will be undertaken in July.					
	Oncost Recoveries under budget by \$1.2M					
Note 5	Actuals include year-end accrual journal of \$2M, offset by the below underspend: - Warwick Aerodrome petrol expense actuals less than anticipated \$(159)K - Community Recovery and Resilience Program not fully expensed \$(213)K - Information Technology (Telephones, Licences & Registrations, Lease Fees) actuals less than anticipated \$(632)K					
Note 6	Flood Studies and Asset Management Plan Programs not fully expensed with works to continue in FY24/25. WIRAC Contractor YTD less than anticipated \$(420)K. June account not yet received.					
Note 7	Rural Fire Brigade Levy YTD actual less than anticipated \$(136)K as payment hasn't been processed.					

	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Infrastructure Services Operating Statement (Excludes Water and Wastewater)						
Operating Revenue						
Fees and Charges	883,431	879,230	4,201	0.5%	879,230	
Operating Grants and Subsidies	417,955	4,121,582	(3,703,627)	(89.9%)	4,121,582	Note 1
Leasing and Rent	6,240	12,480	(6,240)	(50.0%)	12,480	
Recoverable Works	1,328,553	2,334,716	(1,006,163)	(43.1%)	2,334,716	Note 2
Sundry Revenue	41,359	64,418	(23,059)	(35.8%)	64,418	
Internal Revenue	140,260	140,260	(0)	(0.0%)	140,260	
Total Operating Revenue	2,817,798	7,552,686	(4,734,888)	(62.7%)	7,552,686	
Operating Expenses						
Employee Costs	9,362,376	9,420,131	(57,755)	(0.6%)	9,420,131	
Materials	5,871,738	6,439,255	(567,517)	(8.8%)	6,439,255	Note 3
Contracts and Services	4,406,490	3,427,449	979,041	28.6%	3,427,449	Note 4
Finance Costs	241,826	274,370	(32,544)	(11.9%)	274,370	
Depreciation and Amortisation	14,055,663	14,501,952	(446,289)	(3.1%)	14,501,952	Note 5
Plant Hire	(2,843,155)	(3,254,832)	411,677	(12.6%)	(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	616,887	616,887	0	0.0%	616,887	
Total Operating Expenses	32,377,431	32,046,599	330,833	1.0%	32,046,599	
Operating Surplus/Deficit	(29,559,633)	(24,493,912)	(5,065,721)	20.7%	(24,493,912)	
Comments						
Note 1	Financial Assistance Grant not prepaid in 2023/24 FY as anticipated based on previous year trends \$(3.7)M					
Note 2	Road Maintenance Performance Contract revenue received YTD less than anticipated \$(1.2)M due to timing of claims being processed.					
	Private Work revenue received YTD more than anticipated \$148K					
Note 3	Plant Operating Maintenance (\$364K) and Rego (\$138K) cost below than anticipated - timing difference					
Note 4	Road Maintenance Performance Contract YTD more than anticipated - \$680K					
	January 2024 Flood Event actuals more than anticipated \$330K. This is offset against the Natural Disaster Event Response and Recovery Trigger Point within Community Services Department					
Note 5	Depreciation actuals YTD less than anticipated. End of year provisions and capitalisations yet to be completed.					
Note 6	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	2,076,419	1,855,407	221,012	11.9%	1,855,407	Note 1
Operating Grants and Subsidies	14,588	36,796	(22,208)	(60.4%)	36,796	
Sundry Revenue	6,062	4,900	1,162	23.7%	4,900	
Total Operating Revenue	2,097,069	1,897,103	199,966	10.5%	1,897,103	
Operating Expenses						
Employee Costs	3,717,391	3,941,480	(224,090)	(5.7%)	3,941,480	Note 2
Materials	689,552	687,677	1,875	0.3%	687,677	
Contracts and Services	766,836	1,336,367	(569,531)	(42.6%)	1,336,367	Note 3
Depreciation and Amortisation	21,911	22,166	(255)	(1.2%)	22,166	
Plant Hire	168,950	457,385	(288,435)	(63.1%)	457,385	Note 4
Other Expenses	70,075	111,500	(41,425)	(37.2%)	111,500	
Rates on Council Properties	3,564	3,274	290	8.9%	3,274	
Internal Charges	253,560	253,560	0	0.0%	253,560	
Total Operating Expenses	5,691,839	6,813,410	(1,121,571)	(16.5%)	6,813,410	
Operating Surplus/Deficit	(3,594,770)	(4,916,307)	1,321,537	(26.9%)	(4,916,307)	
Comments						
Note 1	Animal Registrations YTD more than anticipated \$165K State Government Licencing Fees more than anticipated \$49K					
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 finished below budget Planning Scheme Preparation and Amendments YTD actuals less than anticipated spend Building and Planning Compliance/Applications YTD actuals less than anticipated budget					
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	15,736,434	15,024,534	711,900	4.7%	15,024,534	Note 1
Fees and Charges	563,374	242,400	320,974	132.4%	242,400	
Operating Grants and Subsidies	-	72,000	(72,000)	(100.0%)	72,000	
Sundry Revenue	74,331	24,000	50,331	209.7%	24,000	
Total Operating Revenue	16,374,139	15,362,934	1,011,205	6.6%	15,362,934	
Operating Expenses						
Employee Costs	2,920,197	3,125,844	(205,647)	(6.6%)	3,125,844	Note 2
Materials	3,028,037	3,199,421	(171,384)	(5.4%)	3,199,421	Note 3
Contracts and Services	929,039	1,032,800	(103,761)	(10.0%)	1,032,800	
Finance Costs	220,175	240,786	(20,611)	(8.6%)	240,786	
Depreciation and Amortisation	3,331,796	3,270,245	61,552	1.9%	3,270,245	
Plant Hire	329,486	388,305	(58,819)	(15.1%)	388,305	
Other Expenses	1,818	15,000	(13,182)	(87.9%)	15,000	
Rates on Council Properties	10,202	14,412	(4,210)	(29.2%)	14,412	
Internal Charges	1,653,748	1,653,748	(0)	(0.0%)	1,653,748	
Total Operating Expenses	12,424,500	12,940,560	(516,061)	(4.0%)	12,940,560	
Operating Surplus/Deficit	3,949,640	2,422,374	1,527,266	63.0%	2,422,374	
Comments						
Note 1	AVDATA and Stanthorpe Water Station Sales received YTD more than anticipated \$354K					
Note 2	Employee Costs calculated based on FTE numbers at March 2024					
Note 3	Satisfactory results overall for expenditure.					
	YTD Actual \$	YTD Budget \$	Variance \$	Variance %	FY Budget \$	Notes
Sewerage Services Operating Statement						
Operating Revenue						
Rates and Utility Charges	10,268,202	10,239,576	28,626	0.3%	10,239,576	
Fees and Charges	420,123	483,151	(63,028)	(13.0%)	483,151	
Total Operating Revenue	10,688,325	10,722,727	(34,402)	(0.3%)	10,722,727	
Operating Expenses						
Employee Costs	1,084,120	1,266,512	(182,392)	(14.4%)	1,266,512	Note 1
Materials	1,276,283	971,364	304,919	31.4%	971,364	Note 2
Contracts and Services	1,069,902	1,749,724	(679,822)	(38.9%)	1,749,724	Note 3
Finance Costs	224,258	273,774	(49,516)	(18.1%)	273,774	
Depreciation and Amortisation	2,596,572	2,564,453	32,119	1.3%	2,564,453	
Plant Hire	106,409	270,849	(164,440)	(60.7%)	270,849	Note 4
Rates on Council Properties	35,511	27,067	8,444	31.2%	27,067	
Internal Charges	690,696	690,696	(0)	(0.0%)	690,696	
Total Operating Expenses	7,083,750	7,814,438	(730,688)	(9.4%)	7,814,438	
Operating Surplus/Deficit	3,604,575	2,908,289	696,287	23.9%	2,908,289	
Comments						
Note 1	Employee Costs calculated based on FTE numbers at March 2024					
Note 2	Warwick Sewerage Chemicals and Hardware actuals more than anticipated budget \$175K					
	Stanthorpe Sewerage actuals YTD more than anticipated due to expensing of WIP items \$90K					
Note 3	Stanthorpe Sewerage Treatment contractor actuals YTD less than anticipated \$(159)K.					
	Wallangarra CED Ponds Renewal project - actuals to be transferred from capex (\$109K).					
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	7,866,955	7,826,770	40,185	0.5%	7,826,770	
Fees and Charges	3,010,978	2,141,820	869,158	40.6%	2,141,820	Note 1
Operating Grants and Subsidies	1,490,605	1,490,605	-	0.0%	1,490,605	
Sundry Revenue	430,348	491,000	(60,652)	(12.4%)	491,000	
Total Operating Revenue	12,798,886	11,950,195	848,691	7.1%	11,950,195	
Operating Expenses						
Employee Costs	502,710	442,655	60,055	13.6%	442,655	
Materials	2,465,853	2,846,973	(381,119)	(13.4%)	2,846,973	Note 2
Contracts and Services	7,820,585	8,433,505	(612,920)	(7.3%)	8,433,505	Note 3
Finance Costs	78,637	92,268	(13,631)	(14.8%)	92,268	
Depreciation and Amortisation	228,259	228,384	(125)	(0.1%)	228,384	
Plant Hire	30,393	89,457	(59,064)	(66.0%)	89,457	
Rates on Council Properties	11,925	10,652	1,273	11.9%	10,652	
Internal Charges	788,884	788,884	0	0.0%	788,884	
Total Operating Expenses	11,927,246	12,932,778	(1,005,532)	(7.8%)	12,932,778	
Operating Surplus/Deficit	871,640	(982,583)	1,854,223	(188.7%)	(982,583)	
Comments						
Note 1	Waste Disposal Fees actuals more than anticipated \$534K State Government Waste Levy Collected more than anticipated \$331K					
Note 2	State Government Waste Levy Payment actuals YTD less than anticipated \$(221)K - June levy outstanding					
Note 3	Warwick and Stanthorpe Waste Management Facilities - Laboratory Testing actuals YTD less than anticipated \$(112)K Warwick Waste Management Facilities actuals YTD less than anticipated \$(264)K - June Account not yet received Transfer Stations and Bin Compounds actuals YTD less than anticipated \$(339)K - June Account not yet received					

Flood Events						
	YTD Actual	YTD Budget	Variance	Variance	FY Budget	Life-to-Date
	\$	\$	\$	%	\$	Actuals
						\$
Flood Events - Operational						
Total Operating Revenue	3,648,611	2,970,961	(677,650)	22.8%	2,970,961	23,871,412
Total Operating Expenses	3,027,755	1,549,481	(1,478,274)	95.4%	1,549,481	28,418,470
Net Operating Surplus/Deficit	620,856	1,421,480	(800,624)	-56.3%	1,421,480	(4,547,058)

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

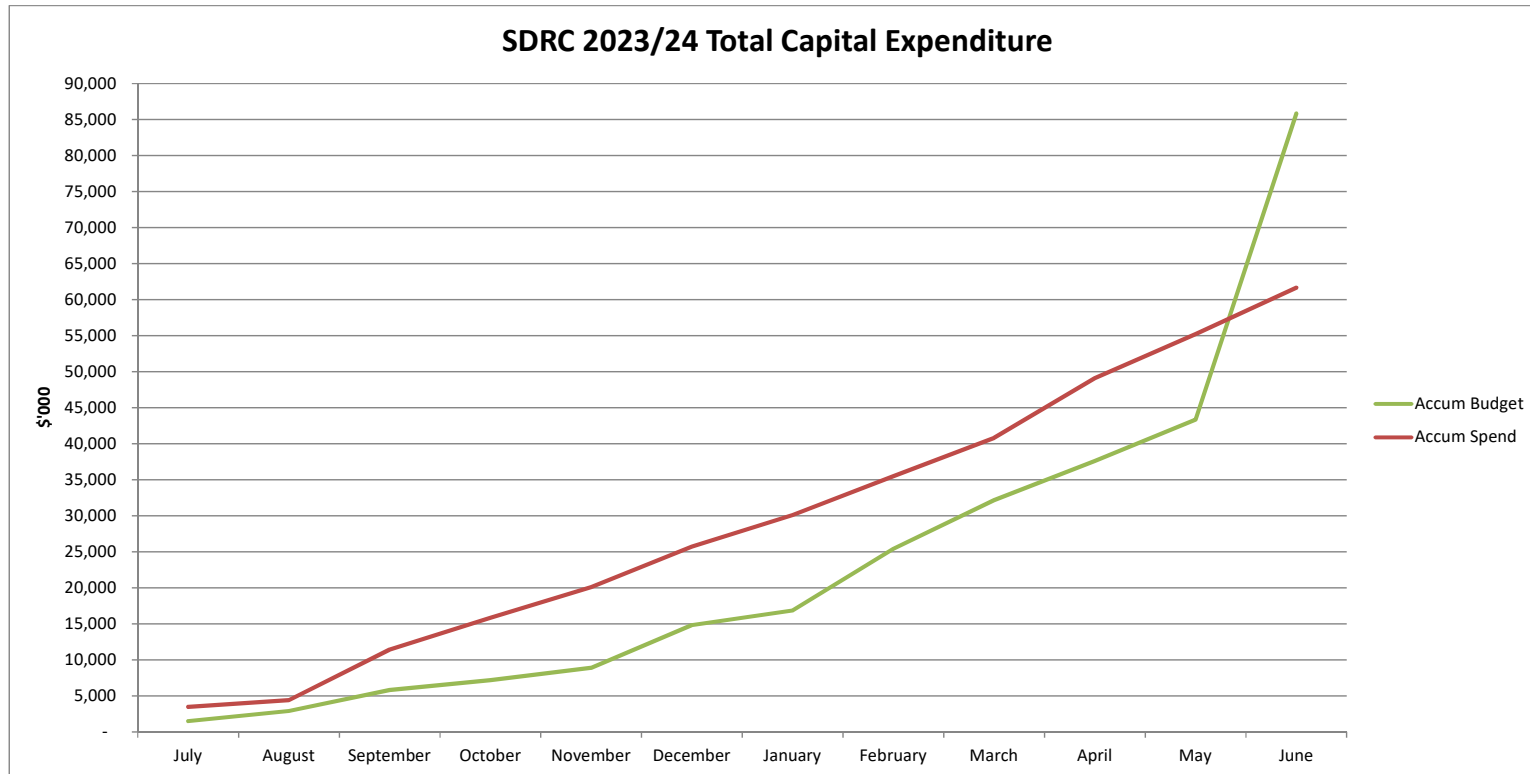
	YTD Actual	YTD Budget	Variance	Variance	FY Budget	Life-to-Date
	\$	\$	\$	%	\$	Actuals
						\$
Flood Events - Capital						
Total Capital Revenue	15,163,072	20,652,672	(5,489,600)	(26.6%)	20,652,672	24,624,658
Total Capital Expenses	20,773,765	23,254,575	(2,480,810)	-10.7%	23,254,575	29,279,391
Net Capital Surplus/Deficit	(5,610,693)	(2,601,903)	(3,008,790)	115.6%	(2,601,903)	(4,654,733)

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 30 June 2024**

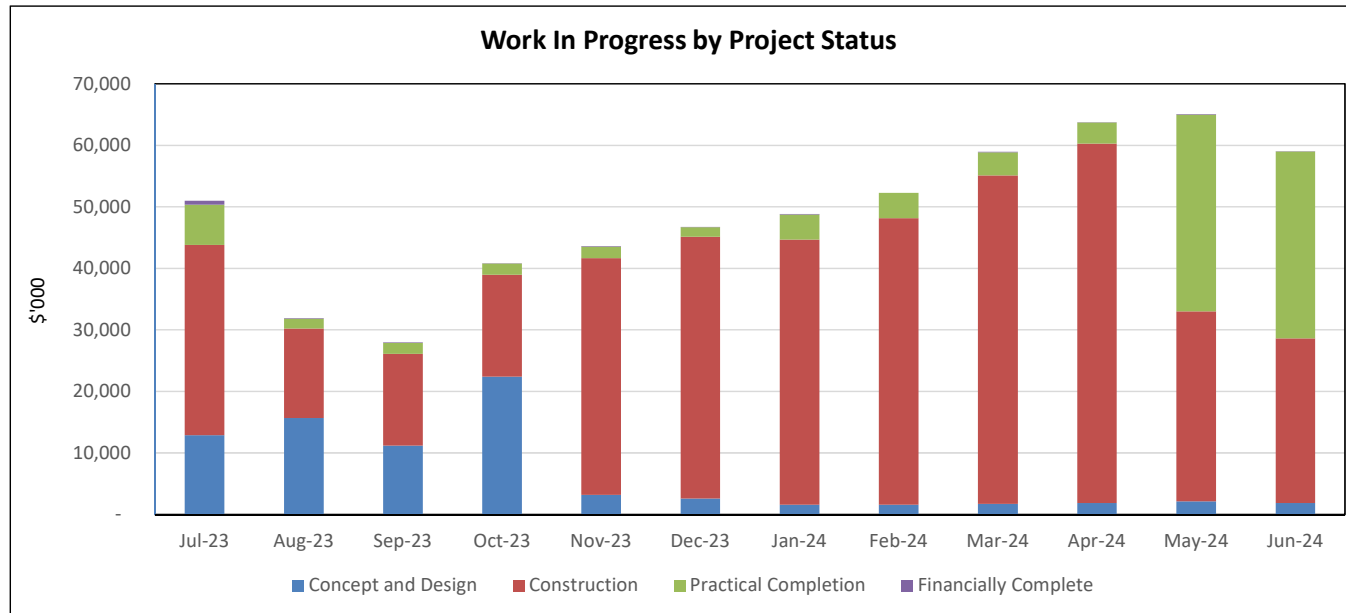
	Budget	YTD Expenditure	% Spent	Committed	Spent and Committed	% Spent and Committed
Land & Land Improvements	267,198	32,423	12.1%	14,374	46,797	17.5%
Buildings	8,635,572	6,592,981	76.3%	1,322,496	7,915,477	91.7%
Plant & Equipment	7,742,319	2,898,552	37.4%	2,191,032	5,089,584	65.7%
Roads, Drains & Bridges	34,841,177	29,557,541	84.8%	1,729,510	31,287,051	89.8%
Water	12,786,759	9,025,123	70.6%	3,461,115	12,486,238	97.6%
Sewerage	9,328,089	6,042,160	64.8%	3,358,882	9,401,041	100.8%
Other Assets	12,228,843	7,516,727	61.5%	1,492,309	9,009,036	73.7%
Total	85,829,957	61,665,507	71.8%	13,569,717	75,235,224	87.7%

Southern Downs Regional Council
Capital Expenditure
As At 30 June 2024



Capital committed costs as at 30 June 2024 is \$13.6 Million

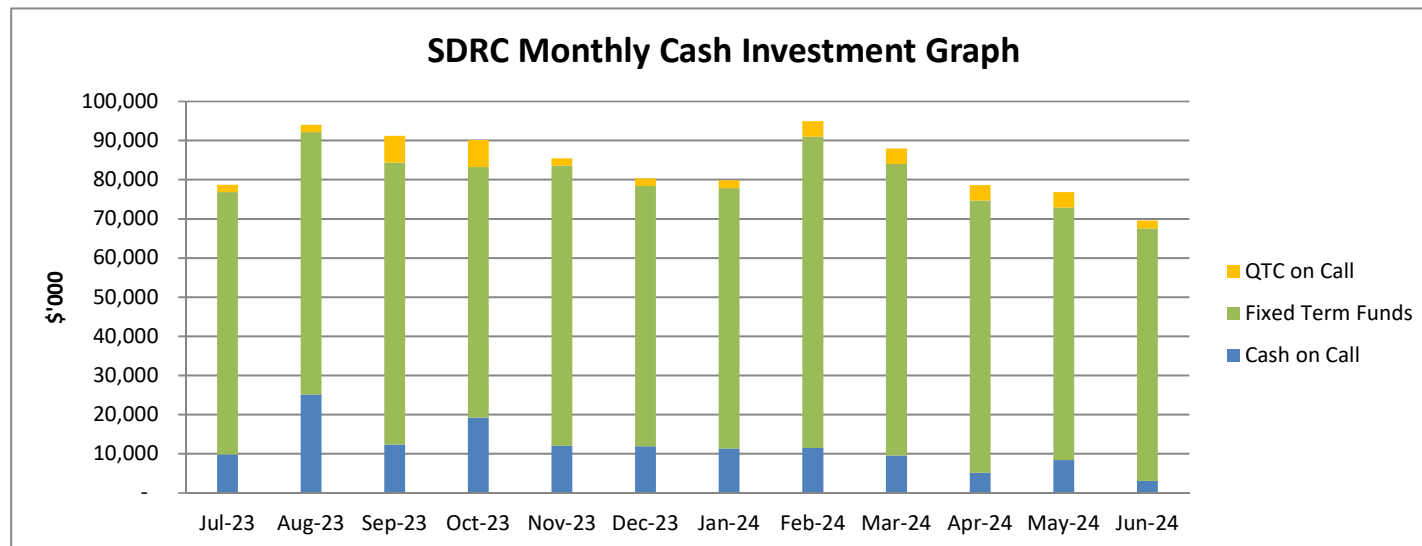
**Southern Downs Regional Council
Work in Progress (WIP) Status Report
As At 30 June 2024**



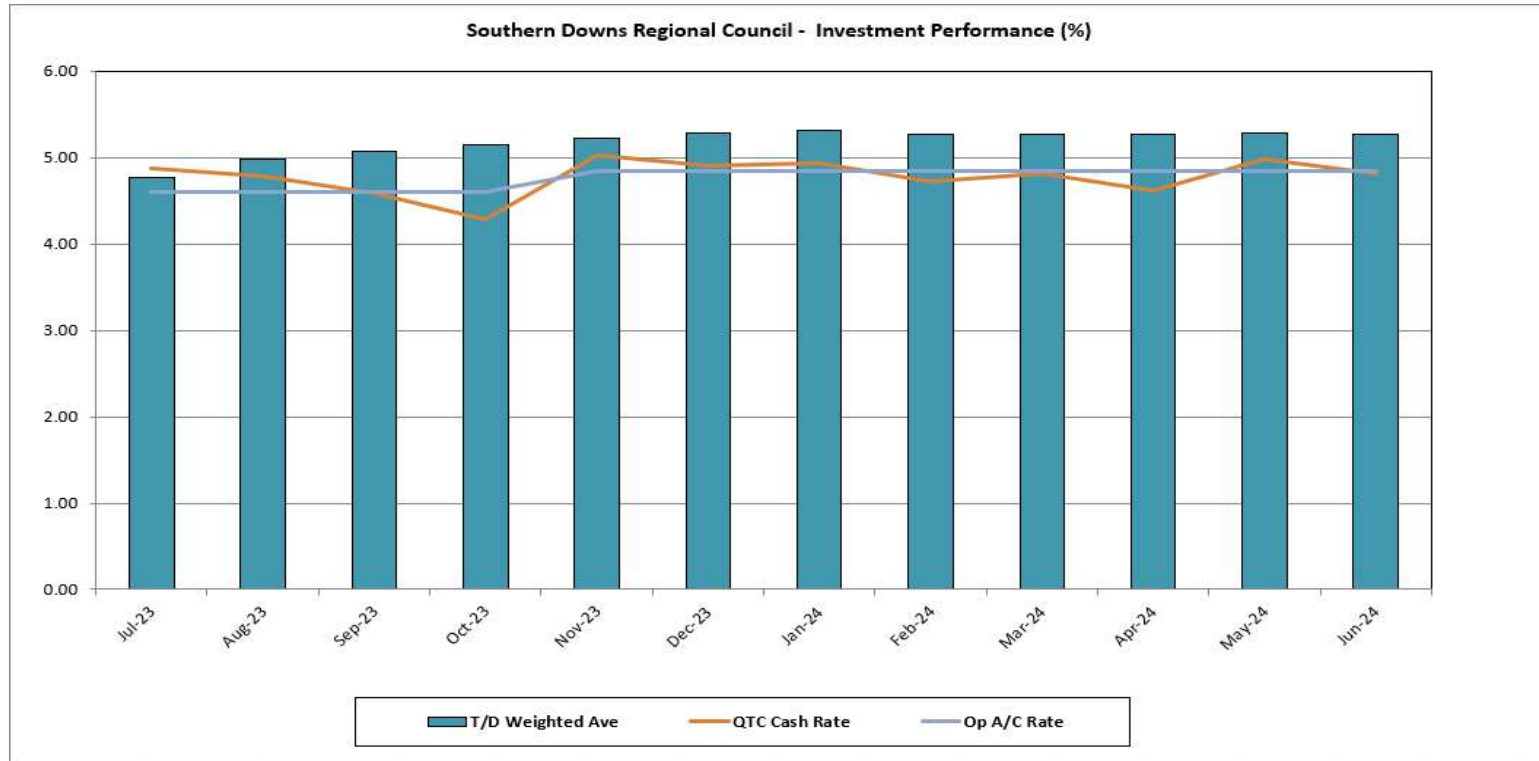
Project status' were reviewed and updated in June 2024.

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 30 June 2024**



Southern Downs Regional Council
Investment Performance
As At 30 June 2024



**Southern Downs Regional Council
Borrowings Report
As At 30 June 2024**

QTC Loan Account Balances:

\$


Fund Name: Southern Downs Regional Council

CBD Redevelopment Stage 2	447,123
Market Square Pump Station	208,657
General	1,509,908
General 2009	714,973
General 2009/10	108,653
General 2010/11	1,641,202
General 2011/12	2,787,137
General 2012/13	1,603,818
Warwick Sewerage Treatment Plant	286,115
Allora Water Main	3,012,159
Stanthorpe Sewerage	-

Total Loan Balance	<u><u>12,319,745</u></u>
---------------------------	---------------------------------

11.2 Operational Plan 4th Quarter Update

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 2024
	Governance Officer	ECM Function No/s:

Recommendation

THAT Council receive and note the 4th quarter update of the 2023/24 Operational Plan.

REPORT

Background

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

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Council's Executive Leadership Team and Senior Leadership Team are responsible for their applicable departmental actions within the 2023/24 Operational Plan and the leadership teams consult with their respective staff to complete and report on the progress of the actions.

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Section 104 of the *Local Government Act 2009*

Corporate Plan

Goal 4 Our Performance

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

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

Policy / Strategy


Corporate Plan 2021-2026

ATTACHMENTS

1. Operational Plan 23/24 Quarter Four Report (Excluded from agenda - Provided under separate cover)

11.3 Council Meetings Policy PL-CS036

Document Information

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

Recommendation

THAT Council:

1. Adopt the amended and updated Council Meetings Policy PL-CS036 as provided as Attachment 2 to this report; and
 2. Adopt the following order of business for the Agenda:
 1. Acknowledgement of Country
 2. Attendance and Apologies
 3. Reading and Confirmation of Minutes
 4. Actions from Previous Meeting
 5. Declarations of Conflicts of Interest
 6. Mayoral Minute
 7. Notices of Motion
 8. Reading and Consideration of Correspondence
 9. Reception of Petitions and Joint Letters
 10. Portfolio Reports
 11. Executive Services Reports
 12. Customer and Organisational Services Reports
 13. Infrastructure Services Reports
 14. Planning and Environmental Services Reports
 15. Reports of Deputations or Conferences and Reports from Delegates Appointed by Council to Other Bodies
 16. Consideration of Confidential Business Items
 17. General Business
- Close of Meeting

REPORT

Report

The following amendments have been incorporated:

- Inclusion in its entirety the Model Meeting Procedures as produced by the Department of Housing, Local Government, Planning and Public Works (DHLGPPW) as revised February 2024;
- Amendments to the model procedures as discussed at various Councillor Information Sessions.

Further to section 4 of Appendix A to the policy, council needs to set a clear order of business for the agenda, noting that this can be varied from time to time by Council resolution without necessitating an amendment to the policy. The proposed order of business is provided in the recommendation.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Outdated Meeting procedures.

Opportunity

Council will exemplify best practice procedures.

COMMUNITY ENGAGEMENT

Internal Consultation

Councillors

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

Policy / Strategy

Council Meeting Policy PL-CS036

ATTACHMENTS

1. Council Meetings Policy - tracked changes [↓](#)
2. Council Meetings Policy - clean skin [↓](#)



Council Meetings Policy

Policy Number:	PL-CS036
Policy Type:	Strategic
Department:	Customer and Organisational Services
Section:	Corporate Services
Responsible Manager:	Manager Corporate Services
Date Adopted:	22 May 2013
CEO Signature:	
Date to be Reviewed:	15 December 2022
Date Reviewed:	22 April 2024

REVISION RECORD

Date	Version	Revision description
27/04/2016	1	Amended as per Council resolution of 27 April 2016 meeting.
03/12/2018	2	Council's Code of Meeting Practice Policy renamed Council Meetings Policy which incorporated amended content from the DLGRMA's Model Meetings Procedures and amended content from Council's Code of Meeting Practice Policy.
27/05/2020	3	Amended to incorporate provisions relating to Standing Committees and remove Briefing Sessions.
23/09/2020	4	Amendments to sections 4.2.2, 4.2.3, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7 and removal of all references to Standing Committees.
14/10/2020	5	Amendments to various sections following implementation of the <i>Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020</i> and <i>Local Government Legislation (Integrity) Amendment Regulation 2020</i> including new conflict of interest provisions.
02/12/2021	6	Amendments to section 8.6 regarding formal and informal debate and various legislative references throughout policy.
21/12/2023	7	Amended to include Department of State Development, Manufacturing, Infrastructure and Planning - Best practice example standing orders for local government and standing committee meetings
12/01/24	8	Amended to include Department of State Development, Manufacturing, Infrastructure and Planning – Model Meeting Procedures Revised November 2023
19/02/24	9	Amended to include updated Best practice example standing orders for local government and standing committee meetings – February 2024
22/04/2024	11	Amended to include incoming Council requests including order of business, en-block voting, community presentations. Addendum of mobile phone protocol.

CONTENTS

1 Policy Background.....4

2 Purpose4

3 Scope.....4

4 Policy Details4

Appendix A – Best practice example standing orders for local government and standing committee meetings.....5

Appendix B –Supplementary Clauses.....32

Appendix C - Considerations.....34

Appendix D – Amended and Supplementary Clauses.....36

1 Policy Background

To assist local governments, the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings.

These best practice standing orders incorporate the DSDILGP model meeting procedures that deal with matters during council meetings that must be adhered to under the Local Government Act 2009 (LGA) including the model meeting procedures and the Local Government Regulation 2012 (LGA). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the model meeting procedures

2 Purpose

The purpose of the Council Meeting Policy is to set out certain procedures to ensure the Local Government principles are reflected in the conduct of Local Government statutory meetings, including Ordinary and Special Meetings.

3 Scope

As required under section 150F of the Local Government Act 2009 (the LGA) this document sets out:

- The process for how a Chairperson of a Local Government meeting may deal with instances of unsuitable meeting conduct by Councillors.
- The process for how suspected inappropriate conduct of a Councillor referred to the local government by the Independent Assessor (the Assessor) is to be dealt with at a Local Government meeting.

4 Policy Details

This policy follows the Model Meeting Procedures and Best Practice Example Standing Orders for Local Government and Standing Committee Meetings as appended to this policy. Accordingly, all definitions are contained within the Best Practice Example.

Appendix A – Best practice example standing orders for local government and standing committee meetings


Queensland Government

Best practice example standing orders for local government and standing committee meetings

February 2024

Last updated:

Date	Version number	Officer's Name	Approved
10 November 2022	004	P Cameron	Director G&C
30 November 2023	005	P Cameron	Director G & C
22 January 2024	006	P Cameron	Director G & C
12 February 2024	007	P Cameron	Director G& C

 Queensland Government

8

Queensland Government

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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.

An electronic copy of this document is available on the Department of Housing, Local Government, Planning and Public Works website at www.statedevelopment.qld.gov.au/local-government



Queensland
Government

Contents

Intent	4
1. Standing orders	4
Procedures for meetings of local government	4
2. Presiding officer	4
3. Order of business	5
4. Agendas	5
5. Quorum	6
6. Petitions	6
7. Deputations	7
8. Public participation at meetings	7
9. Prescribed conflict of interest	8
10. Declarable conflict of interest	9
11. Reporting a suspected conflict of interest	11
12. Loss of quorum	13
Motions	14
13. Motion to be moved	14
14. Absence of mover of motion	15
15. Motion to be seconded	15
16. Amendment of motion	15
17. Speaking to motions and amendments	15
18. Method of taking vote	16
19. Withdrawing a motion	16
20. Repealing or amending resolutions	16
21. Procedural motions	16
22. Questions	18
Meeting Conduct	18
23. Process for dealing with Unsuitable Meeting Conduct	18
24. Process for dealing with Unsuitable Meeting Conduct by a Chairperson	20
25. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor	21
26. General conduct during meetings	24
27. Disorder	24
Attendance and non-attendance	25
28. Attendance of public and the media at a local government meeting	25
29. Closed session	25
30. Teleconferencing of meetings	26

Intent

To assist local governments, the Department of Housing, Local Government, Planning and Public Works (DHLGPPW) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the meeting procedures that deal with matters during local government meetings that must be adhered to under the *Local Government Act 2009* (LGA) including the DHLGPPW [model meeting procedures](#) and the meeting provisions in the *Local Government Regulation 2012* (LGA). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the model meeting procedures.

1. Standing orders

- 1.1. These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2. A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3. Where a matter arises at the local government meeting that is not provided for in these standing orders, the matters will be determined by resolution of the local government upon a motion which may be put without notice but otherwise conforming with these standing orders.

Procedures for meetings of local government

2. Presiding officer

- 2.1. The mayor will preside at a meeting of a local government.
- 2.2. If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- 2.3. If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside, another councillor chosen by the councillors present at the meeting will preside at the meeting.
- 2.4. The local government will choose the chairperson for a committee meeting. This chairperson will preside over meetings of the committee.
- 2.5. If the chairperson of a committee is absent or unavailable to preside, another councillor chosen by the councillor's present will preside over the committee meeting.
- 2.6. Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

3. Order of business

- 3.1. The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2. Unless otherwise altered, the order of business will be as follows:
- attendances
 - apologies and granting of leaves of absence
 - confirmation of minutes
 - business arising out of previous meetings
 - officers' reports.

Note: The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If the local government needs to make a correction to the confirmed minutes, that can be done by passing a rescinding motion or a new motion that states what the correction is, but the original minutes remain as they are recorded.

4. Agendas

- 4.1. The agenda may contain:
- notice of meeting
 - minutes of the previous meetings
 - business arising out of previous meetings
 - business which the mayor wishes to have considered at that meeting without notice
 - matters of which notice has been given
 - committees' reports referred to the meeting by the chief executive officer (CEO)
 - officers' reports referred to the meeting by the CEO
 - councillor conduct breach investigation reports provided by the investigator
 - deputations and delegations from the community that are approved to attend
 - any other business the local government determines by resolution be included in the agenda.
- 4.2. Business not on the agenda, or not fairly arising from the agenda, will not be considered at any local government meeting unless permission for that purpose is given by the local government

Queensland Government

at the meeting. Business must be in accordance with the adopted terms of reference for each committee.

- 4.3. The notice of the meeting and the agenda must be given to each councillor at least 2 days before the meeting and in the case of Indigenous regional councillors, being Torres Strait Regional Council and Northern Peninsula Area Regional Council, at least four days prior to the meeting unless it is impracticable to give the notice before that time. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports, including any summary investigation report for a conduct breach matter, for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the councillors or committee members.
- 4.4. Matters on the agenda that may require the meeting to be in a closed session consistent with the provisions under section 254J LGR, can be identified on the agenda as 'may be closed by resolution of the meeting for the matter to be debated'.

5. Quorum

- 5.1. A quorum at a local government meeting is a majority of its councillors. If the number of councillors is even, then one half of the number is a quorum.
- 5.2. If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the chief executive officer.

6. Petitions

- 6.1. Any petition presented to a meeting of the local government will:
- be in legible writing or typewritten and contain a minimum of ten (10) signatures
 - include the name and contact details of the principal petitioner (i.e., the key contact)
 - include the postcode of all petitioners, and
 - have the details of the specific request/matter appear on each page of the petition.
- 6.2. Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received
 - received and referred to a committee or officer for consideration and a report to the local government, or
 - not be received because it is deemed invalid.



Queensland Government

6.3. The local government will respond to the principal petitioner in relation to all petitions deemed valid.

7. Deputations

7.1. A deputation wishing to attend and address a meeting of the local government shall apply in writing to the CEO not less than seven (7) business days before the meeting.

7.2. The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g., 15 minutes).

7.3. For deputations comprising three or more persons, only three persons shall be at liberty to address the local government meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

7.4. If a member of the deputation other than the appointed speakers interjects or attempts to address the local government meeting, the chairperson may terminate the deputation.

7.5. The chairperson may terminate an address by a person in a deputation at any time where:

- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
- the time period allowed for a deputation has expired, or
- the person uses insulting or offensive language or is derogatory towards councillors or others.

7.6. The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

8. Public participation at meetings

8.1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.

8.2. In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period will be allowed (e.g., 15 minutes) and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government chairperson.

8.3. If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.

8.4. For any matter arising from such an address, the local government may take the following actions:

- refer the matter to a committee
- deal with the matter immediately
- place the matter on notice for discussion at a future meeting



Queensland Government

- note the matter and take no further action.
- 8.5. Any person addressing the local government shall stand, act, and speak with decorum and frame any remarks in respectful and courteous language.
- 8.6. Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

9. Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government or committee meeting (other than ordinary business matters as prescribed under section 150EF of the LGA or section 177C of the *City of Brisbane Act 2019* (COBA)). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 9.1. A councillor who has notified the chief executive officer in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 9.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 9.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
- for a gift, loan, or contract—the value of the gift, loan, or contract
 - for an application for which a submission has been made—the matters the subject of the application and submission:
 - the name of the entity, other than the councillor, that has an interest in the matter,
 - the nature of the councillor's relationship with the entity,
 - details of the councillor's, and any other entity's, interest in the matter.
- 9.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote.
- Note:** Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a prescribed conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.
- 9.5. Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the local government can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their



Queensland Government

belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected prescribed conflict of interest in a matter, the meeting must deal with each councillor individually. If the councillor with the suspected declarable conflict of interest considers there is no conflict of interest, then the eligible councillors (those who do not have a conflict of interest in the matter) must make a decision about whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA or section 177U(2) of the COBA applies.

10. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA or section 177L of the COBA and ordinary business matters prescribed under section 150EF of the LGA or section 177C of the COBA).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA or section 177O of the COBA, will apply. If more than one councillor is reported by another councillor to have a suspected declarable conflict of interest in a matter, the meeting must deal with each councillor individually. The eligible councillors must then make a decision under section 150EX(2) of the LGA or section 177U(2) of the COBA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.1. A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 10.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 10.3. When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
 - the nature of the declarable conflict of interest.
 - if it arises because of the councillor's relationship with a related party:
 - the name of the related party to the councillor; and
 - the nature of the relationship of the related party to the councillor; and



Queensland Government

- o the nature of the related party's interest in the matter;
 - if it arises because of a gift or loan from another person to the councillor or a related party:
 - o the name of the other person; and
 - o the nature of the relationship of the other person to the councillor or related party; and
 - o the nature of the other person's interest in the matter; and
 - o the value of the gift or loan and the date the gift or loan was made.
- 10.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- 10.5. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only eligible councillors (those who do not have a prescribed or declarable conflict of interest in the matter) can participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority or do not form a quorum for the meeting or is a single eligible councillor, consistent with section 150ET of the LGA section 177Q of the COBA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.
- Note:** *The ability to make a resolution without a seconder applies when making a resolution under section 150ES of the LGA or section 177P of the COBA.*
- 10.6. The eligible councillor/s at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision and any condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the minister for local government under section 150EV.
- 10.7. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring about their ability to participate and can answer questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.



Queensland Government

- 10.8. When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to;
- how does the inclusion of the councillor in the deliberation affect public trust,
 - how close or remote is the councillor's relationship to the related party,
 - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received,
 - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them,
 - how the benefit or detriment the subject councillor stands to receive compares to others in the community,
 - how this compares with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting,
 - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.9. If the eligible councillors cannot decide about the councillor's participation in the meeting with a declarable conflict of interest, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in section 150ET(3) of the LGA or section 177Q (3) of the COBA.
- 10.10. A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in section 150ET(4) of the LGA section 177Q (4) of the COBA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.
- 10.11. In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.12. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

11 Reporting a suspected conflict of interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion. If more than one councillor is reported by another



Queensland Government

councillor to have a suspected personal interest in a matter, the meeting must deal with each councillor individually.

- 11.1. The chairperson then should ask the councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.
- 11.2. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 11.3. The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 11.4. If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under section 150ER of the LGA or section 177Q of the COBA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under section 150ES of the LGA or section 177P of the COBA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA or section 177Q(3) of the COBA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g., workshops.
- 11.5. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details.

Note: *The minutes must include details of how the conflict of interest was dealt with, being (section 150FA of the LGA or section 177X of the COBA):*

- *The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest*
- *The particulars of the prescribed or declarable conflict of interest provided by the councillor*
- *The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest*
- *Any decision then made by the eligible councillors*



Queensland Government

- Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
- The local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision

11.6. The minutes of the meeting must record the name of each eligible councillor who voted on the matter and how each voted.

The eligible councillors include a councillor who has either been granted approval by the Minister or their fellow councillors to participate and vote on a matter (e.g. the eligible councillors in this subsection means all councillors who were entitled to vote on the matter). If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:

- The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

11.7. Where a decision has been made under section 150ES of the LGA or section 177Pof the COBA – the minutes must include:

- The decision and reasons for the decision, and
- The name of each eligible councillor who voted, and how each eligible councillor voted.

12 Loss of quorum

12.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the local government must resolve to:

- delegate the consideration and decision on the matter, as described in section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated under subsection 3 of both sections because an Act says it must be decided by resolution of the local government
- decide by resolution to defer the matter to a later meeting
- decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

12.2. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:

- The mayor or chief executive officer, or
- A standing committee, or joint committee of the local government, or
- The chairperson of a standing committee or joint standing committee of the local government (does not apply to Brisbane City Council), or
- Another local government for a joint government activity,
- The Establishment and Coordination Committee (only applies to Brisbane City Council).



Queensland Government

- 12.3. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 12.4. The local government may only delegate a power to make a decision about a councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:
- The mayor or
 - A standing committee.
- 12.5. A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:
- The mayor, or
 - The Establishment and Coordination Committee, Brisbane City Council, or
 - A standing committee of the local government.
- 12.6. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

Motions

13 Motion to be moved

- 13.1 A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion. When a motion has been moved and seconded, it will become subject to the control of the local government and cannot be withdrawn without the consent of the local government meeting.
- 13.3 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
- A motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
 - The chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
 - The chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 13.4 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.
- 13.5 No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.



14 Absence of mover of motion

- 14.1 Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
- moved by another councillor at the meeting, or
 - deferred to the next meeting.

15 Motion to be seconded

- 15.1 A motion or an amendment to a motion will not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.
- 15.2 Procedural motions are an exception to this rule and do not need to be seconded.

16 Amendment of motion

- 16.1 An amendment to a motion should maintain or further clarify the intent of the original motion and does not contradict the motion.
- 16.2 Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 16.3 Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

17 Speaking to motions and amendments

- 17.1 The mover of a motion or amendment will read it and state that it is moved but will not speak to it until it is seconded.
- 17.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 17.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.
- 17.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 17.5 Each speaker will be restricted to not more than five (5) minutes unless the chairperson rules otherwise.
- 17.6 Where two or more councillors indicate, they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- 17.7 In accordance with section 254H of the LGR or section 242H(2) of the *City of Brisbane Regulation 2012(COBR)*, if a decision made at the local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Queensland Government

Note: If a report contains distinct recommendations, the decision of the local government may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.

18 Method of taking vote

- 18.1 The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2 A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 18.3 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

19 Withdrawing a motion

- 19.1 A motion or amendment may be withdrawn by the mover with the consent of the local government, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the local government meeting for its withdrawal.

20 Repealing or amending resolutions

- 20.1 A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation (5 business days).
- 20.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three (3) months.

21 Procedural motions

- 21.1 A councillor at a meeting of the local government may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
- that the question/motion be now put before the meeting
 - that the motion or amendment now before the meeting be adjourned
 - that the meeting proceeds to the next item of business
 - that the question lie on the table
 - a point of order
 - a motion of dissent against the chairperson's decision
 - that this report/document be tabled
 - to suspend the rule requiring that (insert requirement)
 - that the meeting stands adjourned.



Queensland Government

- 21.2 A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 21.3 A procedural motion that the motion or amendment now before the meeting be adjourned, may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
- a further motion may be moved to specify a time or date; or
 - the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.
- 21.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.
- 21.5 A procedural motion that the question lie on the table will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the local government or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the local government will proceed with the next matter on the business paper. A motion that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 21.6 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
- has failed to comply with proper procedures;
 - is in contravention of the legislation; or
 - is beyond the jurisdiction ~~power~~ of the local government meeting.
- Note:** *Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*
- 21.7 Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.
- 21.8 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made.
- 21.9 For example: Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite



Queensland Government

ruling is made, that the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.

- 21.10 The motion that a report/document be tabled may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 21.11 A procedural motion 'to suspend the rule requiring that' may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 21.12 A procedural motion that the meeting stands adjourned, may be moved by a councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the local government meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

22 Questions

- 22.1 At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- 22.2 Questions will be asked categorically and without argument and no discussion will be permitted at the local government meeting in relation to a reply or a refusal to reply to the question.
- 22.3 A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 22.4 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 22.5 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

Meeting Conduct

23 Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the [Code of Conduct for Councillors](#). When dealing with an instance of unsuitable meeting conduct by a councillor in a meeting, the following procedures must be followed:

- 23.1 When an instance of unsuitable meeting conduct has been engaged in by a councillor at a meeting the following must occur:



Queensland Government

- the process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor
- 23.2 The chairperson must reasonably believe that unsuitable meeting conduct has been engaged in by a councillor during a meeting. The chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section 23.7 below.
- 23.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
- ceasing and refraining from exhibiting the conduct
 - apologising for their conduct
 - withdrawing their comments.
- 23.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 23.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.
- 23.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 23.2 the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct
 - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.9 Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note):
- Note:** Details of any order issued is recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next local government meeting as a suspected conduct breach. The local governments chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register.*
- 23.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.



24 Process for dealing with Unsuitable Meeting Conduct by a Chairperson

- 24.1 If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.
- 24.2 The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). The councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 24.3 The chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.
- 24.4 For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 24.5 If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible councillors.
- 24.6 The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 24.7 If it is decided that the chairperson has engaged in unsuitable meeting conduct, the councillors can decide to make an order reprimanding the chairperson for the conduct.
- 24.8 Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 24.9 The chairperson then resumes the role of chairperson, and the meeting continues.

Note: Details of any reprimand order is recorded in the minutes of the meeting. The local governments chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register.

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to orders for unsuitable meeting conduct being made against the chairperson, on 3 occasions within a 12- month period, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K of the LGA, the local government is not required to notify the Assessor about the conduct; and may deal with the

conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.

25 Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the Independent Assessor (the Assessor) must make a preliminary assessment and dismiss a complaint, notice or information if satisfied that particular circumstances apply – see section 150SD of the LGA. If the Assessor finds that a matter is a suspected conduct breach it must refer the matter to the local government. The Assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note: *Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances of three instances of unsuitable meeting conduct orders within a 12 month period.*

25.1. In relation to matters referred by the Assessor to the local government, the local government may decide:

- not to start or discontinue an investigation if the complainant withdraws the complaint, or
- the complainant consents to the investigation not starting or discontinuing, or
- the complainant does not provide extra information when requested, or
- there is insufficient information to investigate the complaint, or
- the councillor vacates or has vacated their office as a councillor.

Note: *The local government investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation report must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the City of Brisbane Act 2010 (COBA).*

25.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach. Unless the decision has been delegated to the mayor under section 257(2)(a), or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA. Under the LGA and COBA decisions about a conduct breach can only be delegated

Queensland Government

to the Mayor or a standing committee and under COBA to the Establishment and Coordination Committee.

25.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the Assessor:

- The local government must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the City of Brisbane Regulation (CBR) section 242J, or the Local Government Regulation (LGR) section 254J.
- No resolution for a decision can be made in the closed session including a decision about a conflict of interest matter. All matters must be decided in an open session of the meeting or at a later meeting.
- Where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under CBR section 242H and the LGR section 254H.
- The subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless the eligible councillors decide otherwise), during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission about the conduct breach provided by the councillor to the local government.
- The subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the eligible councillors (do not have a COI in the matter) must decide how to deal with the conflict of interest. The complainant councillor can be required to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied under section 150AH of the LGA.

Note: After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a



Queensland Government

councillor or the CEO of the local government if they were complainants, or any councillor who declared a COI in the matter.

25.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:

- Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances, or
- Decide, by resolution, to defer the matter to a later meeting or
- Decide, by resolution, not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the local government must decide the matter.

Note: A local government cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be delegated to the mayor or a standing committee, or the matter can be deferred to a later meeting when a quorum can be maintained.

If the conduct breach referral notice is about the suspected conduct breach by the mayor, then the matter will need to be delegated to a standing committee for a decision.

The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters. The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of a conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.

25.5. If a decision is reached that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in 150AH of the LGA, if any, to impose on the councillor. In deciding what penalty to impose the local government may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.

25.6. The local government may order that no action be taken against the councillor or make one or more of the following:

- an order that the councillor make a public apology, in the way decided by the local government, for the conduct



Queensland Government

- an order reprimanding the councillor for the conduct
- an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
- an order that the councillor be excluded from a stated local government meeting
- an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor
- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
- an order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.

25.7. A local government may not make an order in relation to a person who has vacated their office as a councillor.

25.8. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.

Note: *The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the Assessor as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.*

26 General conduct during meetings

26.1 After a meeting of the local government has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.

26.2 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.

26.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.

26.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

27 Disorder

27.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.



Queensland Government

- 27.2 On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters deferred to a future meeting.

Attendance and non-attendance

28 Attendance of public and the media at a local government meeting

- 28.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 28.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

29 Closed session

- 29.1 A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254(3) of the LGR or section 242(3) of the COBR:
- Appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees;
 - industrial matters affecting employees;
 - the local governments budget which does not include the monthly financial statements;
 - rating concessions;
 - 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;
 - matters that may directly affect the health and safety of an individual or a group of individuals;
 - Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
 - negotiations relating to the taking of land by the local government under *the Acquisition of Land Act 1967*;
 - A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
 - A matter relating to the consideration of an investigation report for a conduct breach matter given to the local government by the Assessor under the LGA chapter 5A, part 3, division 5.
- 29.2 A local government or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the



Queensland Government

eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

29.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the local government must;

- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated,
- decide by resolution to defer the matter to a later meeting when a quorum may be available,
- decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

29.4 None of the above will be considered, discussed, voted on or made during a closed session.

29.5 If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).

29.6 To take a matter into a closed session the local government must abide by the following process:

- pass a resolution to close the meeting
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
- if it is known in advance the agenda should clearly identify that the matter may be considered in closed session, and an explanation of why the councillors at the meeting may consider it necessary to take the issue into closed session must be stated.
- no resolution can be made while in a closed meeting (other than a procedural resolution).

30 Teleconferencing of meetings

30.1 If a councillor wishes to be absent from a local government meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a local government or committee meeting by teleconference.

Note: *There is no legislative requirement for a resolution by a local government to allow a councillor to participate by audio link or audio-visual link. This means the local government may delegate the matter. For example, the local government may delegate to the chairperson of the local government or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.*



Queensland Government

30.2 The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*

 Queensland
Government

Appendix 8-B – Amended and Supplementary Clauses

The following additions have been added:

4. Agendas

- 4.5 The agenda may contain personal statements by Councillors and are to occur following general business, immediately prior to the adjournment of the meeting.
- 4.6 Any ~~The Opening~~ prayer or similar statement will occur prior to the opening of the Council meeting.

8 Public Participation at Meetings

- 8.2B Any public address permitted by the chairperson under 8.2 ~~Presentations~~ will occur prior to the commencement of the meeting.

19A Moving Motions by Group (En Bloc)

- ~~19.1~~ Voting en bloc is ~~can be defined as~~ voting on a motion to adopt, by one resolution, a number of items, motions or recommendations. ~~This Council uses e~~En bloc voting enables the local government as a device to efficiently address matters that ~~the Elected Body believe~~ can be determined without debate.

~~Matters that can be dealt with en bloc~~

~~The Council can utilise e~~En bloc voting may only be used for a limited range of agenda items and, in particular, for:

- 1) Items that are presented for information purposes only;
- 2) Reports which require only receipt and noting; and
- 3) Recommendations made in an officer's report that are not contentious and do not require discussion or debate.

If an item has been recommended to be addressed en bloc and it is identified later in the meeting that the recommendation is likely to give rise to amendment(s) to the motion, before the recommendation has been moved and seconded, the recommendation should be removed from the en bloc matters and addressed separately.

~~Matters that must not be dealt with en bloc~~

~~The Council will not utilise~~To preserve integrity in the decision-making process en bloc voting cannot be used for in regards to the following matters which, ~~to preserve integrity in the decision-making process,~~ must be considered individually. ~~This includes matters:~~

- 1) Where a councillor ~~In respect of which any Elected Member and, in particular, to make informed and representative decisions~~ has indicated that he/she wishes to debate, ask a question or to raise a point of clarification;
- 2) Which are incapable of delegation in accordance with the LGA and the LGR;
- 3) Which require the ~~Council~~ Local Government to form an opinion as to the subject matter of the motion (for example, requests for partial relief from payment of water consumption charges);
- 4) Where there is a recommendation to apply the confidentiality provisions of section 254J of the LGR; and

- 5) ~~Where in respect of which~~ a related decision will, or is likely to ~~effect~~affect the rights, interests or legitimate expectations of a third party, individual or organisation (for example, a Decision Notice, a decision to grant or revoke a permit or licence or, to grant an application for a community grant).

~~Any councillor it also remains open to an Elected Member or officer to~~may request that an item be removed from the list of items to be considered en bloc.

24 General Conduct during meetings

~~27~~24.5 ~~In respect of personal statements by Councillors are to seek the consent of any person/s or businesses named in any personal statements, must:~~

- Be no longer than three (3) minutes;
- Be in relation to issues/information of importance to the community;
- Not be in relation to business that should be dealt with during officers' reports or where notice of business/motion should be given;
- Not name any person, business or community group without their prior consent.

~~32. Device usage during meetings~~

~~32.1 Councillors will have all devices switched to 'silent' mode during Council meetings.~~

~~32.2 Councillors are requested to have only the Council agenda and relevant reports open on their laptop devices during Council meetings.~~

Appendix C - Considerations

Issue 1: Additional Clauses to Best Practice Standing Orders Document

4.6 The specific contents of the agenda will be determined by resolution of the local government from time to time.

4.7 ~~Where a resolution is made under s4.6 provides for "Councillor Statements", these statements must:~~

- ~~— relate to council business or their role as a councillor;~~
- ~~— be no longer than three (3) minutes duration;~~
- ~~— be in relation to issues/information of importance to the community;~~
- ~~— not be in relation to business that should be dealt with during officers' reports or where notice of motion / notice of business should be given; and~~
- ~~- not name any person, business or community group without their prior consent.~~

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Issue 2: Moving Motions by Group (En Bloc)

Voting en bloc is voting on a motion to adopt, by one resolution, a number of items, motions or recommendations. En bloc voting enables the local government to efficiently address matters that can be determined without debate.

En bloc voting may only be used for:

- Items that are presented for information purposes only;
- Reports which require only receipt and noting; and
- Recommendations made in an officer's report that are not contentious and do not require discussion or debate.

If an item has been recommended to be addressed en bloc and it is identified later in the meeting that the recommendation is likely to give rise to amendment(s) to the motion, before the recommendation has been moved and seconded, the recommendation should be removed from the en bloc matters and addressed separately.

To preserve integrity in the decision-making process en bloc voting cannot be used for the following matters which must be considered individually:

- Where a councillor has indicated that he/she wishes to debate, ask a question or to raise a point of clarification;
- Which are incapable of delegation in accordance with the LGA and the LGR;
- Which require the Local Government to form an opinion as to the subject matter of the motion (for example, requests for partial relief from payment of water consumption charges);
- Where there is a recommendation to apply the confidentiality provisions of section 254J of the LGR; and
- Where a related decision will, or is likely to affect the rights, interests or legitimate expectations of a third party, individual or organisation (for example, a Decision Notice, a decision to grant or revoke a permit or licence or, to grant an application for a community grant).

Any councillor or officer may request that an item be removed from the list of items to be considered en bloc.

Issue 3: General Business

Council acknowledges the importance of maintaining General Business as part of the order of business for Ordinary Meetings of Council.

Councillors raising matters within General Business must ensure that those matters:

- Are ~~provided to the~~discussed with the Chairperson as soon as practicable prior to the meeting;
- Are generally for Councillor's information only;
- Are not matters which are operational in nature and that can be dealt with through other processes such as requests for service, complaints, etc;
- Do not propose to commit Council to expenditure of funds which are not currently in Council's Budget;
- ~~Are dealt with in the same way as other items within the order of business are dealt with in regards to declaration of conflicts of interest in accordance with the LGA.~~
- ~~The Chairperson has the discretion to not accept items to be tabled~~direct the councillor to raise the matter as a notice or motion/business rather than during general business.

~~The Chairperson has the discretion to not accept items to be tabled.~~

Option:

Suggested clause 4.7 above under Issue 1 could be deleted and some text around that included in the General Business item if GB is to be included in the agenda although probably better to keep them separate if they both are agreed upon.

Issue 4: Detailed Agenda

1. Acknowledgement of Country
2. Attendance and Apologies
3. Reading and Confirmation of Minutes
4. Actions from Previous Meeting
5. Declarations of Conflicts of Interest
6. Mayoral Minute
7. Notices of Motion
8. Reading and Consideration of Correspondence
9. Reception of Petitions and Joint Letters
10. Portfolio Reports
11. Executive Services Reports
12. Customer and Organisational Services Reports
13. Infrastructure Services Reports
14. Planning and Environmental Services Reports
15. Reports of Deputations or Conferences and Reports from Delegates Appointed by Council to Other Bodies
16. Consideration of Confidential Business Items
17. General Business

Close of Meeting

Appendix B-D – Amended and Supplementary Clauses

4 Agendas

- 4.5 The specific contents of the agenda will be determined by resolution of the local government from time to time.

12A Voting En Bloc

Voting en bloc is voting on a motion to adopt, by one resolution, a number of items, motions or recommendations. En bloc voting enables the local government to efficiently address matters that can be determined without debate.

En bloc voting may only be used for:

- Items that are presented for information purposes only;
- Reports which require only receipt and noting; and
- Recommendations made in an officer's report that are not contentious and do not require discussion or debate.

If an item has been recommended to be addressed en bloc and it is identified later in the meeting that the recommendation is likely to give rise to amendment(s) to the motion, before the recommendation has been moved and seconded, the recommendation should be removed from the en bloc matters and addressed separately.

To preserve integrity in the decision-making process en bloc voting cannot be used for the following matters which must be considered individually:

- Where a councillor has indicated that he/she wishes to debate, ask a question or to raise a point of clarification;
- Which are incapable of delegation in accordance with the LGA and the LGR;
- Which require the Local Government to form an opinion as to the subject matter of the motion (for example, requests for partial relief from payment of water consumption charges);
- Where there is a recommendation to apply the confidentiality provisions of section 254J of the LGR; and
- Where a related decision will, or is likely to affect the rights, interests or legitimate expectations of a third party, individual or organisation (for example, a Decision Notice, a decision to grant or revoke a permit or licence or, to grant an application for a community grant).

Any councillor or officer may request that an item be removed from the list of items to be considered en bloc.

12B General Business

Council acknowledges the importance of maintaining General Business as part of the order of business for Ordinary Meetings of Council.

Councillors raising matters within General Business must ensure that those matters:

- Are provided to the Chairperson as soon as practicable prior to the meeting;
- Are generally for Councillor's information only;
- Are not matters which are operational in nature and that can be dealt with through other processes such as requests for service, complaints, etc;
- Do not propose to commit Council to expenditure of funds which are not currently in Council's Budget;

- Are dealt with in the same way as other items within the order of business are dealt with in regards to declaration of conflicts of interest in accordance with the LGA.
- The Chairperson has the discretion to not accept items to be tabled.

Separate Resolution: **Detailed Agenda**

1. Acknowledgement of Country
 2. Attendance and Apologies
 3. Reading and Confirmation of Minutes
 4. Actions from Previous Meeting
 5. Declarations of Conflicts of Interest
 6. Mayoral Minute
 7. Notices of Motion
 8. Reading and Consideration of Correspondence
 9. Reception of Petitions and Joint Letters
 10. Portfolio Reports
 11. Executive Services Reports
 12. Customer and Organisational Services Reports
 13. Infrastructure Services Reports
 14. Planning and Environmental Services Reports
 15. Reports of Deputations or Conferences and Reports from Delegates Appointed by Council to Other Bodies
 16. Consideration of Confidential Business Items
 17. General Business
- Close of Meeting



Council Meetings Policy

Policy Number:	PL-CS036
Policy Type:	Strategic
Department:	Customer and Organisational Services
Section:	Corporate Services
Responsible Manager:	Manager Corporate Services
Date Adopted:	22 May 2013
CEO Signature:	
Date to be Reviewed:	15 December 2022
Date Reviewed:	17 July 2024

REVISION RECORD

Date	Version	Revision description
27/04/2016	1	Amended as per Council resolution of 27 April 2016 meeting.
03/12/2018	2	Council's Code of Meeting Practice Policy renamed Council Meetings Policy which incorporated amended content from the DLGRMA's Model Meetings Procedures and amended content from Council's Code of Meeting Practice Policy.
27/05/2020	3	Amended to incorporate provisions relating to Standing Committees and remove Briefing Sessions.
23/09/2020	4	Amendments to sections 4.2.2, 4.2.3, 8.1, 8.2, 8.4, 8.5, 8.6, 8.7 and removal of all references to Standing Committees.
14/10/2020	5	Amendments to various sections following implementation of the <i>Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020</i> and <i>Local Government Legislation (Integrity) Amendment Regulation 2020</i> including new conflict of interest provisions.
02/12/2021	6	Amendments to section 8.6 regarding formal and informal debate and various legislative references throughout policy.
17/07/2024	7	Amended to include the Queensland Government "Best practice example standing orders for local government and standing committee meetings" (February 2024 version) and various additional clauses requested by Council as per Appendix B.

CONTENTS

1 Policy Background..... 4

2 Purpose 4

3 Scope..... 4

4 Policy Details 4

Appendix A – Best practice example standing orders for local government and standing committee meetings..... 5

Appendix B – Amended and Supplementary Clauses 32

1 Policy Background

To assist local governments, the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings.

These best practice standing orders incorporate the DSDILGP model meeting procedures that deal with matters during council meetings that must be adhered to under the Local Government Act 2009 (LGA) including the model meeting procedures and the Local Government Regulation 2012 (LGA). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the model meeting procedures

2 Purpose

The purpose of the Council Meeting Policy is to set out certain procedures to ensure the Local Government principles are reflected in the conduct of Local Government statutory meetings, including Ordinary and Special Meetings.

3 Scope

As required under section 150F of the Local Government Act 2009 (the LGA) this document sets out:

- The process for how a Chairperson of a Local Government meeting may deal with instances of unsuitable meeting conduct by Councillors.
- The process for how suspected inappropriate conduct of a Councillor referred to the local government by the Independent Assessor (the Assessor) is to be dealt with at a Local Government meeting.

4 Policy Details

This policy follows the Model Meeting Procedures and Best Practice Example Standing Orders for Local Government and Standing Committee Meetings as appended to this policy. Accordingly, all definitions are contained within the Best Practice Example.

Appendix A – Best practice example standing orders for local government and standing committee meetings

Queensland Government

Best practice example standing orders for local government and standing committee meetings

February 2024

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 **Queensland Government**

8

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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.

An electronic copy of this document is available on the Department of Housing, Local Government, Planning and Public Works website at www.statedevelopment.qld.gov.au/local-government

Contents

Intent	4
1. Standing orders	4
Procedures for meetings of local government	4
2. Presiding officer	4
3. Order of business	5
4. Agendas	5
5. Quorum	6
6. Petitions	6
7. Deputations	7
8. Public participation at meetings	7
9. Prescribed conflict of interest	8
10. Declarable conflict of interest	9
11. Reporting a suspected conflict of interest	11
12. Loss of quorum	13
Motions	14
13. Motion to be moved	14
14. Absence of mover of motion	15
15. Motion to be seconded	15
16. Amendment of motion	15
17. Speaking to motions and amendments	15
18. Method of taking vote	16
19. Withdrawing a motion	16
20. Repealing or amending resolutions	16
21. Procedural motions	16
22. Questions	18
Meeting Conduct	18
23. Process for dealing with Unsuitable Meeting Conduct	18
24. Process for dealing with Unsuitable Meeting Conduct by a Chairperson	20
25. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor	21
26. General conduct during meetings	24
27. Disorder	24
Attendance and non-attendance	25
28. Attendance of public and the media at a local government meeting	25
29. Closed session	25
30. Teleconferencing of meetings	26

Intent

To assist local governments, the Department of Housing, Local Government, Planning and Public Works (DHLGPPW) provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the meeting procedures that deal with matters during local government meetings that must be adhered to under the *Local Government Act 2009* (LGA) including the DHLGPPW [model meeting procedures](#) and the meeting provisions in the *Local Government Regulation 2012* (LGA). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the model meeting procedures.

1. Standing orders

- 1.1. These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2. A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3. Where a matter arises at the local government meeting that is not provided for in these standing orders, the matters will be determined by resolution of the local government upon a motion which may be put without notice but otherwise conforming with these standing orders.

Procedures for meetings of local government

2. Presiding officer

- 2.1. The mayor will preside at a meeting of a local government.
- 2.2. If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- 2.3. If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside, another councillor chosen by the councillors present at the meeting will preside at the meeting.
- 2.4. The local government will choose the chairperson for a committee meeting. This chairperson will preside over meetings of the committee.
- 2.5. If the chairperson of a committee is absent or unavailable to preside, another councillor chosen by the councillor's present will preside over the committee meeting.
- 2.6. Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

3. Order of business

- 3.1. The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2. Unless otherwise altered, the order of business will be as follows:
- attendances
 - apologies and granting of leaves of absence
 - confirmation of minutes
 - business arising out of previous meetings
 - officers' reports.

Note: The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed. If the local government needs to make a correction to the confirmed minutes, that can be done by passing a rescinding motion or a new motion that states what the correction is, but the original minutes remain as they are recorded.

4. Agendas

- 4.1. The agenda may contain:
- notice of meeting
 - minutes of the previous meetings
 - business arising out of previous meetings
 - business which the mayor wishes to have considered at that meeting without notice
 - matters of which notice has been given
 - committees' reports referred to the meeting by the chief executive officer (CEO)
 - officers' reports referred to the meeting by the CEO
 - councillor conduct breach investigation reports provided by the investigator
 - deputations and delegations from the community that are approved to attend
 - any other business the local government determines by resolution be included in the agenda.
- 4.2. Business not on the agenda, or not fairly arising from the agenda, will not be considered at any local government meeting unless permission for that purpose is given by the local government

at the meeting. Business must be in accordance with the adopted terms of reference for each committee.

- 4.3. The notice of the meeting and the agenda must be given to each councillor at least 2 days before the meeting and in the case of Indigenous regional councillors, being Torres Strait Regional Council and Northern Peninsula Area Regional Council, at least four days prior to the meeting unless it is impracticable to give the notice before that time. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. Any related reports, including any summary investigation report for a conduct breach matter, for the local government meeting must also be included and available to the public when the agenda for the meeting is made publicly available, excluding confidential reports. If the related report is made available to councillors or committee members during the period starting immediately after notice of the meeting is given and ending immediately before the meeting is held, then these reports must be made available to the public as soon as practicable after it is made available to the councillors or committee members.
- 4.4. Matters on the agenda that may require the meeting to be in a closed session consistent with the provisions under section 254J LGR, can be identified on the agenda as 'may be closed by resolution of the meeting for the matter to be debated'.

5. Quorum

- 5.1. A quorum at a local government meeting is a majority of its councillors. If the number of councillors is even, then one half of the number is a quorum.
- 5.2. If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the chief executive officer.

6. Petitions

- 6.1. Any petition presented to a meeting of the local government will:
 - be in legible writing or typewritten and contain a minimum of ten (10) signatures
 - include the name and contact details of the principal petitioner (i.e., the key contact)
 - include the postcode of all petitioners, and
 - have the details of the specific request/matter appear on each page of the petition.
- 6.2. Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
 - that the petition be received
 - received and referred to a committee or officer for consideration and a report to the local government, or
 - not be received because it is deemed invalid.

- 6.3. The local government will respond to the principal petitioner in relation to all petitions deemed valid.

7. Deputations

- 7.1. A deputation wishing to attend and address a meeting of the local government shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 7.2. The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g., 15 minutes).
- 7.3. For deputations comprising three or more persons, only three persons shall be at liberty to address the local government meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 7.4. If a member of the deputation other than the appointed speakers interjects or attempts to address the local government meeting, the chairperson may terminate the deputation.
- 7.5. The chairperson may terminate an address by a person in a deputation at any time where:
- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting
 - the time period allowed for a deputation has expired, or
 - the person uses insulting or offensive language or is derogatory towards councillors or others.
- 7.6. The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

8. Public participation at meetings

- 8.1. A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 8.2. In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate time period will be allowed (e.g., 15 minutes) and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government chairperson.
- 8.3. If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- 8.4. For any matter arising from such an address, the local government may take the following actions:
- refer the matter to a committee
 - deal with the matter immediately
 - place the matter on notice for discussion at a future meeting

- note the matter and take no further action.

8.5. Any person addressing the local government shall stand, act, and speak with decorum and frame any remarks in respectful and courteous language.

8.6. Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

9. Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government or committee meeting (other than ordinary business matters as prescribed under section 150EF of the LGA or section 177C of the *City of Brisbane Act 2019* (COBA)). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 9.1. A councillor who has notified the chief executive officer in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 9.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 9.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
 - for a gift, loan, or contract—the value of the gift, loan, or contract
 - for an application for which a submission has been made—the matters the subject of the application and submission:
 - the name of the entity, other than the councillor, that has an interest in the matter,
 - the nature of the councillor's relationship with the entity,
 - details of the councillor's, and any other entity's, interest in the matter.
- 9.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister for Local Government (the Minister) to participate in deciding the matter in a meeting including participating in the discussion and the vote.

Note: *Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a prescribed conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.*

- 9.5. Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the local government can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their

belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If more than one councillor is reported by another councillor to have a suspected prescribed conflict of interest in a matter, the meeting must deal with each councillor individually. If the councillor with the suspected declarable conflict of interest considers there is no conflict of interest, then the eligible councillors (those who do not have a conflict of interest in the matter) must make a decision about whether or not the subject councillor has a prescribed conflict of interest under section 150EX(2) of the LGA or section 177U(2) of the COBA applies.

10. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA or section 177L of the COBA and ordinary business matters prescribed under section 150EF of the LGA or section 177C of the COBA).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA or section 177O of the COBA, will apply. If more than one councillor is reported by another councillor to have a suspected declarable conflict of interest in a matter, the meeting must deal with each councillor individually. The eligible councillors must then make a decision under section 150EX(2) of the LGA or section 177U(2) of the COBA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.1. A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be dealt with.
- 10.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 10.3. When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
 - the nature of the declarable conflict of interest.
 - if it arises because of the councillor's relationship with a related party:
 - the name of the related party to the councillor; and
 - the nature of the relationship of the related party to the councillor; and

- the nature of the related party's interest in the matter;
 - if it arises because of a gift or loan from another person to the councillor or a related party:
 - the name of the other person; and
 - the nature of the relationship of the other person to the councillor or related party; and
 - the nature of the other person's interest in the matter; and
 - the value of the gift or loan and the date the gift or loan was made.
- 10.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- 10.5. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only eligible councillors (those who do not have a prescribed or declarable conflict of interest in the matter) can participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority or do not form a quorum for the meeting or is a single eligible councillor, consistent with section 150ET of the LGA section 177Q of the COBA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.
- Note:** *The ability to make a resolution without a seconder applies when making a resolution under section 150ES of the LGA or section 177P of the COBA.*
- 10.6. The eligible councillor/s at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision and any condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or under an approval by the minister for local government under section 150EV.
- 10.7. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring about their ability to participate and can answer questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.

- 10.8. When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to;
- how does the inclusion of the councillor in the deliberation affect public trust,
 - how close or remote is the councillor's relationship to the related party,
 - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received,
 - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them,
 - how the benefit or detriment the subject councillor stands to receive compares to others in the community,
 - how this compares with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting,
 - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.9. If the eligible councillors cannot decide about the councillor's participation in the meeting with a declarable conflict of interest, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in section 150ET(3) of the LGA or section 177Q (3) of the COBA.
- 10.10. A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in section 150ET(4) of the LGA section 177Q (4) of the COBA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g. workshops.
- 10.11. In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.12. A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

11 Reporting a suspected conflict of interest

If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion. If more than one councillor is reported by another

councillor to have a suspected personal interest in a matter, the meeting must deal with each councillor individually.

- 11.1. The chairperson then should ask the councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.
- 11.2. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 11.3. The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 11.4. If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under section 150ER of the LGA or section 177Q of the COBA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under section 150ES of the LGA or section 177P of the COBA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under section 150ET(3) of the LGA or section 177Q(3) of the COBA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g., workshops.
- 11.5. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details.

Note: *The minutes must include details of how the conflict of interest was dealt with, being (section 150FA of the LGA or section 177X of the COBA):*

- *The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest*
- *The particulars of the prescribed or declarable conflict of interest provided by the councillor*
- *The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest*
- *Any decision then made by the eligible councillors*

- *Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval*
- *The local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision*

11.6. The minutes of the meeting must record the name of each eligible councillor who voted on the matter and how each voted.

The eligible councillors include a councillor who has either been granted approval by the Minister or their fellow councillors to participate and vote on a matter (e.g. the eligible councillors in this subsection means all councillors who were entitled to vote on the matter). If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:

- *The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.*

11.7. Where a decision has been made under section 150ES of the LGA or section 177P of the COBA – the minutes must include:

- The decision and reasons for the decision, and
- The name of each eligible councillor who voted, and how each eligible councillor voted.

12 Loss of quorum

12.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the local government must resolve to:

- delegate the consideration and decision on the matter, as described in section 257 of the LGA or section 238 of the COBA, unless the matter cannot be delegated under subsection 3 of both sections because an Act says it must be decided by resolution of the local government
- decide by resolution to defer the matter to a later meeting
- decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

12.2. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:

- The mayor or chief executive officer, or
- A standing committee, or joint committee of the local government, or
- The chairperson of a standing committee or joint standing committee of the local government (does not apply to Brisbane City Council), or
- Another local government for a joint government activity,
- The Establishment and Coordination Committee (only applies to Brisbane City Council).

- 12.3. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 12.4. The local government may only delegate a power to make a decision about a councillor's conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:
 - The mayor or
 - A standing committee.
- 12.5. A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:
 - The mayor, or
 - The Establishment and Coordination Committee, Brisbane City Council, or
 - A standing committee of the local government.
- 12.6. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

Motions

13 Motion to be moved

- 13.1 A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion. When a motion has been moved and seconded, it will become subject to the control of the local government and cannot be withdrawn without the consent of the local government meeting.
- 13.3 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
 - A motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
 - The chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
 - The chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 13.4 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.
- 13.5 No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

14 Absence of mover of motion

- 14.1 Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
- moved by another councillor at the meeting, or
 - deferred to the next meeting.

15 Motion to be seconded

- 15.1 A motion or an amendment to a motion will not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.
- 15.2 Procedural motions are an exception to this rule and do not need to be seconded.

16 Amendment of motion

- 16.1 An amendment to a motion should maintain or further clarify the intent of the original motion and does not contradict the motion.
- 16.2 Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 16.3 Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

17 Speaking to motions and amendments

- 17.1 The mover of a motion or amendment will read it and state that it is moved but will not speak to it until it is seconded.
- 17.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 17.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.
- 17.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 17.5 Each speaker will be restricted to not more than five (5) minutes unless the chairperson rules otherwise.
- 17.6 Where two or more councillors indicate, they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- 17.7 In accordance with section 254H of the LGR or section 242H(2) of the *City of Brisbane Regulation 2012(COBR)*, if a decision made at the local government meeting is inconsistent with a recommendation or advice given to the local government by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Note: If a report contains distinct recommendations, the decision of the local government may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.

18 Method of taking vote

- 18.1 The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 18.2 A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 18.3 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.4 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

19 Withdrawing a motion

- 19.1 A motion or amendment may be withdrawn by the mover with the consent of the local government, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the local government meeting for its withdrawal.

20 Repealing or amending resolutions

- 20.1 A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation (5 business days).
- 20.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three (3) months.

21 Procedural motions

- 21.1 A councillor at a meeting of the local government may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
 - that the question/motion be now put before the meeting
 - that the motion or amendment now before the meeting be adjourned
 - that the meeting proceeds to the next item of business
 - that the question lie on the table
 - a point of order
 - a motion of dissent against the chairperson's decision
 - that this report/document be tabled
 - to suspend the rule requiring that (insert requirement)
 - that the meeting stands adjourned.

- 21.2 A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 21.3 A procedural motion that the motion or amendment now before the meeting be adjourned, may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
- a further motion may be moved to specify a time or date; or
 - the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.
- 21.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.
- 21.5 A procedural motion that the question lie on the table will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the local government or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the local government will proceed with the next matter on the business paper. A motion that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 21.6 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
- has failed to comply with proper procedures;
 - is in contravention of the legislation; or
 - is beyond the jurisdiction power of the local government meeting.
- Note:** *Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*
- 21.7 Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.
- 21.8 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made.
- 21.9 For example: Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite

ruling is made, that the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.

- 21.10 The motion that a report/document be tabled may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 21.11 A procedural motion 'to suspend the rule requiring that' may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 21.12 A procedural motion that the meeting stands adjourned, may be moved by a councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the local government meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

22 Questions

- 22.1 At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- 22.2 Questions will be asked categorically and without argument and no discussion will be permitted at the local government meeting in relation to a reply or a refusal to reply to the question.
- 22.3 A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 22.4 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 22.5 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

Meeting Conduct

23 Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the [Code of Conduct for Councillors](#). When dealing with an instance of unsuitable meeting conduct by a councillor in a meeting, the following procedures must be followed:

- 23.1 When an instance of unsuitable meeting conduct has been engaged in by a councillor at a meeting the following must occur:

- the process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor
- 23.2 The chairperson must reasonably believe that unsuitable meeting conduct has been engaged in by a councillor during a meeting. The chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under section 23.7 below.
- 23.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
- ceasing and refraining from exhibiting the conduct
 - apologising for their conduct
 - withdrawing their comments.
- 23.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 23.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.
- 23.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 23.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 23.2 the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct
 - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 23.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 23.9 Following the completion of the meeting, the chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note):
- Note:** Details of any order issued is recorded in the minutes of the meeting. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next local government meeting as a suspected conduct breach. The local governments chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register.*
- 23.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

24 Process for dealing with Unsuitable Meeting Conduct by a Chairperson

- 24.1 If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.
- 24.2 The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). The councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 24.3 The chairperson has a declarable conflict of interest in the matter and must declare the conflict of interest and leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out above for declarable conflict of interest.
- 24.4 For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 24.5 If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible councillors.
- 24.6 The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 24.7 If it is decided that the chairperson has engaged in unsuitable meeting conduct, the councillors can decide to make an order reprimanding the chairperson for the conduct.
- 24.8 Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.
- 24.9 The chairperson then resumes the role of chairperson, and the meeting continues.

Note: *Details of any reprimand order is recorded in the minutes of the meeting. The local governments chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register.*

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to orders for unsuitable meeting conduct being made against the chairperson, on 3 occasions within a 12- month period, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K of the LGA, the local government is not required to notify the Assessor about the conduct; and may deal with the

conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.

25 Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the Independent Assessor (the Assessor) must make a preliminary assessment and dismiss a complaint, notice or information if satisfied that particular circumstances apply – see section 150SD of the LGA. If the Assessor finds that a matter is a suspected conduct breach it must refer the matter to the local government. The Assessor refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note: *Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances of three instances of unsuitable meeting conduct orders within a 12 month period.*

25.1. In relation to matters referred by the Assessor to the local government, the local government may decide:

- not to start or discontinue an investigation if the complainant withdraws the complaint, or
- the complainant consents to the investigation not starting or discontinuing, or
- the complainant does not provide extra information when requested, or
- there is insufficient information to investigate the complaint, or
- the councillor vacates or has vacated their office as a councillor.

Note: *The local government investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation report must be prepared to assist the councillors in making a decision on the outcome under section 150AG of the LGA. Before debating a matter relating to making a decision, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the City of Brisbane Act 2010 (COBA).*

25.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach. Unless the decision has been delegated to the mayor under section 257(2)(a), or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA. Under the LGA and COBA decisions about a conduct breach can only be delegated

to the Mayor or a standing committee and under COBA to the Establishment and Coordination Committee.

25.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the Assessor:

- The local government must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the City of Brisbane Regulation (CBR) section 242), or the Local Government Regulation (LGR) section 254).
- No resolution for a decision can be made in the closed session including a decision about a conflict of interest matter. All matters must be decided in an open session of the meeting or at a later meeting.
- Where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under CBR section 242H and the LGR section 254H.
- The subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless the eligible councillors decide otherwise), during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission about the conduct breach provided by the councillor to the local government.
- The subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.
- If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the eligible councillors (do not have a COI in the matter) must decide how to deal with the conflict of interest. The complainant councillor can be required to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied under section 150AH of the LGA.

Note: After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a

councillor or the CEO of the local government if they were complainants, or any councillor who declared a COI in the matter.

25.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:

- Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances, or
- Decide, by resolution, to defer the matter to a later meeting or
- Decide, by resolution, not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the local government must decide the matter.

Note: *A local government cannot decide to take no further action on a decision about a conduct matter because it is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be delegated to the mayor or a standing committee, or the matter can be deferred to a later meeting when a quorum can be maintained.*

If the conduct breach referral notice is about the suspected conduct breach by the mayor, then the matter will need to be delegated to a standing committee for a decision.

The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters. The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct because of a conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.

25.5. If a decision is reached that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in 150AH of the LGA, if any, to impose on the councillor. In deciding what penalty to impose the local government may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.

25.6. The local government may order that no action be taken against the councillor or make one or more of the following:

- an order that the councillor make a public apology, in the way decided by the local government, for the conduct

- an order reprimanding the councillor for the conduct
- an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
- an order that the councillor be excluded from a stated local government meeting
- an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor
- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
- an order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.

25.7. A local government may not make an order in relation to a person who has vacated their office as a councillor.

25.8. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.

Note: *The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the Assessor as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.*

26 General conduct during meetings

26.1 After a meeting of the local government has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.

26.2 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.

26.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.

26.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

27 Disorder

27.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.

- 27.2 On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters deferred to a future meeting.

Attendance and non-attendance

28 Attendance of public and the media at a local government meeting

- 28.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 28.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

29 Closed session

- 29.1 A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254(3) of the LGR or section 242(3) of the COBR:
- Appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees;
 - industrial matters affecting employees;
 - the local governments budget which does not include the monthly financial statements;
 - rating concessions;
 - 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;
 - matters that may directly affect the health and safety of an individual or a group of individuals;
 - Negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
 - negotiations relating to the taking of land by the local government under *the Acquisition of Land Act 1967*;
 - A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
 - A matter relating to the consideration of an investigation report for a conduct breach matter given to the local government by the Assessor under the LGA chapter 5A, part 3, division 5.
- 29.2 A local government or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the

eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

- 29.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the local government must;
- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated,
 - decide by resolution to defer the matter to a later meeting when a quorum may be available,
 - decide by resolution not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 29.4 None of the above will be considered, discussed, voted on or made during a closed session.
- 29.5 If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).
- 29.6 To take a matter into a closed session the local government must abide by the following process:
- pass a resolution to close the meeting
 - the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered
 - if it is known in advance the agenda should clearly identify that the matter may be considered in closed session, and an explanation of why the councillors at the meeting may consider it necessary to take the issue into closed session must be stated.
 - no resolution can be made while in a closed meeting (other than a procedural resolution).

30 Teleconferencing of meetings

- 30.1 If a councillor wishes to be absent from a local government meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a local government or committee meeting by teleconference.

Note: *There is no legislative requirement for a resolution by a local government to allow a councillor to participate by audio link or audio-visual link. This means the local government may delegate the matter. For example, the local government may delegate to the chairperson of the local government or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.*

30.2 The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*

Appendix B – Amended and Supplementary Clauses

4 Agendas

4.5 The specific contents of the agenda will be determined by resolution of the local government from time to time.

12A Voting En Bloc

Voting en bloc is voting on a motion to adopt, by one resolution, a number of items, motions or recommendations. En bloc voting enables the local government to efficiently address matters that can be determined without debate.

En bloc voting may only be used for:

- Items that are presented for information purposes only;
- Reports which require only receipt and noting; and
- Recommendations made in an officer's report that are not contentious and do not require discussion or debate.

If an item has been recommended to be addressed en bloc and it is identified later in the meeting that the recommendation is likely to give rise to amendment(s) to the motion, before the recommendation has been moved and seconded, the recommendation should be removed from the en bloc matters and addressed separately.

To preserve integrity in the decision-making process en bloc voting cannot be used for the following matters which must be considered individually:

- Where a councillor has indicated that he/she wishes to debate, ask a question or to raise a point of clarification;
- Which are incapable of delegation in accordance with the LGA and the LGR;
- Which require the Local Government to form an opinion as to the subject matter of the motion (for example, requests for partial relief from payment of water consumption charges);
- Where there is a recommendation to apply the confidentiality provisions of section 254J of the LGR; and
- Where a related decision will, or is likely to affect the rights, interests or legitimate expectations of a third party, individual or organisation (for example, a Decision Notice, a decision to grant or revoke a permit or licence or, to grant an application for a community grant).

Any councillor or officer may request that an item be removed from the list of items to be considered en bloc.

12B General Business

Council acknowledges the importance of maintaining General Business as part of the order of business for Ordinary Meetings of Council.

Councillors raising matters within General Business must ensure that those matters:

- Are discussed with the Chairperson as soon as practicable prior to the meeting;
- Are generally for Councillor's information only;
- Are not matters which are operational in nature and that can be dealt with through other processes such as requests for service, complaints, etc;
- Do not propose to commit Council to expenditure of funds which are not currently in Council's Budget;

- Are dealt with in the same way as other items within the order of business are dealt with in regards to declaration of conflicts of interest in accordance with the LGA.
- The Chairperson has the discretion to not accept items to be tabled.


21.1 Procedural motions

Additional dot point

- That a report / document that has previously been tabled be taken off the table

11.4 Policy PL-CS081 - Legal Assistance for Councillors & Employees

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 2024
	Governance Officer	ECM Function No/s:

Recommendation

THAT Council adopt the Legal Assistance for Councillors & Employees Policy PL-CS081, as amended.

REPORT

Background

Section 235 of the *Local Government Act 2009* (the *LGA*) provides that a local government administrator is not civilly liable for an act done under the *LGA* or the *Local Government Electoral Act 2011* (the *LGEA*), or an omission made under the *LGA* or *LGEA*, honestly and without negligence. Instead, such a liability will attach to Council. A local government administrator includes a councillor, chief executive officer, authorised person, employee and interim administrator.

Adopted in 2019, the policy has been reviewed and is presented to Council for adoption to assist Council in dealing with situations where a Councillor or employee is defending or will need to defend a legal action or requires advice or representation and is requesting assistance.

Report

Council's Reimbursement of Expenses and Provision of Facilities for Councillors PL-CS024 Policy states:

Council will cover costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillors performance of his/her civic functions.

Where it has been found that the Councillor breached the provisions of the Local Government Act 2009, the Councillor will reimburse Council with all associated costs incurred by Council. Refer to Council's Legal Assistance for Councillors and Employees Policy for further details regarding the circumstances under which funding will be provided, the level of funding that will be provided and the processes to be followed when a Councillor is requesting financial assistance to defend a legal action, requires legal advice or representation.

Amendments

Following presentation of this policy to the Councillor Information Session on 1st May 2024, the Legal Assistance for Councillors & Employees form was created to assist those in applying for legal assistance. Please refer to attachment 2.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

Presented to Councillor information session by Manager Corporate Services

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

235 Administrators who act honestly and without negligence are protected from liability

- (1) A State administrator or local government administrator is not civilly liable for an act done, or omission made, honestly and without negligence under—
 - (a) this Act; or
 - (b) the City of Brisbane Act 2010; or
 - (c) the Local Government Electoral Act.
- (2) A State administrator is—
 - (a) the Minister; or
 - (b) the department's chief executive; or
 - (c) an authorised officer; or
 - (d) the assessor; or
 - (e) an investigator; or
 - (f) a member of the conduct tribunal; or
 - (g) a member of the change commission; or
 - (h) a member of the grants commission; or
 - (i) a commissioner of the remuneration commission; or
 - (j) a person acting under the direction of a person mentioned in paragraph (a), (b), (c), (d) or (e); or

- (k) an advisor or financial controller.
- (3) A local government administrator is—
- (a) a councillor; or
 - (b) a councillor under the City of Brisbane Act 2010; or
 - (c) the chief executive officer; or
 - (d) the chief executive officer under the City of Brisbane Act 2010; or
 - (e) an authorised person; or
 - (f) another local government employee; or
 - (g) an interim administrator.
- (4) If subsection (1) prevents civil liability attaching to a State administrator, liability attaches instead to the State.
- (5) If subsection (1) prevents civil liability attaching to a local government administrator, liability attaches instead to the local government.
- (6) A joint local government, or any member of the joint local government, is not civilly liable for an act done under this Act, or omission made under this Act, honestly and without negligence.
- (7) If subsection (6) prevents civil liability attaching to a member of a joint local government, liability attaches instead to the local government for which the member is a councillor.
- (8) The protection given under this section is in addition to any other protection given under this Act or another Act or law, including, for example, the Public Interest Disclosure Act 2010 and the Public Sector Act 2022.
- Note— For protection from civil liability in relation to prescribed persons under the Public Sector Act 2022, section 267, see the Public Sector Act 2022, section 269

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

PL-CS081 Legal Assistance for Councillors and Employees Policy

ATTACHMENTS

1. PL-CS081 - Legal Assistance for Councillors & Employees Policy - tracked changes [↓](#)
2. Legal Assistance for Councillors & Employees - form [↓](#)



Legal Assistance for Councillors and Employees Policy

Policy Number:	PL-CS081
Policy Type:	Strategic
Department:	Customer and Organisational Services
Section:	Corporate Services
Responsible Manager:	Manager Corporate Services
Date Adopted:	22 May 2019
Date Reviewed:	17 July 2024
Approved by CEO:	
Date to be Reviewed:	

REVISION RECORD

Date	Version	Revision description
06/07/2020	1	Reviewed - included reference to Councillors and Officers Liability insurance cover, ability to seek legal advice as well as representation and separated sections for Councillors and Employees/volunteers.
24/09/2020	1	Minor amendments to sections 2, 4.2.2, 4.2.4, 4.3.2, 4.3.4, 4.4 and 5 – rectified incorrect references to sections, clarification of provisions and explained the policy application to former Councillors and employees/volunteers where they are covered under Council's relevant insurance policy
17/04/2024		New Template;
<u>3/7/24</u>		<u>Amended to reflect the newly created <i>Legal Assistance for Councillors and Employees Form</i></u>

CONTENTS

1 Purpose3

2 Scope3

3 Legislative Context.....3

4 Policy Details3

4.1 Criteria for determining whether Council will pay the cost of legal services 3

4.2 Application Process..... 3

4.3 Limitations 4

4.4 Application Outcomes..... 4

4.5 Repayment of Legal Costs 5⁴

4.6 Reporting 5⁴

5 Definitions5⁴

6 Related Documents.....5

1 Purpose

The purpose of this policy is to assist Council when dealing with situations where a Councillor or an employee or volunteer is defending or will need to defend a legal proceeding; requires legal advice; or requires legal representation and is requesting assistance.

The policy sets out circumstances under which financial support will be provided, the level of financial support that will be provided and the processes to be followed by the applicant when requesting assistance.

2 Scope

This policy applies to current and former Councillors, employees and volunteers where they are covered under Councils liability (Councillor and Officer) insurance cover.

3 Legislative Context

- Local Government Act 2009, s235
- Local Government Electoral Act 2011

4 Policy Details

4.1 Criteria for determining whether Council will pay the cost of legal services

There are four main criteria for determining if Council will fund the costs of legal services for Councillors, employees and volunteers. These are:

- Relevance: Legal advice or representation must relate to a matter that arises from the performance by a Councillor, employee or volunteer in relation to their work-related duties;
- Made in Good Faith: The relevant actions of the Councillor or employee must have been made in good faith
- Nexus Role at Council: The legal costs are associated with the threatened or already commenced legal proceedings against a Councillor or employee in their personal capacity, or, in exceptional circumstances, may be associated with legal proceedings which are proactively commenced to properly protect the interests of a Councillor, employee or the reputation of Council.
- Not Personal in Nature: the legal representation costs must not relate to a matter that is purely of an individual or private nature. The costs must arise from the performance by the councillor, employee or volunteer through their performance as a Councillor, employee or volunteer and by the ordinary functions and duties of their role.

4.2 Application Process

A Councillor, employee or volunteer seeking assistance with legal costs under this policy [are guided to complete the Legal Assistance for Councillors & Employees form available on Council's intranet and also accessible by Councillors in S Drive.](#) ~~must make a written application to the CEO, addressing the following:~~

- ~~a. The matter for which the legal advice or representation is sought and how the matter relates to the work-related duties of the Councillor, employee or volunteer;~~
- ~~b. The law firm and lawyer who will be providing advice or representation in the matter~~
- ~~c. The extent of assistance sought from the law firm / lawyer, e.g. advice, preparation of documentation, representation in court~~
- ~~d. An estimation of the legal costs~~
- ~~e. Why it is in the interest of Council to assist with payment of legal costs.~~

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As far as possible, the application should be made before commencement of legal advice or representation to which the application relates.

~~The application should be accompanied by a signed declaration included in Appendix 1.~~

~~Note: Where the CEO requires legal advice or representation, the application should be made in writing to the Mayor, addressing the above criteria~~

4.3 Limitations

The CEO (or Mayor), in approving an application in accordance with this policy, may set a limit on the costs to be paid based on the estimation of legal costs; or refer the decision to approve the application to Council. Any further application in respect of the same matter must be referred to Council for approval.

In assessing an application, the CEO (or Mayor) may have regard to any insurance benefits that may be available to the applicant under Council's insurance coverage.

4.4 Application Outcomes

Following due consideration of the application submitted, the CEO (or Mayor) may:

- a. Refuse the application;
- b. Grant the application in entirety;
- c. Grant the application subject to conditions, including a financial limit and/or a requirement to enter into a formal agreement, including a security agreement relating to payment of legal costs.
- d. The CEO (or Mayor) may, at any time, revoke or vary an approval or any conditions of an approval for the payment of legal costs.

Subject to the determination of a court, tribunal or other statutory body, the CEO may determine that a Councillor, employee or volunteer may have to repay legal costs where the court, tribunal or statutory body finds that:

- a. A Councillor, employee or volunteer has not acted in good faith; has acted unlawfully; or has acted in a way that constitutes improper conduct; or
- b. A Councillor, employee or volunteer has given false or misleading information in respect of the application for legal costs.

4.5 Repayment of Legal Costs

A Councillor, employee or volunteer whose legal costs have been paid by Council is to repay Council in accordance with the determination made by the CEO (or Mayor) in respect of section 4.4.

4.6 Reporting

Any approved expense incurred under this policy must be reported to the Audit and Risk Management Committee. Names and details of Councillors, employees and volunteers will be redacted for privacy.

5 Definitions

Term	Meaning
Councillors	Means a current serving Mayor, Deputy Mayor or Councillor. Can also mean a former Mayor, Deputy Mayor or Councillor, providing a position was held as an elected member at the time the matter arose and Council's insurer confirms coverage is held
Employee	Means a current employee. Can also mean a former employee providing a position was held as an employee at the time the matter arose and Council's insurer confirms coverage is held
Legal Proceedings	Means civil proceedings, criminal proceedings or investigative proceedings.
Legal Representation Costs	Means costs, including fees and disbursements, properly incurred in providing legal representation.
Legal Services	Means advice, representation or preparation of documents provided by a lawyer / law firm in relation to an application under this policy.
Volunteer	Means a person who is duly authorised and inducted by Council as a Volunteer

6 Related Documents

- Policy PL-CS024 Reimbursement of Expenses and Provision of Facilities for Councillors



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

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

 sdrc.qld.gov.au

 mail@sdrc.qld.gov.au

 1300 MY SDRC (1300 697 372)

**EXECUTIVE
SERVICES**

Legal Expense Assistance Application

If you have any specific inquiries regarding fees or how to complete this form, please contact Governance. Please complete this application in BLOCK LETTERS and tick boxes where applicable. Complete all sections unless otherwise stated.

Before You Begin:

Please read the **Legal Services for Councillors and Employees Policy** (PL-CS018) prior to completing this form.

Details

Date:

Surname:

Given Name/s:

Position: (please select) ☐ Councillor ☐ Employee ☐ Volunteer

Position Title or Volunteer location:

I am seeking assistance with legal costs under the Legal Assistance for Councillors and Employees Policy (PL-CS081): ☐ Yes ☐ No

The matter for which the legal advice or representation is sought:


How does this matter relate to your work-related duties?

	Have you sought legal advice or representation?	<input type="radio"/> Yes	<input type="radio"/> No
Name of Firm and Lawyer	Name of Legal Firm: Name of Lawyer: Phone: Email:		
Extent of Assistance	What extend of assistance has been sought from the nominated law firm stated in the previous question? E.g. advice preparation of documentation, representation in court.		
Estimation of legal costs	Please provide an estimation of the legal costs:		
	Why is it in the interest of Council to assist with payment of legal costs?		
Declaration	As part of this application process, I have read and understood the terms of PL-CS018 Legal Services for Councillors and Employees Policy. I acknowledge that any approval of legal costs is conditional on the repayment of provisions of the aforementioned policy and to any other conditions to which the approval may be subject. I undertake to repay Council for any legal cost in accordance with the aforementioned policy, on any terms that Council may require. Signed: _____ Date: _____		
Privacy Notice	The information on this form is collected for purposes related to deciding this application and monitoring compliance under the Information Privacy Act 2009 ('the Act'). This information may be stored in Council's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be provided to the financial institution which handles Council's financial transactions and may be disclosed to other Local Government agencies, State government and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.		
OFFICE USE ONLY:			
Status:	Please select		
Conditional Financial Limit:			
Notes:			
Added to Register?			
Name:			Date
Signature			Title:

RESET FORM

11.5 Internal Audit Policy and ARMC Charter Review

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 2024
	Governance Officer	ECM Function No/s:

Recommendation

THAT Council adopt the Internal Audit Policy PL-118 and endorse the updated Audit and Risk Management Charter as presented.

REPORT

The Internal Audit Policy PL-118 defines the purpose, responsibilities, and standards of Council's internal audit function. The policy has been reviewed internally by ELT and endorsed by the Audit and Risk Management Committee at their last meeting dated 23 May 2024.

The Audit and Risk Management Charter initially adopted in 20 September 2009 was reviewed at the ARMC meeting held 23 May 2024 and has been internally reviewed and presented to Council for endorsement.

FINANCIAL IMPLICATIONS

Nil

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

Nil

COMMUNITY ENGAGEMENT

Internal Consultation

ELT

External Consultation

Audit & Risk Management Committee 23 May 2024

Legislation / Local Law*As per Local Government Act 2009 Section 105*

- (1) Each local government must establish an efficient and effective internal audit function;
- (2) Each large local government must establish an audit committee
- (3) ...
- (4) An audit committee is a committee that –
 - a. Monitors and reviews
 - i. The integrity of financial documents; and
 - ii. The internal audit function; and
 - iii. The effectiveness and objectivity of the local government's internal auditors; and
 - b. Makes any recommendations to the local government about any matters that the audit committee considers need action or improvement.

*Local Government Regulation 2012 Subdivision 1 Internal auditing and reporting**Section 207 Internal audit*

- (1) For each financial year, a local government must—
 - (a) prepare an internal audit plan; and
 - (b) carry out an internal audit; and
 - (c) prepare a progress report for the internal audit; and
 - (d) assess compliance with the internal audit plan.
- (2) A local government's internal audit plan is a document that includes statements about—
 - (a) the way in which the operational risks have been evaluated; and
 - (b) the most significant operational risks identified from the evaluation; and
 - (c) the control measures that the local government has adopted, or is to adopt, to manage the most significant operational risks.
- (3) A local government must give its audit committee—
 - (a) the progress report mentioned in subsection (1)(c); and
 - (b) at least twice during the year after the internal audit is carried out, each of the following documents—
 - (i) a summary of the recommendations stated in the report;
 - (ii) a summary of the actions that have been taken by the local government in response to the recommendations;
 - (iii) a summary of any actions that have not been taken by the local government in response to the recommendations.
- (4) If a local government does not have an audit committee, a reference to the committee in subsection (3) is taken to be a reference to the chief executive officer.

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

Internal Audit Policy PL-118

ATTACHMENTS

1. Internal Audit Policy (tracked changes)[↓](#)
2. Audit & Risk Management Charter - January 2024 (tracked changes)[↓](#)



Internal Audit Policy

Policy Number:	PL-118
Policy Type:	Strategic
Department:	Customer & Organisational Services
Section:	Corporate Services
Responsible Manager:	Manager Corporate Services
Date Adopted:	March 2024
Date to be Reviewed:	March 2028
Date Reviewed:	
Date Rescinded:	

REVISION RECORD

Date	Version	Revision description
06/05/2011	1.0	Policy developed
20/10/2023	2.0	Draft reviewed and updated

CONTENTS

1	Policy Purpose	33
2	Policy Background	33
3	Audit Planning and Control	33
4	Authority and Confidentiality.....	33
5	Responsibility for detecting and reporting irregularities.....	44
6	Relationship with Council	44
7	Relationship with external audit	55
8	Reporting.....	55
9	Administrative arrangements	65
10	Review.....	65
11	Legislative Context.....	65
12	Definitions	65
13	Related Documents	66

1 Policy Purpose

To ensure Council complies with all legislative requirements through the maintenance of an effective and efficient internal audit function.

2 Policy Background

Section 105 of the *Local Government Act 2009* requires Council to establish an efficient and effective Internal Audit function. The Internal Audit function of Council will comply with the section 207 of the *Local Government Regulation 2012*.

Internal Auditing is an independent and objective assurance and consulting function designed to assist Council in achieving their corporate objectives and goals. It involves the assessment and evaluation of the control measures that the local government has adopted, or is to adopt, to manage the risks (operational risks) to which the local government's operations are exposed.

3 Audit Planning and Control

Internal Audit planning shall be risk based and aligned to the Council's Corporate Plan 2021-2026. The risk-based methodology will indicate where longer term strategic or cyclic activities are involved. In addition, the Internal Audit plan will take note of the results of the previous year, advice and requests from Council and Management. An annual Internal Audit Plan shall be developed through the Director Customer & Organisational Services and the Executive Leadership Team (ELT) prior to presentation to the Audit and Risk Committee for review.

In developing the annual Internal Audit Plan the focus will be on the following key objectives/outcomes:

- Assess and evaluate Council's processes, procedures and internal control environment to assist with the management of operational risks;
- Appraise the relevance, reliability and integrity of management, business systems, financial and operating records and reports
- Assist Council (Councillors, Chief Executive Officer and staff) in the effective discharge of their responsibilities by providing them with analyses, appraisals, recommendations and information concerning the activities/functions reviewed;
- Review compliance with Council policies and procedures, legislative requirements and regulations; and
- Provide outcomes that will align to industry best practice with consideration given to the resources available within Council.

4 Authority and Confidentiality

The Contract Internal auditor has neither direct responsibility, nor authority over, any of the activities which it audits. Therefore, the audits and evaluations do not in any way relieve other persons in Council of the responsibilities assigned to them.

Internal audit shall generally undertake projects in accordance with approved internal audit plan, but shall also conduct such further unscheduled projects as the CEO or delegate considers desirable.

Due consideration will be given to the recommendations of the Audit and Risk Management Committee and ELT in regard to suitable additional internal audit projects.

Within legislative constraints, the Contract Internal Auditor and its officers engaged by Council are authorised to review all areas of Council subject of the review and to have full, free, and unrestricted access to all relevant Council's activities, records (both manual and electronic), property, and personnel.

Council activities include entities over which Council has direct management, sponsorship or financial control.

All employees shall cooperate fully in making available any material or information reasonably requested by contract internal auditors. Further, all employees are expected to bring to the attention of the CEO in the first instance any suspected situation involving improper activity or non-compliance with applicable policies, plans, procedures, laws or regulations, of which they have knowledge. The CEO may wish to delegate investigation of such matters to the Contract Internal Auditor.

It is the policy of Council that all internal audit activities remain free of influence by any organisational elements. This will include such matters as scope of audit programs, the frequency and timing of examinations and the content of audit reports.

For approved areas of audit, evaluation and review, where the Contract Internal Auditor does not possess all the necessary experience/skills, additional internal or external resources may be utilised subject to approval by CEO.

5 Responsibility for detecting and reporting irregularities

The Internal Audit function has a responsibility to report irregularities to the CEO and the ARMC.

The CEO is responsible for reporting any irregularities according to the provisions of the Local Government Act, the Crime and Misconduct Act and any other statutory regulations that may come into force from time to time. In this regard the Contract Internal Auditor will perform any function designated by the CEO.

6 Relationship with Council

The Internal Audit service is to be supplied, under contract, by suitably qualified external professionals.

The contract will be a fixed term of ~~four~~ **three** (43) years determined through a tender process. The internal audit service provider will be appointed by Council resolution.

The Contract Internal Auditor reports directly to the Chief Executive Officer or delegate.

The primary interface with the Contract Internal Auditor and the Council is facilitated by the Manager Corporate Services, as the "Internal Audit Sponsor".

The role of the Internal Audit Sponsor is:

- To ensure the Contract Internal Audit, within the boundaries of Council's Code of Conduct, and legislative constraints, has full and unrestricted access, at all reasonable times to all documentation, accounts and Council staff, including the capacity to obtain information and explanations.
- Direct the Internal Auditor to the correct staff within Council and ensure that quality responses are provided to the auditors.
- Facilitate direct access by the Contract Internal Auditor to the ARMC's Chairperson.

- To monitor the work engagements of the Contract Internal Auditor so that a conflict of interest does not develop within its primary role as internal auditor.

The work of internal audit will be confidential to Council management and will not be disclosed to third parties, with the exception of external auditors.

7 Relationship with external audit

To ensure that Internal Audit is aware of all matters of an audit nature impacting Council, copies of all relevant correspondence received from external audit and Queensland Audit Office shall be made available.

8 Reporting

The Contract Internal Auditor will report to each meeting of the ARMC on:

- internal audits completed
- progress in implementing the strategic business plan and internal audit work plan;
- the status of the implementation of agreed internal and external audit actions;
- terms of reference of any forthcoming internal audits for endorsement and
- any other relevant external body recommendations.

Internal Audit will also report to the ARMC at least once annually on the overall state of internal controls in Council and any systemic issues requiring management attention based on the work of internal audit and/or other assurance providers as applicable.

Additionally:

- A draft report shall be prepared, as soon as possible after the completion of an audit project and issued via the CEO or to the relevant Director, requesting comments and action plans by the Director where appropriate.
- On receipt of the draft audit report, the Director should respond within no more than twenty (20) working days indicating actions to be taken, a responsible officer and a timetable for completion of actions in regard to specific findings and/or recommendations in the draft report.
- A final audit report including the Director's comments and action plans will be issued by Internal Audit to the CEO. If a response is not received by the due date Internal Audit may issue the draft as the final audit report with a comment in relation to the non-response.
- The CEO will distribute copies of the report to the relevant Director and officers as deemed appropriate with an indication of whether there are items to be actioned by the Director or officer or the report is distributed for information purposes only.
- A copy of the report will be tabled at the next Audit and Risk Management Committee Meeting.
- The Internal Audit function may also advise the Auditor General, Queensland Audit Office, or the Auditor General's delegate/contractor about any audit findings as appropriate after receipt of approval from the CEO.
- The Director is responsible for ensuring action is either planned or taken within thirty (30) working days from receipt of the final audit report on recommendations made or deficient conditions reported by auditors (internal and external). Recommendations are considered outstanding until they are implemented and/or hold a status of 'no further action required'. Any recommendations not actioned within the agreed timeframe will be reported to the CEO for action.

- Directors should advise Internal Audit of any difficulties encountered in implementing recommendations within the time frame, including the cause of delay and a revised implementation schedule.
- Implementation of recommendations should be advised to the CEO by the responsible officer, via the relevant Director.
- Internal Audit, in conjunction with the Internal Audit Sponsor, will arrange for the development and compilation of an Audit Recommendations Register, to be updated at least twice per year and a summary to be presented to the Audit and Risk Management Committee.

9 **Administrative arrangements**

Any change to the external service provider providing internal audit services will be approved by the Chief Executive Officer. The Audit and Risk Management Committee will be consulted as part of the process.

The Manager Corporate Services will arrange for a periodic, independent review of the efficiency and effectiveness of the operations of the internal audit function bi-annually or as requested by the Audit and Risk Management Committee.

10 **Review**

This policy will be reviewed at least once during each election cycle.

11 **Legislative Context**

- *Local Government Act 2009, s 105(1)*
- *Local Government Regulation 2012*
- *Public Sector Ethics Act 1994*

12 **Definitions**

Term	Meaning
Council	means Southern Downs Regional Council
ARMC	means Audit and Risk Management Committee - A committee established by Council in accordance with the <i>Local Government Act 2009</i> and <i>Local Government Regulation 2012</i> . The ARMC is an advisory Committee and has no delegated powers

13 **Related Documents**

- Audit and Risk Management Committee Charter
- Risk Management Policy PL-GV061
- SDRC Corporate Plan 2021-2026
- SDRC Integrated Planning Framework



Audit and Risk Management Committee Charter

Directorate:	Corporate Services
Section/Department:	Governance
Responsible Manager:	Manager Corporate and Commercial Services
Date Approved by ARMC:	28 September 2009
Date to be Reviewed:	March 2022
Date Reviewed:	May 2021 January 2024
Date Rescinded:	N/A

REVISION RECORD

Date	Version	Revision description
Oct 2010	1	Reviewed – minor amendments
Jun 2012	2	Reviewed – minor amendments
Mar 2013	3	Reviewed – minor amendments
May 2013	4	Reviewed – minor amendments
Jun 2013	5	Reviewed – minor amendments
Aug 2015	6	Reviewed – minor amendments
Sep 2015	7	Reviewed – minor amendments
Jul 2016	8	Reviewed – minor amendments
Aug 2016	9	Reviewed – minor amendments
May 2017	10	Reviewed – minor amendments
Feb 2018	11	Reviewed – minor amendments
Feb 2019	12	Reviewed – minor amendments
Mar 2021	13	Reviewed – minor amendments
May 2021	14	Reviewed – minor amendments
January 2024	15	Reviewed – minor amendments

CONTENTS

1 Purpose3

2 Legislative Context.....3

3 General3

4 Membership4

5 Authority5

6 Meetings5

7 Reporting.....6

8 Review.....6

9 Confidentiality6

10 Relationship with Internal and External Audit.....6

11 Appendix A – ARMC Calendar8

1 Purpose

This Terms of Reference establishes the authority and responsibilities conferred on the Audit and Risk Management Committee by the Council, the Principles for an Audit Committee as required by the *Local Government Act 2009* and *Local Government Regulation 2012*, and explains the role of the Audit and Risk Management Committee within the Council.

2 Legislative Context

Local Government Act 2009 section 105 Auditing, including internal auditing

Local Government Regulation 2012 Subdivision 2 Audit Committee – sections 210 and 211

3 General

The Southern Downs Regional Council Audit and Risk Management Committee ('the Committee') is an advisory committee to Council, and as such is a formally appointed committee of the Council and is responsible to that body.

The Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions. The Committee should meet at least quarterly each year.

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Charter in order to assist Council in relation to the discharge of its financial and operational responsibilities, particularly with respect to ensuring accuracy, accountability and transparency in these matters.

The Committee shall evaluate its performance annually by conducting a self-evaluation survey, and by seeking input on its performance from Council.

The Committee's scope and purpose includes regular review of the following:

- i. the Internal Audit Plan for the Internal Audit for the current financial year;
- ii. the Internal Audit Progress Report for the Internal Audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
- iii. a draft of the Local Government's Financial Statements for the preceding financial year before the Statements are certified and given to the Auditor-General under section 212;
- iv. the Auditor-General's Audit Report and Auditor-General's Observation Report about the Local Government's Financial Statements for the preceding financial year;
- v. Regular review of Risk Management and Fraud and Corruption Control including endorsement of Council's Risk Management and Fraud Policies, monitoring of the review of Council's Risk Registers and monitoring that Risk Treatment Plans are implemented and reviewed;
- vi. Monitoring of all outstanding internal and external audit recommendations;
- vii. Review management's approach to maintaining an effective internal control framework (including policies, procedures and delegations), ensuring that it is sound and effective;
- viii. Review the effectiveness of the system for monitoring Council's compliance with relevant laws, regulations and government policies.

Audit and Risk Management Committee Charter

Updated: 28 May 2024 January 2024

Page 3 - 8 © Southern Downs Regional Council

The Committee's access to Council records, Council staff, and Council information is to be requested through the Chief Executive Officer.

In accordance with section 105 (4) of the *Local Government Act 2009*, the Committee's objectives are as follows:

- i. monitors and reviews:
 - (a) the integrity of financial documents; and
 - (b) the internal audit function; and
 - (c) the effectiveness and objectivity of the Local Government's internal auditors; and
- ii. makes recommendations to the Local Government about any matters that the Audit Committee considers need action or improvement.

4 Membership

The Committee shall comprise of a minimum of five and a maximum of six members, the majority which shall be independent. One of the independent members will be a suitably qualified and experienced officer from Tenterfield Shire Council, as part of an ongoing arrangement between Southern Downs Regional Council and Tenterfield Shire Council to exchange staff resources for representation on the respective Audit and Risk Management Committees. The Tenterfield Shire Council officer and the two Councillor members can have a proxy attend in their absence, provided the proxy member is suitably qualified and experienced. The Mayor or his/her delegate is to be the appointed proxy for the Councillors.

The Chief Executive Officer or his/her proxy will be required to attend each meeting, when available, but is not a member of the Committee and does not have voting rights. At the discretion of the Chief Executive Officer and the Chair, other Councillors and Council officers may attend meetings to listen to and provide information on matters of interest/relevance to their particular duties. However, Councillors who are not members of the Audit and Risk Management Committee are precluded from voting, as are Council officers.

A Queensland Audit Office and Internal Audit representative shall be invited to attend meetings as required, however shall not be a member and shall not have voting rights.

Invitations to all Committee members, including the external representatives, all regular invitees and all visitors to the meeting approved by the Chair, shall include the following clause:

Please note that all discussions in relation to any matter dealt with at Audit and Risk Management Committee meetings or any matters or information to which you become party as a result of your relationship with Council are strictly confidential

Councillors will be appointed to the Committee by Council as part of the committee selection process:

- At least one member of the Committee should possess significant experience and skill in financial matters;
- Any changes to Committee membership must be approved by Council;

Audit and Risk Management Committee Charter

Updated: 28 May 2024 January 2024

Page 4 - 8 © Southern Downs Regional Council

- The Committee will recommend a member of the Committee be appointed as a Chairperson. In accordance with section 210 (3) of the *Local Government Regulation 2012*, Council will appoint one of the members as Chairperson. Prior to this appointment by Council, the Chairperson will be an Interim Chairperson appointed by the Committee. In the absence of the Chairperson at a meeting, the Committee shall appoint an Acting Chairperson from the members present.
- Members of the Committee shall be appointed for a minimum period of two years.
- Council reserves the right to stagger appointments and the period of the contract for any external member.
- The appointment of external members must be undertaken in accordance with Council's Procurement Policy and relevant legislation.
- At least one month prior to the expiration of a member's term on the Committee, the Council shall seek nominations for a replacement, with the successful appointee being approved by Council.

The independent members of the Audit Committee will meet with representatives of the Queensland Audit Office, External Auditor and Internal Auditor at least once a year or at the request of the Queensland Audit Office, External Auditor and/or Internal Auditor. Any recommendations arising will be discussed with the Chief Executive Officer.

5 Authority

Council shall authorise the Committee, within the scope of its responsibilities to:

- Establish its agenda and facilitate the establishment of an audit program;
- seek any information it requires from Council staff and external sources;
- obtain whatever advice it requires, including advice from external sources (including legal advice);
- request the attendance of Council officers and other appropriate persons at committee meetings.

6 Meetings

The Committee should meet three times each year and in addition, an annual special meeting will be convened for consideration of the draft final financial report and results of the external audit.

Meeting dates shall be developed and agreed to by the members, however will be generally in accordance with the ~~attached~~ annual calendar as presented in Appendix A. Additional meetings shall be convened at the discretion of the Chairperson or at the written request of any member of the Committee or the external auditor. The Chairperson has the discretion, in consultation with the Chief Executive Officer, to amend the meeting dates if required.

The quorum will be the smallest integer greater than half the members.

Each member of the Committee is entitled to one vote only. In the case of an equality of votes on any issue, the Chairperson shall have the casting vote.

Representatives of the external auditor should be invited to attend at the discretion of the Committee, but must attend meetings considering the draft financial report and results of the external audit.

Council's Governance and Risk Officer shall provide secretarial and administrative support to the Committee.

7 Reporting

The Committee minutes shall be considered by Council at the most suitably scheduled Ordinary Council Meeting. Minutes of the Committee meeting will be issued to the Committee members as soon as possible after each meeting and will not be recorded for public perusal. The Chairperson of the Committee will review the minutes prior to them being released to Council for review and acknowledgement.

~~The Chairperson will determine the agenda for each meeting in consultation with the Chief Executive Officer and Committee members.~~

Commented [DK1]: set agenda as per Appendix A

The Committee shall report annually to the Council summarising the activities of the Committee during the previous financial year, and the Chairperson shall ~~be in attendance at~~ attend the relevant Ordinary Council Meeting either personally or by teleconference to speak to the report.

8 Review

The Charter will be reviewed annually for relevance and accuracy.

9 Confidentiality

All matters discussed at Committee meetings together with all material provided to members of the Committee is of a confidential nature. All material provided to the Committee is to be stamped 'Confidential'.

The external members of the Committee will be required to sign a Confidentiality Agreement with Council, which will confirm requirements.

Committee reports to Council will only be discussed in a closed session of the Ordinary Council Meeting only if the requirements of section ~~254~~ of the *Local Government Regulation 2012* are met.

Commented [DK2]: Reference validity checked.

10 Relationship with Internal and External Audit

By virtue of the provisions of the *Local Government Act 2009* and *Local Government Regulation 2012*, each Local Government must establish an efficient and effective internal audit function. Consequently, in order to achieve its objectives and to satisfy the requirements placed upon it, the audit Committee may seek independent reports on specific areas of interest. These may include aspects relating to financial and compliance and operational effectiveness which are traditionally performed as an internal audit function. This initiative is to assist the Committee in discharging its objectives under this charter.

Any difficulties encountered in the course of audits, including any restrictions on the scope of their work or access to required information will be brought to the attention of the Committee.

When the Internal Auditor believes that senior management has accepted a level of current risk that is unacceptable to the organisation, the Internal Auditor should report the matter to the Committee.

Any serious difficulties or disputes with management encountered during the course of the external audit will be brought to the attention of the Committee.

11 Appendix A – ARMC Calendar

Key Responsibilities	Considerations	Jul	Aug	Sep	Oct (Special)	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Standard reports	CEO update			✓					✓				✓
	Human Resources report			✓					✓				✓
	Work, Health and Safety update			✓					✓				✓
Financial Reporting	Review of Financial Statement, Auditor-General's Audit Report and Observation Report				✓								
	Review management compliance/representations				✓								
	Review financial reporting timetable/plan								✓				
	Review significant accounting and reporting issues e.g. Treasury's Financial Reporting Requirements												✓
	Chair & Financial Expert to liaise with preparer of financial reports			✓									✓
	Update on significant issues re commitments and contingencies, unusual and/or material items/trends			✓									
	Presentation of Council financial reports			✓					✓				✓
External Audit (EA)	Briefing from EA on review of financial reports, audit findings and follow up with management				✓				✓				
	Assess effectiveness of external audit								✓				
	Chair and independent member meet with EA (or as needed)				✓								
	Review EA 'client service plan' including audit timetable, staffing and audit fee								✓				
Internal Audit (IA)	Review internal audit reports			✓					✓				✓
	Review performance and resourcing of IA			✓									
	Review internal audit progress report			✓					✓				✓
	Review annual IA Plan												✓
	Review annual IA Charter								✓				
	Review implementation of outstanding audit recommendations												✓
	Chair and independent member meet with IA (or as needed)			✓									
Risk Management	Report on major project risks												✓
	Review risk registers			✓					✓				✓
	Review Risk and Fraud Control Frameworks								✓				
Asset Management	Monitor implementation of IA/EA recommendations			✓					✓				✓
	Asset Management update			✓					✓				✓
Regulatory Compliance	Review report on legal and regulatory matters			✓					✓				✓
Internal Controls	Compliance review update								✓				
	Review assurance map												✓
Effectiveness of Audit Committee	Review Committee and member performance			✓									
	Business Continuity Plan								✓				
	Fraud and Corruption Control Policy			✓									
	Risk Management Policy								✓				
	Related Party Disclosures Policy												✓
	Asset Management Policy								✓				
	ARMC Charter								✓				
Policy Reviews	Procurement Policy												✓

Audit and Risk Management Committee Charter


Updated: ~~28 May 2024~~ January 2024

Page 8 - 8

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11.6 Disposal of Freehold Land by Exception - Various Parcels

Document Information

 Southern Downs REGIONAL COUNCIL	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 2024
	Land Management Consultant	ECM Function No/s: 3857885

Recommendation 1

THAT Council:

1. Apply an exception to the disposal of valuable non-current assets other than by tender or auction being Lot 1 on RP30710, Lot 2 on RP2594 and Lots 105 & 107 on RP15883, pursuant to section 236(2) of the *Local Government Regulation 2012*.

Recommendation 2

1. Approve the disposal of Lot 1 on RP30710, Lot 2 on RP2594 and Lots 105 & 107 on RP15883 at market value in consideration of the supporting circumstances and pursuant to section 236(1)(c)(iii) of the *Local Government Regulation 2012*; and
2. Authorise the Chief Executive Officer to finalise the terms and conditions of each sale and Titles Queensland land transfer documents.

REPORT

Background

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

Report

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)(iv) the land is disposed of to a person who owns adjoining land if—	<i>Refer items (2) (3) (4) and (5) below--</i> <i>Land is being disposed to adjoining landowners. Three of the four adjoining landowners have provided written acceptance, with one yet to advise.</i>

Legislation	Supporting circumstances
(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 parcels recommended for disposal are small or irregular shaped, land-locked or in remote locations not suitable for tender and separate ownership.</i>
(B) there is not another person who owns other adjoining land who wishes to acquire the land; and	<i>There is only one realistic purchaser being the adjoining landowner.</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 there is no potential buyer and future separate owners in these locations is not desirable. Future land use will be consistent with adjoining activities or the parcel amalgamated with adjoining landholdings.</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>
Sub-sections (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 market value of the land or the interest in land, including the market value of any improvements on the land.	<i>An independent land valuation was obtained by Matson Valuations Pty Ltd., with parcels being identified as land-locked, no access or irregular shaped or having no water available.</i>
(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>Council has an independent valuation from a registered valuer who is not an employee of Council.</i>

Conclusion/Summary

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

FINANCIAL IMPLICATIONS

There are limited financial benefits from this decision. The benefits to Council exist in removing an otherwise unnecessary parcel of land from Council's asset register and providing a benefit to the adjoining landowner. Minor rates revenue may be applicable, but this is minor and insignificant.

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

RISK AND OPPORTUNITY

Risk

Minimal risks exist with this decision as it meets legislative requirements and removes land-locked parcels from Council ownership.

Opportunity

Council has the opportunity to dispose of land that has no purpose and removes four (4) parcels of land from Council's asset register. Council's responsibility for the land is removed, which reduces overall risk.

COMMUNITY ENGAGEMENT

Internal Consultation

Internal consultation has occurred through key Council staff, including Planning, Sustainability & Strategy, Parks and Gardens and Community Services.

External Consultation

External consultation has occurred with the prospective purchasers.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Local Government Regulation 2012

Corporate Plan

Goal 3 Our Prosperity

Outcome: 3.1 Population growth is 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


Not Applicable.

ATTACHMENTS

1. Land Valuation Report (Confidential - Provided to Councillors only)

11.7 Views on Surrender of State issued Term Lease and Trusteeship over Lot 128 on Crown Plan ML785

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 2024
	Land Management Officer	ECM Function No/s: 3851186

Recommendation

THAT Council –

1. Offer no objection to the surrender of the current State issued Term Lease over Lot 128 on Crown Plan ML285; and
2. not accept the Trusteeship over the stock dip reserve being land described as Lot 128 Crown Plan ML785 at 58 Spring Creek Road, Killarney.

REPORT

Background

Council has received a request for our views from the Department of Resources with regard to the surrender of the Term Lease over Lot 128 on ML785. The department is also seeking information if Council will take over the Trusteeship of this Lot which is a Reserve for Stock Dip purposes. (attached site map).

A summary of Lot 128 on Crown Plan ML785 is as follows:

RPD: Lot 128 on Crown Plan 785
Address: 58 Spring Creek Road, Killarney QLD 4373
Tenure: Reserve for Stock Dip Purposes
Area: 2.5 Hectares
Trustee: Department of Resources controlled.

The site covers an area of 2.5Ha and was previously used as a Reserve for Stock Dip purposes. The Department has received an application from the representatives of the current Lessee to surrender the Term Lease which was issued previously on this site.

The Department of Resources have enquired if Council will accept the Trusteeship of Lot 128 on Crown Plan ML785, once this Term Lease is surrendered,

Report

As this site was once used for Stock Dip purposes it is on the Environmental Management Register (EMR). Council will need to go through a lengthy and costly process to ensure that this land is no longer contaminated before we would be able to lease the land to anyone.

If accepted, Council would take on the responsibilities of trustee under the Land Act 1994.

Views have been sought from the Directorates within council regarding the Departments request in relation to Lot 128 on ML 785 to assist Council in deciding whether to support or not support the application: -

- Environmental Services – Offered no objection to the surrender of the Term Lease but objected to Council taking over the Trusteeship with the following comment; “As the property is on the EMR, there will be a significant process to get it removed, even if no contamination (estimated cost would be anywhere from say \$20 000 upwards) before it could be used for a higher intensity/sensitive land use (eg to build a house). The only thing we could probably continue to use the land for as it is would be grazing (with the exception of the old dip locality).”
- Parks and Operations – Offered no objection to the application for the surrender of the Term Lease and the taking over the Trusteeship subject to the condition that it is not turned into a Park.
- Planning and Development – Offered no objection to the application of the surrender of the Lease and Council taking over the Trusteeship with the following comment. “From a pure P&D perspective, no objection to the lease continuing in some fashion. I would only have concerns if the lot was being sold on to a non-gov’t body and converted to freehold.”
- Infrastructure Services – Offered no Objection to the application of the surrender of the Lease and also to Council taking over the Trusteeship of the Lot.
- Sustainability and Strategy – offered no objection to the Surrender of the Term Lease but objected to Council taking over the Trusteeship of Lot 128 on ML 785, with concerns of the site still be contaminated and the costly process to getting it off the Environmental Management Register.

Historically, this site has been under a Term Lease issued by the Department and the current term was for a term of twenty years and would have expired in 2038. Since this land is a Reserve, council will be limited in the type of tenure it could provide over this parcel of land.

Conclusion/Summary

Given the above views, the recommendation has been provided for Council’s consideration.

FINANCIAL IMPLICATIONS

If Council endorses the recommendation there will be no financial implications to Council.

However, if Council was taking over the Trusteeship of the Reserve, we will be need to ensure the land is not contaminated and request the removal of it from Environmental Management Register. Minimum cost is estimated to be from \$20,000 to \$50,000 given site testing would need to occur which may lead to remediation costs.

RISK AND OPPORTUNITY

Risk

Council would be accepting the environmental risks associated with the site and the associated financial risk of this. Council will also be responsible for maintaining the land until such time that it can be leased.

Opportunity

Council will be able to lease this land for possible grazing after successful decontamination process.

COMMUNITY ENGAGEMENT

Internal Consultation

Internal consultation has been undertaken to assess the application.

External Consultation

Council has undertaken discussion with the Department of Resources. No external public consultation has occurred, given Council is being asked only for its views on the application.

LEGAL / POLICY

Legislation / Local Law

Land Act 1994 - Pursuant to section 44(4), Appointing Trustees. Before a trustee may be appointed, the Minister must be given written acceptance of the appointment.

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

Nil

ATTACHMENTS

1. Site Plan [↓](#)
2. Letter from Department of Resources [↓](#)



From: "Anna Mathie" <Anna.Mathie@sdrc.qld.gov.au>
Sent: Fri, 31 May 2024 16:41:56 +1000
To: "Register In ECM" <Register.InECM@sdrc.qld.gov.au>
Subject: FW: Surrender of Term Lease 0/240252 - Lot 128 on ML785
Attachments: SmartMap of Lot 128 on ML785.pdf

#ECMbody
#Silent
#NoReg
#Respond 3774374

Anna Mathie
INFORMATION SERVICES OFFICER
Southern Downs Regional Council

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From: Karina Birch <Karina.Birch@resources.qld.gov.au>
Sent: Friday, 31 May 2024 4:19 PM
To: General Enquiries <mail@sdrc.qld.gov.au>
Subject: Surrender of Term Lease 0/240252 - Lot 128 on ML785

OFFICIAL

Our reference : 2024/001947

Good afternoon

SURRENDER OF TERM LEASE 0/240252 – LOT 128 ON ML785 – RESERVE FOR STOCK DIP PURPOSES

An application has been lodged by Maxwell & Lancaster Solicitors to surrender Term Lease 0/240252 described as Lot 128 on ML785, located at 58 Spring Creek Road, Killarney.

The site is no longer required by the registered lessee, Terence Llyod Olsen.

Could you please advise if Council has any views regarding surrender of the Term Lease.

Also please advise if Council would accept the trusteeship of the stock dip reserve.

Attached is a SmartMap to show the subject land and the surrounding locality.

Please respond by close of business on **Friday, 28 June 2024** quoting reference number 2024/001947.

Thank you

Regards



Karina Birch

Land Officer, **part-time Wednesday to Friday**

Land Services

Department of Resources

P: 3330 4305

E: karina.birch@resources.qld.gov.au

A: 1 William Street , Brisbane QLD 4000 | PO Box 15216, City East QLD 4002

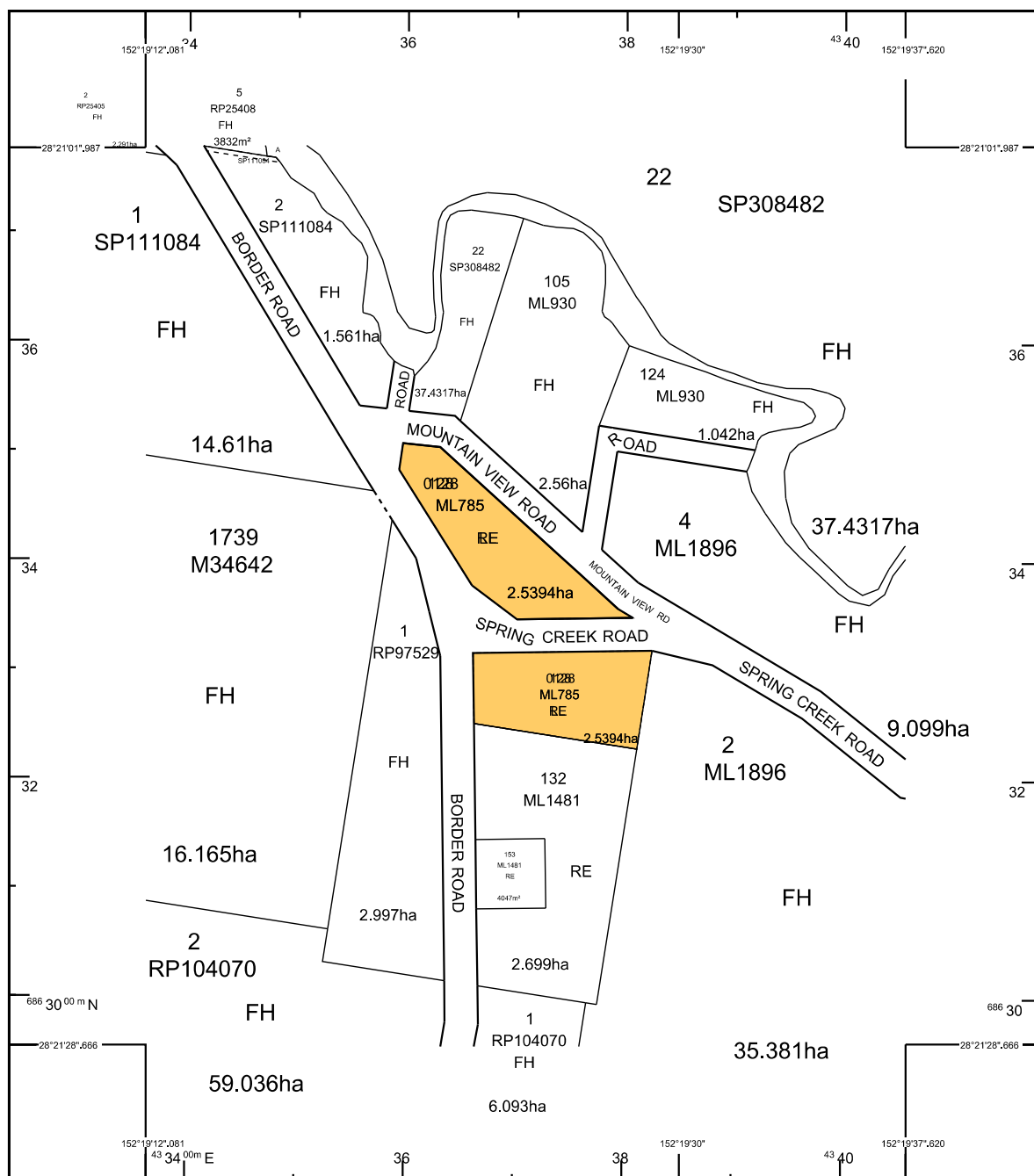
W: www.resources.qld.gov.au

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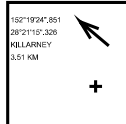
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STANDARD MAP NUMBER
9341-24234

MAP WINDOW POSITION &
NEAREST LOCATION



SUBJECT PARCEL DESCRIPTION

DCDB	Lot/Plan	128/ML785
	Area/Volume	2,5394ha
	Tenure	RESERVE
	Local Government	SOUTHERN DOWNS REGIONAL
	Locality	KILLARNEY
	Segment/Parcel	15051/4

CLIENT SERVICE STANDARDS

PRINTED 30/05/2024
For additional information regarding this SmartMap see page 2.
Shading Rules have been applied.

DCDB 29/05/2024

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Additional Information Page

Shading Rules

 Lot Number = 128 and Plan Number = ML785

11.8 Electric Vehicle Charging Policy PL-137

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 2024
	Manager Sustainability and Strategy	ECM Function No/s:

Recommendation

THAT Council adopt the Electric Vehicle Charging Policy PL-137.

REPORT

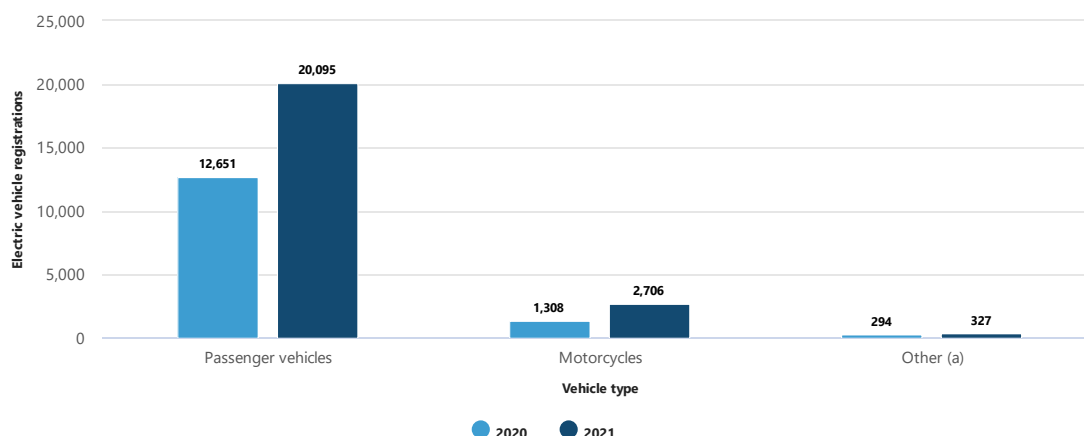
Background

This policy is to establish clear guidance for the location and installation of electric vehicle charging infrastructure on Council controlled land.

Report

Electric Vehicles registration as reported by the Australian Bureau of Statistics (ABS) Motor Vehicle Census, Australia (final release 30/6/2021) shows the dramatic increase the numbers of Electric Vehicles registered in Australia. It is anticipated that this trend will continue. Noting that the percentage of registrations of Electric Vehicles against the total vehicles registrations is 0.1% rounded for both years.

Electric vehicle registrations from 2020 - 2021, by vehicle type



a. Other includes articulated trucks, buses, campervans, heavy rigid trucks, light commercial vehicles, light rigid trucks and non-freight carrying trucks.

Source: Australian Bureau of Statistics, Motor Vehicle Census, Australia 31 Jan 2021

There are existing electric vehicle charging sites in our region. Council has a desire to expand the electric vehicle charging options in the region to support the uptake of electric vehicles.

The industry is making formal representations for sites or land under Council control to site new higher capacity chargers. This policy will provide guidance to the industry for all capacities (Fast, Medium or Slow) of Electric Vehicle Charging infrastructure installations on Council controlled land.

FINANCIAL IMPLICATIONS

The policy intent is that any Electric Vehicle installation will be no less than cost neutral to Council for the entire life of the infrastructure.

RISK AND OPPORTUNITY

Risk

Without clear guidelines both Council officers, the community and service providers have no reference to what is acceptable and achievable.

Opportunity

This policy is intended to encourage the installation of electric vehicle charging infrastructure.

COMMUNITY ENGAGEMENT

Internal Consultation

Senior Leadership Team

Executive Leadership Team

Councillors via a Councillor Information Session on 26 June 2024

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Local Government Regulation 2012

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.

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

Policy / Strategy

Electric Vehicle Charging Policy PL-137

ATTACHMENTS

1. PL-137 Electric Vehicle Charging Policy - Draft [↓](#)



Electric Vehicle Charging Policy

Policy Number:	PL-137
Policy Type:	Operational
Directorate:	Customer & Organisational Services
Section:	Sustainability & Strategy
Responsible Manager:	Manager Sustainability & Strategy
Date Adopted:	Insert Date adopted
Date to be Reviewed:	Insert Date to be reviewed (minimum every two years)
Date Reviewed:	Insert Date reviewed (if applicable)

REVISION RECORD

Date	Version	Revision description
29 April 2024	0.1	Draft for consideration
4 July 2024	1.0	Draft for Adoption

CONTENTS

1	Policy Background.....	3
2	Purpose	3
3	Scope.....	3
4	Legislative Context	3
5	Policy Details	3
5.1	Costs	3
5.2	Location	4
5.2.1	Preferred locations	4
5.2.2	Safety Considerations that	4
5.3	Benefit	5
5.4	Parking Bays.....	5
5.5	Indemnification.....	5
6	Definitions	5
7	Related Documents.....	6

1 Policy Background

Southern Downs Regional Council (SDRC) has a role to play in the reduction of greenhouse gas emissions. SDRC supports the emissions reductions and strategies to address climate change promoted by all levels of Government.¹

2 Purpose

The purpose of this policy is to guide the region-wide transition toward low-carbon transport in support of emissions reduction targets for Council, as well as State and National strategies.

3 Scope

This policy applies to installation of public electric vehicle charging infrastructure on SDRC owned or controlled properties, including but not limited to:

- Carparks;
- Other SDRC Controlled Land;
- Roads.

4 Legislative Context

- Local Government Act 2009.
- Southern Downs Regional Council Local Law No. 5 (Parking) 2011.

5 Policy Details

Council encourages the installation, operation and maintenance of EV Charging Infrastructure by third party commercial operators (service provider) where the proposal is consistent with this Policy.

The following criteria must be met by the service provider.

5.1 Costs

The Service Provider will be responsible for the following costs –

- Application and Assessment fees - Any expense incurred by Southern Downs Regional Council for the assessment and consideration of an enquiry or application to place EV Charging Infrastructure will be reimbursed on a full cost recovery basis and in accordance with the Schedule of Fees and Charges adopted by Council;

¹ SDRC Environmental Sustainability Strategy 2021-31 – Strategy 11 and 13

- All development costs for a property that requires development to a standard defined by any agreements, leases, Development Approvals will be the responsibility of the service provider;
- All associated installation, operating and maintenance costs for the infrastructure including paint markings and signage for the entire life of the asset (that is the Total Cost of Ownership). The provider must nominate the maintenance schedule including any surface seal to SDRC as part of their application to install EV Charging Infrastructure;
- Any cost to upgrade the electricity network to the site that is required by the electricity network provider;
- Southern Downs Regional Council will accept no cost for the consideration, allocation of land, permitting, maintenance or any other cost associated with the provision of Electric Vehicle Charging;
- All costs to remove the infrastructure at the end of the agreement and remediate the site to Councils satisfaction.

5.2 Location

Key factors in considering the location for public EV charging infrastructure include

5.2.1 Preferred locations

- Close proximity to commercial centres that enables patronage to local businesses during short-stay charging;
- Areas close to places of regular community activity, including sporting grounds and other community facilities;
- Proximity to and ability to connect to the required electricity supply infrastructure;
- Priority locations where EV uptake is high or future uptake and demand is expected to be high with minimal impact to current parking needs;
- Where impact on streetscape and amenity is minimised, with chargers located in areas where there is the ability to incorporate the infrastructure with minimal visual impact.

5.2.2 Safety Considerations that

- provide suitable levels of protection for vehicle occupants and Queensland Fire and Emergency Services intervention actions. This may include proximity to pedestrian

and traffic movement, access to fire hydrants and sprinklers and fire resistance of adjoining environment (built or otherwise).

5.3 Benefit

A benefit to the Southern Downs Regional Council community must be demonstrated by the EV project.

5.4 Parking Bays

A designated EV Charge Station will have associated parking bays. These parking bays will be governed by the same laws, policies and rules as adjacent parking bays in the designated parking area or zone. No alterations will be applied because of the location to an EV charge point. Council may ask for a contribution inline with development contributions charges for existing carparks that are being converted to Electric Vehicle Charge sites to retain consistency with other development conditions.

5.5 Indemnification

The Service Provider is to indemnify Southern Downs Regional Council (including Officers, employees, contractors and agents) from and against all loss, damage, costs, expenses and liability of any kind suffered or incurred as a result of or in anyway connected with the EV Charging Infrastructure.

6 Definitions

Term	Meaning
CCS	Combined Charging System
Electric Vehicle (EV)	A vehicle that is powered by an electric motor and has a power source such as a battery.
PHEV	Plug In Hybrid Electric Vehicle.
BEV	Battery Electric Vehicle.
Service Provider	A corporate entity that is registered by the Australian Securities and Investments Commission (ASIC) that operates the service of Electric Vehicle charging for a fee or no fee.
EV Charging Infrastructure	All equipment, defined land areas, signage, markings and other identified elements associated with an Electric Vehicle charger.


7 Related Documents

- Queensland's Zero Emission Vehicle Strategy.
- Queensland Transport Strategy.
- The Future is Electric - Queensland's Electric Vehicle Strategy.
- Southern Downs Environmental Sustainability Strategy 2021-2031.

DRAFT

11.9 Expressions of Interest for potential Electric Vehicle Charger Sites

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 2024
	Manager Sustainability and Strategy	ECM Function No/s:

Recommendation

THAT:

1. Council, in accordance with section 228(3) of the *Local Government Regulation 2012* invite Expressions of Interest to develop Electric Vehicle Charging Infrastructure for selected sites being in the public interest to facilitate the availability of charging stations in the region for the benefit of residents and travelling public;
2. Expressions of Interest remain valid for a 12 month period and during this period, a closed Request for Tender be called to the selected providers, as groups of potential Electric Vehicle Charger sites are identified.

REPORT

Background

The Electric Vehicle Charging industry are looking to develop charging sites for Electric Vehicle Chargers and have been approaching Council directly for locations.

Report

As required by Local Government Regulation 2012, section 228(2)(b), the Expressions of Interest would be sought for the sites with an advertisement on:

- the SDRC Website for a period of 21 days (Local Government Regulation 2012, section 228(5)(a))
- VendorPanel Marketplace for a concurrent 21 day period (Local Government Regulation 2012, section 228(6)).

Post the Expressions of Interest a Closed Tender will be called to selected Expression of Interest providers to make a full submission for the establishment of agreements for the nominated land areas. Should other land areas be identified in the Southern Downs Regional Council area within 12 months of this resolution, subsequent Closed Tenders will be called to secure agreements for these land areas.

Council Officers have identified potential sites in the Warwick area for potential development as Electric Vehicle Charger sites. The sites are aligned to the requirements of the draft Electric Vehicle Charging Policy (being presented to Council for adoption on 17 July 2024). These sites will be offered in the first round of Request for Tender.

Subsequent sites are being identified currently that may be chosen on other criteria, such as the potential for tourist attraction or economic development opportunities. As these sites are defined with other potential incentives and encouragements to develop, these will be released in subsequent Request for Tender processes to those that have expressed interest under this process for the period of the Expression of Interest validity.

Public Interest Considerations

- Addressing regional availability of EV infrastructure
- Promoting adoption of EV infrastructure for local and regional users
- Improve EV network
- Promote renewable energy sources

Proposal will be assessed on the commercial arrangements with the emphasis on maximum benefit to Council. Options for Council to utilize the services for cost or free would be considered of higher benefit. A percentage of the gross income generated from all income sources from a site will also be a consideration.

It should be noted that the expectation is that not all sites identified will be developed. While Officers will use the criteria of the policy to identify sites, the commercial realities for a provider may not be positive for reasons outside of our control. If there are other drivers identified by Council to meet broader strategic or operational objectives, other considerations and options will be considered.

FINANCIAL IMPLICATIONS

Nil.

RISK AND OPPORTUNITY

Risk

The potential for ad hoc and or unstructured agreements is mitigated. A robust process for the establishment of Electric Vehicle Charging sites by commercial operators will be in place.

Opportunity

Expansion of Electric Vehicle Charging sites within the boundaries of Southern Downs Regional Council.

COMMUNITY ENGAGEMENT

Internal Consultation

Council Information Session (June 25 2024)
Director Customer and Organisational Services
Director Planning and Environmental Services
Manager Planning and Development
Procurement Coordinator
Land Management Consultant

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009
Local Government Regulation 2012

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: 2.3 Our natural and agricultural environments are healthy, resilient and sustainable.

Objective: 2.3.1 Develop and implement a climate change policy and encourage community and business to adopt sustainable practices.

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: 3.3.1 Establish a reputation for working collaboratively with developers to deliver mutually beneficial outcomes.

Policy / Strategy

Electric Vehicle Charging Policy PL-137 (pending adoption 17 July 2024 Council Meeting)

ATTACHMENTS

Nil


12. INFRASTRUCTURE SERVICES REPORTS

Nil

13. PLANNING AND ENVIRONMENTAL SERVICES REPORTS

13.1 Reconfiguring a Lot: Vinnie Investments Pty Ltd C/- Adapt Development Management Pty Ltd - 656 Sugarloaf Road, Kyoomba

Document Information

	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 2024
	Planning Officer	ECM Function No/s:

APPLICANT:	Vinnie Investments Pty Ltd C/- Adapt Development Management Pty Ltd
OWNER:	Vinnie Investments Pty Ltd
ADDRESS:	656 Sugarloaf Road, Kyoomba
RPD:	Lot 1 RP826079 and Lots 7 & 8 MPH26088
LAND USE AREA:	Rural (Granite Belt precinct)
PROPOSAL:	Realignment of boundaries (Three (3) lots into three (3) lots)
LEVEL OF ASSESSMENT:	Impact
SUBMITTERS:	Nil
REFERRALS:	Department of Housing, Local Government, Planning and Public Works
FILE NUMBER:	RC\02000.01

RECOMMENDATION SUMMARY

THAT the change application in relation to the Development Permit for Reconfiguring a Lot for the purpose of Realignment of boundaries (Three (3) lots into three (3) lots), on land at 656 Sugarloaf Road, Kyoomba, described as Lot 1 RP826079 and Lots 7 & 8 MPH26088, be refused.

REPORT

Background

On 13 March 2024, Council issued by delegated authority a Development Permit for Reconfiguring a Lot for the purpose of Realignment of boundaries (Three (3) lots into three (3) lots), on land at 656 Sugarloaf Road, Kyoomba, described as Lot 1 RP826079 and Lots 7 & 8 MPH26088 (Council Reference: RC\02000).

Report



Figure 1: Aerial of subject site

The subject area is comprised of three (3) lots and is situated within the locality of Kyoomba, south-east of the township of Stanthorpe. The site is comprised of Lots 7 & 8 MPH26088 and Lot 1 RP826079. There are significant areas of regulated vegetation on the subject land. The majority of Lots 7 & 8 MPH26088 contain dense regulated vegetation.

The existing lots details are tabled below:

Table 1: Existing lot details

Lot and Plan	Area (ha)	Buildings & Structures	Uses and other notable features	Frontage/Access
Lot 7 MPH26088	16.2	Vacant	Grazing	No frontage
Lot 8 MPH26088	13.8	Vacant	Grazing	No frontage
Lot 1 RP826079	65.6	Dwelling house & packing shed	Grazing, five (5) dams, water easement (eastern boundary), adjoins Quart Pot Creek (eastern boundary) and Access easement benefiting Lot 2 RP826079	Sugarloaf Road (bitumen sealed)

The applicant has indicated the intention of the realignment is to relocate the smaller existing parcels of land, Lots 7 & 8 MPH26088, to result in additional lots with frontage to a constructed road, and provide a larger lot for the agricultural and grazing activities. Proposed Lots 1 and 2 will remain as the smaller lots, and proposed Lot 3 will contain the majority of the land used for agricultural and grazing. The realignment will also result in all lots with access to a constructed road. Table 2 below shows the proposed lot size and existing infrastructure contained within.

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

The conditioned landscape buffer area of 20m wide along the northern boundaries of Lot 1 and 2 has a total length of ~ 290m. This equates to 232 trees at 5m spacings which will be difficult to maintain and sustain growth. 2 rows of larger species trees with spacings of 10m is a preferred outcome. 58 large trees will provide an adequate buffer with ample space between the trees for maintenance and tractor slashing of the rural lots. It will also allow the trees to grow well and not become an ongoing maintenance issue for the landowner.

The applicant has proposed to increase the tree spacings required for the buffer from 4.0 to 5.0 metres to 10.0 metres, and in turn, reduce the number of rows of trees. The applicant's proposed change will significantly reduce the total number of trees within the buffer area. This condition was imposed to ensure the development does not increase the potential for conflict between rural and non-rural land uses, as the development results in proposed Lots 1 and 2 wholly located within the Extractive industry uses buffer. The treed buffer will be required to be planted along the northern boundary in accordance with PO9 of the Landscaping code, and will screen future development on proposed Lots 1 and 2 from the impacts of the Extractive industry to the north.

PO9 of the landscaping code states:

Where a buffer is required to separate agricultural and residential land uses, or buffer any use in the Rural zone the buffer is to:

- (a) Contain random plantings of a variety of native, preferably, endemic tree and shrub species of differing growth habits, at spacings of 4-5 m for a minimum width of 20 m (unless a lesser width is permitted by a use code or an approval) ...*

Proposed Lots 1 and 2 will be located approximately 750.0 metres from Extractive industry to the north, and wholly within the required 1,000 metre setback from the Extractive industry. The Extractive industry is approved to remove a maximum of 100,000 tonnes of material from the site per year, and involves the screening of material. This triggers the 1,000 metre setback requirement from an Extractive industry for a Dwelling house as per the Residential uses code within the Southern Downs Planning Scheme (v.5). Reducing the trees within the buffer will increase the conflict between rural and non-rural land uses.

Furthermore, Section 81 (2) of the *Planning Act 2016* outlines in assessing a change application, the responsible entity, in this case the assessment manager (Southern Downs Regional Council), must consider, amongst other matters, any another matter that the responsible entity considers relevant. It is considered in this instance that not making changes to the development approval before the applicant's appeal period for the approval ended is a relevant matter to the change application, and must be taken into consideration. As per s81 (2)(e) of the *Planning Act 2016*, as the applicant did not suspend the appeal period or make changes to the development approval before the applicant's appeal period for the approval ended, it is taken that the applicant was satisfied with the conditions of approval within the Development Permit.

Accordingly, the development should not be re-assessed as the applicant was previously satisfied with the condition imposed as to not make changes to the development approval before the applicant's appeal period for the approval ended. Therefore, it is recommended the Minor Change application be refused.

Recommendation

THAT Council refuse the change application (Minor Change) for Reconfiguring a Lot for the purpose of Realignment of boundaries (Three (3) lots into three (3) lots) on land at 656 Sugarloaf Road, Kyoomba, described as Lot 1 RP826079 and Lots 7 & 8 MPH26088, be refused for the following reasons:


- (a) The application should not be re-assessed on the basis that no changes were made to the development approval before the applicant's appeal period for the approval ended; and
- (b) The reduction of the treed buffer will increase the conflict between rural and non-rural land uses due to the proximity of the Extractive industry.

ATTACHMENTS

Nil

13.2 Consideration of Change Representations - Material Change of Use, Homestead Road, Rosenthal Heights

Document Information

 Southern Downs <small>REGIONAL COUNCIL</small>	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 2024
	Manager Planning and Development	ECM Function No/s: MCU\02538

APPLICANT:	Janice M Moir & Annalise Moir
OWNER:	Annalise Moir & Janice M Moir
ADDRESS:	Homestead Road, Rosenthal Heights
RPD:	Lots 12, 13 and 14 RP31031
LAND USE AREA:	Rural (Alluvial plains precinct)
PROPOSAL:	Short-term accommodation (Two (2) cabins, up to eight (8) people)
LEVEL OF ASSESSMENT:	Impact
SUBMITTERS:	Eleven (11)
REFERRALS:	Not applicable
FILE NUMBER:	MCU\02538

RECOMMENDATION SUMMARY

THAT Council agree, in part, with the change representations made in relation to the application for a Material Change of Use for Short-term accommodation (Two (2) cabins, up to eight (8) people) on land at Homestead Road, Rosenthal Heights described as Lots 12, 13 and 14 RP31031.

REPORT

On 26 April 2024, Council issued a Development Permit for a Material Change of Use to establish Short-term accommodation (Two (2) cabins, up to eight (8) people) on land at Homestead Road, Rosenthal Heights, described as Lots 12, 13 and 14 RP31031, subject to conditions.



Figure 1 – Site Locality

The approved development was for the establishment of two (2) short-term accommodation cabins to be constructed on the site.

The site is located in the Rural zone with frontage to an unconstructed section of road reserve that connects to Homestead Road.

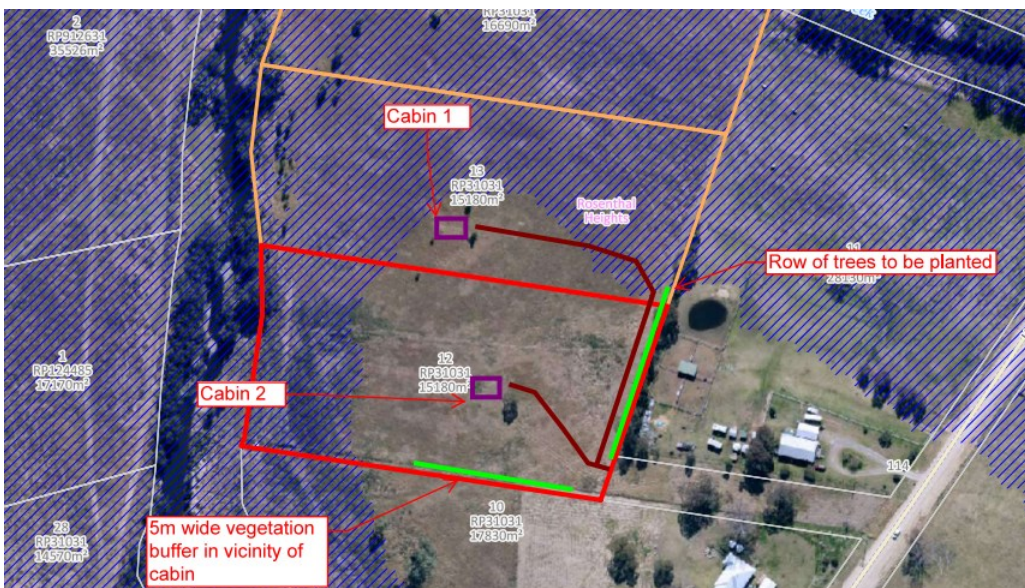


Figure 1 - Approved Site Plan (extract)

The applicant has made change representations and has requested the review of Conditions 4 and 22.

Condition 4

Condition 4 reads as follows:

Easements and Covenants

4. *The existing allotments, Lots 12, 13 and 14 RP31031, are to be amalgamated into one allotment and a new Certificate of Title issued to cover the newly created allotment prior to the use of the site commencing.*

Alternatively,

A statutory covenant is to be provided over Lots 12, 13 and 14 RP31031 to retain these lots in the same ownership until such time as the lots are amalgamated or the approved use of the land ceases. The covenant documentation is to be submitted to Council for approval.

The applicant has provided the following justification requesting an amendment to provide greater flexibility to Condition 4:

“At this stage I am trying to consider all options with the current boundary configuration which is why our preference is to leave the condition open. We are considering amalgamation or potentially a boundary realignment with easements however all of these options are dependent on the access situation. We are currently in the process of discussing with the Titles Office and Council for a Road Closure of the road reserve and therefore can the condition be reworded to allow for the covenant to be lifted if appropriate access can be provided and no land locked blocks remain.”

Lots 13 and 14 currently have no lawful road frontage. Further, Lot 14 is wholly mapped as being subject to inundation during the defined flood event. Any proposal for a boundary realignment would require lodgement of a reconfiguring a lot application, under the current Planning Scheme.

In this instance, it is considered reasonable that the condition be amended to reflect a potential future development permit for reconfiguring a lot, noting that any development outcome will need to be supported by Council and address access and flood matters.

Therefore, Condition 4 is amended as follows:

Easements and Covenants

4. The existing allotments, Lots 12, 13 and 14 RP31031, are to be amalgamated into one allotment and a new Certificate of Title issued to cover the newly created allotment prior to the use of the site commencing.

Alternatively,

*A statutory covenant is to be provided over Lots 12, 13 and 14 RP31031 to retain these lots in the same ownership until such time as the lots are amalgamated, **new lots are registered in accordance with a development permit for Reconfiguring a lot**, or the approved use of the land ceases. The covenant documentation is to be submitted to Council for approval.*

Condition 22

Condition 22 reads as follows:

Roadworks, Car Parking and Vehicle Access

22. *The section of road reserve between Homestead Road and the subject site is to be constructed to a suitable gravel standard with a carriageway width of 5.0 metres on an 8.0 metre formation, formed grass verges and table drains.*

Alternatively,

An application is to be made to the Department of Resources (DR) to close the unmade gazette road located between Homestead Road and the subject site. If the application is approved, the area of the road reserve is to be amalgamated in to: Lot 12 RP31031 if a covenant is in place in accordance with Condition 4; or the newly amalgamated lot. If the application to close the road is refused, a copy of the advice from the DR stating that fact must be submitted to Council prior to the use commencing

If a road closure approval is granted, construct a 3.0 metre wide all-weather driveway from Homestead Road to connect to the cabins, as outlined in Condition 25.

The applicant has provided the following justification seeking amendments to Condition 22 in relation to the extent and timing of works:

“As mentioned above, we are currently in the process of apply for a road closure with Titles Office and Council but we have been advised that this process can take up to 18-24 months.

We are wanting to act upon this approval as soon as possible and therefore can it be possible for the construction of the road be delayed until a decision has been made on the road closure application. We are happy to construct a 3m wide all-weather driveway to the standards as outlined in condition 25 knowing that the outcome of the road close application could require us to upgrade the reserve in the future. By doing this, we can start the process of following through with our small Cottage development.

In addition, condition 22 requires a 5m wide road width with an 8-metre formation. This seems to be quite wide. Considering the traffic volume that use this portion of the road, wouldn't a 4m wide carriage way width with a 6m wide formation considered to be more appropriate for the cottages. The engineer we engaged advised us that this would be sufficient. We request this be reconsidered also.

We do want to question why our justification against the performance outcome was not considered for road construction. The statement of reasons even states the road is to be constructed to a suitable standard with no mention of gravel construction. Why is a form track not considered a suitable standard considering the reasoning we put forward against the performance outcome.

In addition. The response to PO4 in the statement of reasons also says that 'traffic generation to the site will generally be light vehicles only and, in accordance with the RTA Guide to Traffic Generating Developments, is not considered likely to create significant dust impacts.' Doesn't this further explain why a formed track is considered appropriate for the small scale use of 2 small cottages.

The response to PO5 also states the following 'The scale of the development, for two (2) one (1) bedroom cabins, is not considered to result in significant noise, traffic or lighting impacts to adjoining premises. Conditions can be applied to manage any potential lighting impacts and, as stated above, traffic generation is expected to be less than if residential dwellings were constructed on the site.

If this development is expected to generate less traffic than a dwelling house then again, I question the justification against the gravel road standard and why my original justification around the road construction being a form track is not considered appropriate. Our preference is for a form tract to be considered for the development."

Council has an obligation for safety of road users and appropriate maintenance levels on all constructed road reserves within the region. Therefore, until such time as a determination is made to close the road, the unformed section of road reserve connecting Homestead Road to the subject site must be constructed to a suitable standard, as determined by Council. No change to the timing requirements can be made through the conditions of approval. The applicant could seek to enter into an infrastructure agreement with Council, following the issue of the Development permit, to reduce upfront construction requirements.

However, in accordance with Council's adopted Transport Asset Management Plan and the expected traffic volumes associated with the development, the required road construction is able to be revised to reflect a rural minor access road. This reduces the road construction from a 5 metre wide road on an 8 metre formation, back to a 4 metre gravel road.

Therefore, in this instance the applicant's representations are considered reasonable to accept, in part, and Condition 22 is amended as follows:

Roadworks, Car Parking and Vehicle Access

22. The section of road reserve between Homestead Road and the subject site is to be constructed to a suitable gravel standard with a **minimum** carriageway width of **5 4.0 metres and is to include stormwater drainage on an 8.0 metre formation, formed grass verges and table drains.**

Alternatively,

An application is to be made to the Department of Resources (DR) to close the unmade gazette road located between Homestead Road and the subject site. If the application is

approved, the area of the road reserve is to be amalgamated in to: Lot 12 RP31031 if a covenant is in place in accordance with Condition 4; or the newly amalgamated lot, **OR subject to a Realignment of Boundaries application whereby all lots have access to an existing constructed road**. If the application to close the road is refused, a copy of the advice from the DR stating that fact must be submitted to Council prior to the use commencing

If a road closure approval is granted, construct a 3.0 metre wide all-weather driveway from Homestead Road to connect to the cabins, as outlined in Condition 25.

Recommendation

THAT Council agree, in part, with the change representations made in relation to the application for a Material Change of Use for Short-term accommodation (Two (2) cabins, up to eight (8) people) on land at Homestead Road, Rosenthal Heights described as Lots 12, 13 and 14 RP31031, and the conditions of approval be amended as follows:

- (a) Condition 4 is amended as follows:

Easements and Covenants

4. The existing allotments, Lots 12, 13 and 14 RP31031, are to be amalgamated into one allotment and a new Certificate of Title issued to cover the newly created allotment prior to the use of the site commencing.

Alternatively,

A statutory covenant is to be provided over Lots 12, 13 and 14 RP31031 to retain these lots in the same ownership until such time as the lots are amalgamated, **new lots are registered in accordance with a development permit for Reconfiguring a lot**, or the approved use of the land ceases. The covenant documentation is to be submitted to Council for approval.

- (b) Condition 22 is amended as follows:

Roadworks, Car Parking and Vehicle Access

22. The section of road reserve between Homestead Road and the subject site is to be constructed to a suitable gravel standard with a **minimum** carriageway width of **5 4.0 metres and is to include stormwater drainage on an 8.0 metre formation, formed grass verges and table drains**.

Alternatively,

An application is to be made to the Department of Resources (DR) to close the unmade gazette road located between Homestead Road and the subject site. If the application is approved, the area of the road reserve is to be amalgamated in to: Lot 12 RP31031 if a covenant is in place in accordance with Condition 4; or the newly amalgamated lot, **OR subject to a Realignment of Boundaries application whereby all lots have access to an existing constructed road**. If the application to close the road is refused, a copy of the advice from the DR stating that fact must be submitted to Council prior to the use commencing

If a road closure approval is granted, construct a 3.0 metre wide all-weather driveway from Homestead Road to connect to the cabins, as outlined in Condition 25.


- (c) All other conditions remain unchanged.

ATTACHMENTS

Nil

13.3 Consideration of Change Representations: Murray C & Cheryl A Sondergeld C/- NSPIRE Planning and Design - 128 Swan Creek School Road, Swan Creek

Document Information

 Southern Downs <small>REGIONAL COUNCIL</small>	Report To: Ordinary Council Meeting	
	Reporting Officer:	Meeting Date: 17 July 2024
	Planning Officer	ECM Function No/s:

APPLICANT:	Murray C & Cheryl A Sondergeld C/- NSPIRE Planning and Design
OWNER:	Murray C & Cheryl A Sondergeld
ADDRESS:	128 Swan Creek School Road, Swan Creek
RPD:	Lot 2 RP30728 and Lot 34 SP209392
LAND USE AREA:	Rural (Alluvial Plains precinct)
PROPOSAL:	Other Change to Medium impact industry (Extension to existing spray painting and sandblasting)
LEVEL OF ASSESSMENT:	Impact
SUBMITTERS:	Nil
REFERRALS:	Department of Housing, Local Government, Planning and Public Works
FILE NUMBER:	MCU\01954.02

RECOMMENDATION SUMMARY

THAT Council refuse the change representations made in relation to the change application for a Development Permit for the purpose of an Other Change to Medium impact industry (Extension to existing spray painting and sandblasting), on land at 128 Swan Creek School Road, Swan Creek, described as Lot 2 RP30728 and Lot 34 SP209392.

REPORT

On 3 June 2024, Council issued an approval to change an existing Development Permit for the purpose of an Other Change to Medium impact industry (Extension to existing spray painting and sandblasting), located at 128 Swan Creek School Road, Swan Creek, on land described as Lot 2 RP30728 and Lot 34 SP209392. The development application seeks to formalise an existing unlawful use of one shed along Swan Creek School Road for the purpose of Medium impact industry (Extension to existing spray painting and sandblasting).

On 4 April 2023, the applicant lodged a Minor Change application to the Material Change of Use for the purpose of Medium impact industry (spray painting and sandblasting), located at 128 Swan Creek School Road, Swan Creek, on land described as Lot 34 SP209392 (Council Reference: MCU\01954.01). The Minor Change application sought an approval for the construction of an awning attached to the northern elevation of the shed used for the Medium impact industry (spray painting and sandblasting) and the shed attached along the western wall of the Medium impact industry shed (BLD\16762).

Upon review of Council's records and a site inspection conducted by Council's Planning Officer on 19 April 2023, it was found that the western-most shed (BLD\16762) was being unlawfully used for spray painting and sandblasting. The existing approval (MCU\01954) only permitted the use of the 11.0 metre x 10.0 metre shed (BLD\15850) for the Medium impact industry (spray painting and sandblasting) and did not include the second attached shed (BLD16762). The application was withdrawn on 11 May 2023.



Figure 1: Aerial of subject site

The subject land is comprised of two (2) lots and is sited within the locality of Swan Creek. Lot 2 RP30728 has an area of 8.3 hectares and Lot 38 SP209392 has an area of 2.8 hectares. Both lots maintain frontage to Swan Creek School Road, which is a bitumen sealed road without kerb and channel, though Lot 2 RP30728 also has frontage to Warwick-Yangan Road, which is a bitumen sealed, State-controlled road without kerb and channel.

Lot 34 SP209392 contains five (5) sheds, one of which has approval to be used for the purpose of a Medium impact industry (spray painting and sandblasting). Lot 2 RP30728 contains a Dwelling house and associated outbuildings. The owners and operators of the existing Medium impact industry reside in the Dwelling house within the adjoining lot, Lot 2 RP30728. The existing Medium impact industry has been approved to be conducted within the 11.0 metre x 10.0 metre shed, and involves a panel bay, an enclosed spray-painting booth and a mezzanine floor. Figure 2 identifies all of the major buildings on-site. The proponent is J & K Automotive Refinishing who provide services in smash repairs, restorations and sandblasting.

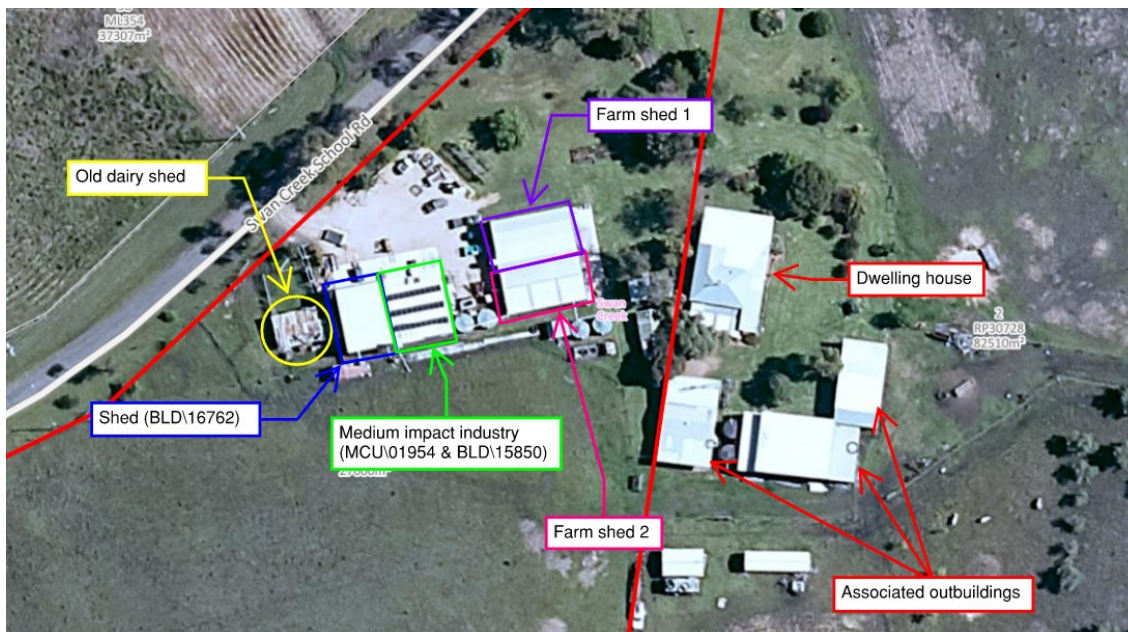


Figure 2: Identification of each building

The applicant has proposed to extend the existing Medium impact industry on the subject site, Lot 34 SP209392. The proposed extension involves the utilisation of the shed attached along the western wall of the existing Medium impact industry, and will include a panel-beating bay and a sandblasting bay. The applicant has also proposed to construct an awning over the existing concrete loading pad of the two sheds proposed for the Medium impact industry. The awning will be constructed along the northern elevation of both sheds proposed for the Medium impact industry, and will be setback approximately 7.7 metres from the north-western boundary with Swan Creek School Road.

The applicant has indicated there are six (6) existing carparking spaces available for the proposed Medium impact industry. The carparking spaces will be located on the existing gravel hardstand area north of the proposed Medium impact industry buildings. The applicant has indicated the gravel hardstand area will also be used for deliveries of goods, and as a loading and unloading area.

The applicant has proposed the development to be completed in three stages. Stage 1 has been completed, and is the use of the 11.0 metres x 10.0 metres building for the purpose of the Medium impact industry. Stage 2 is the use of the 9.15 metres x 12.075 metres shed attached along the western wall of the approved Medium impact industry shed as an extension to the Medium impact industry. Stage 3 is the erection of the awning over the existing concrete pad along the northern elevation of both sheds proposed for the Medium impact industry.

The approved plans are shown below:

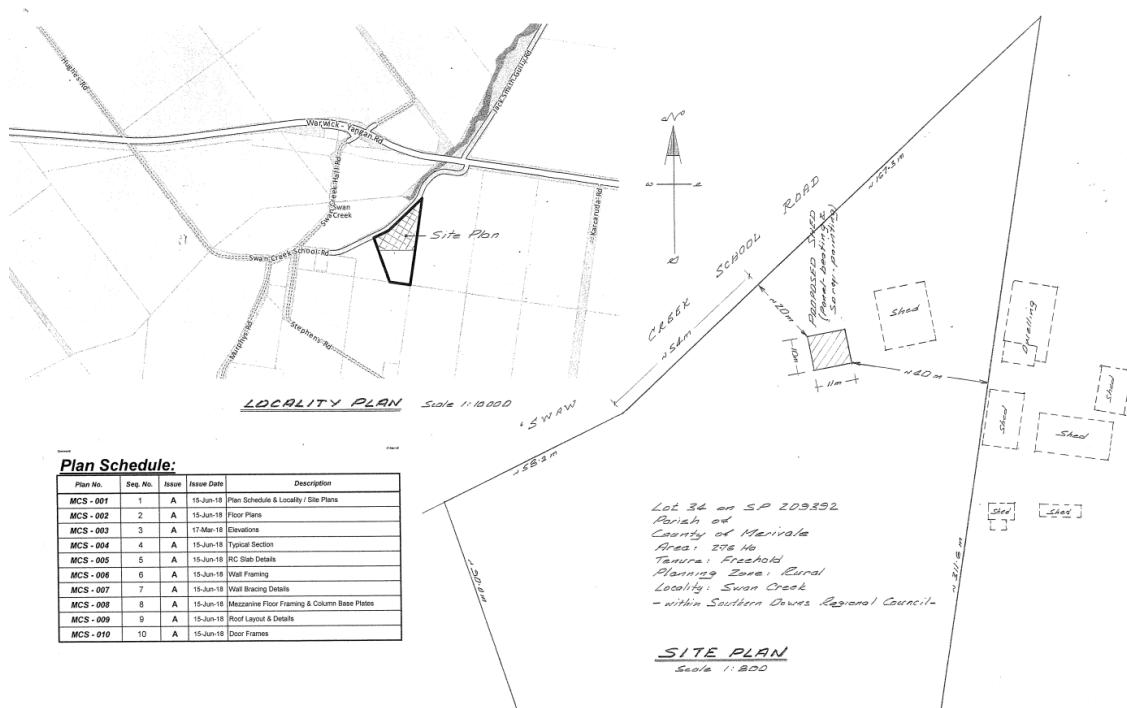


Figure 3: Site Plan – Stage 1

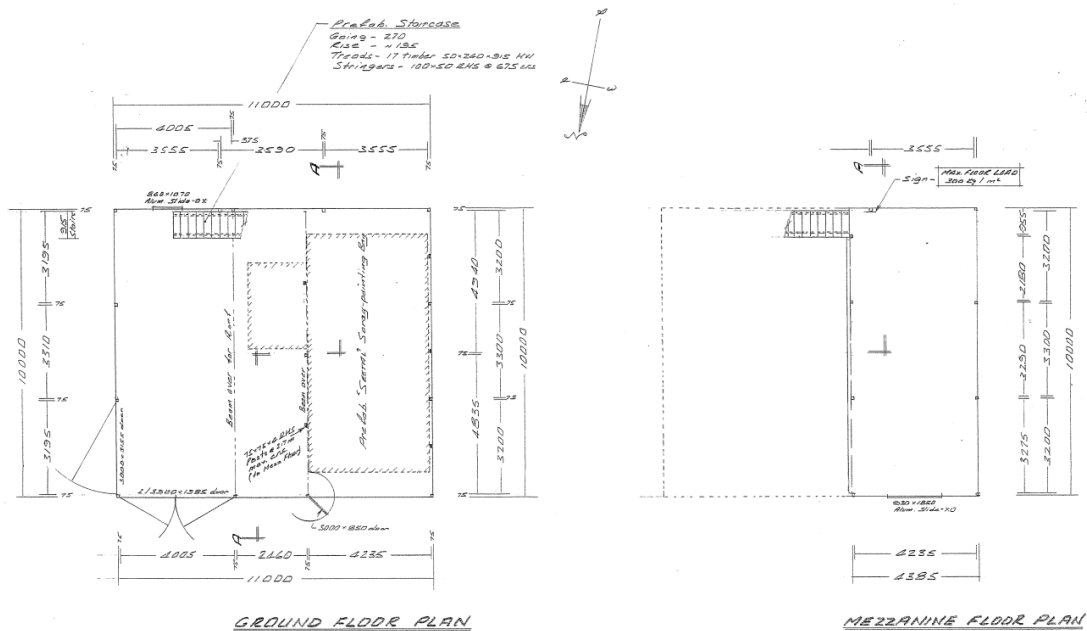


Figure 4: Site Plan – Stage 2

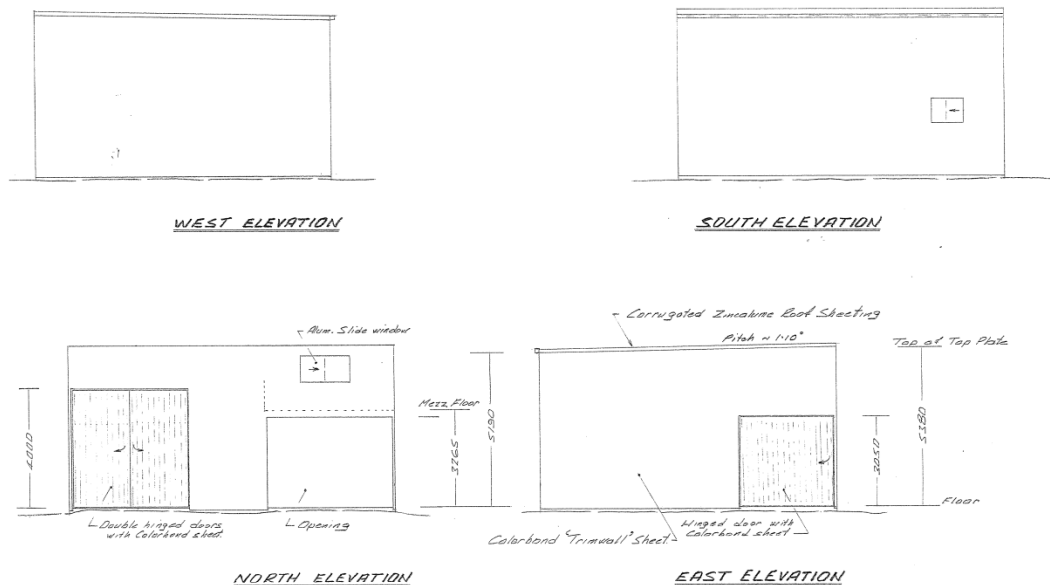


Figure 5: Elevations – Stage 1

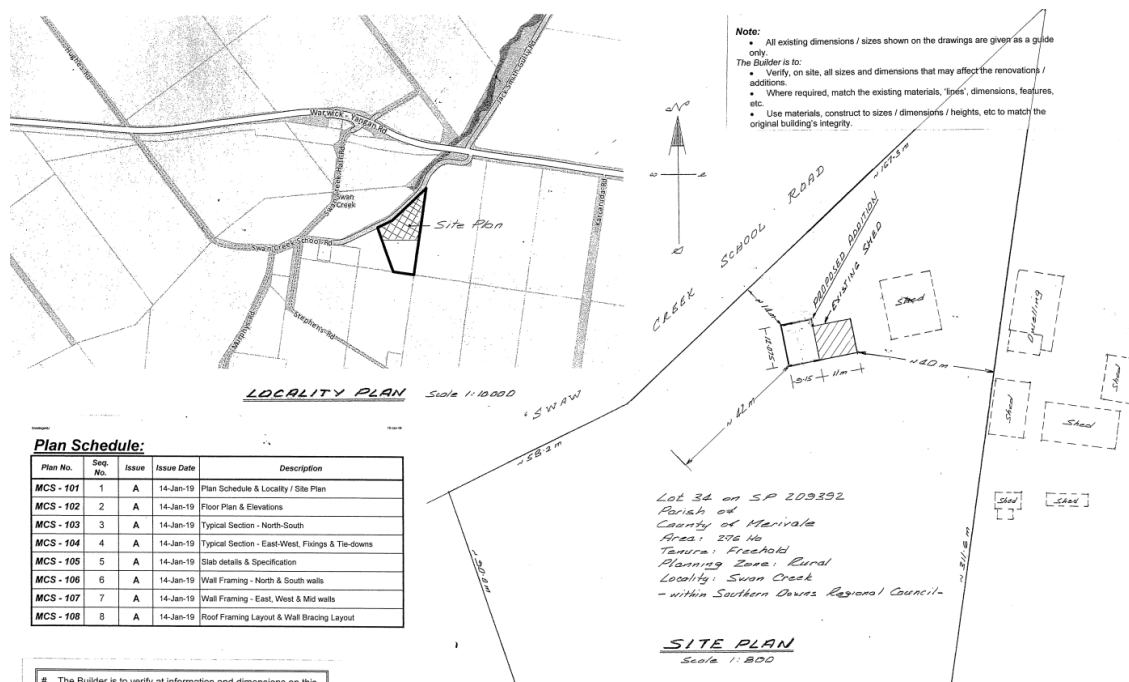


Figure 6: Site Plan – Stage 2

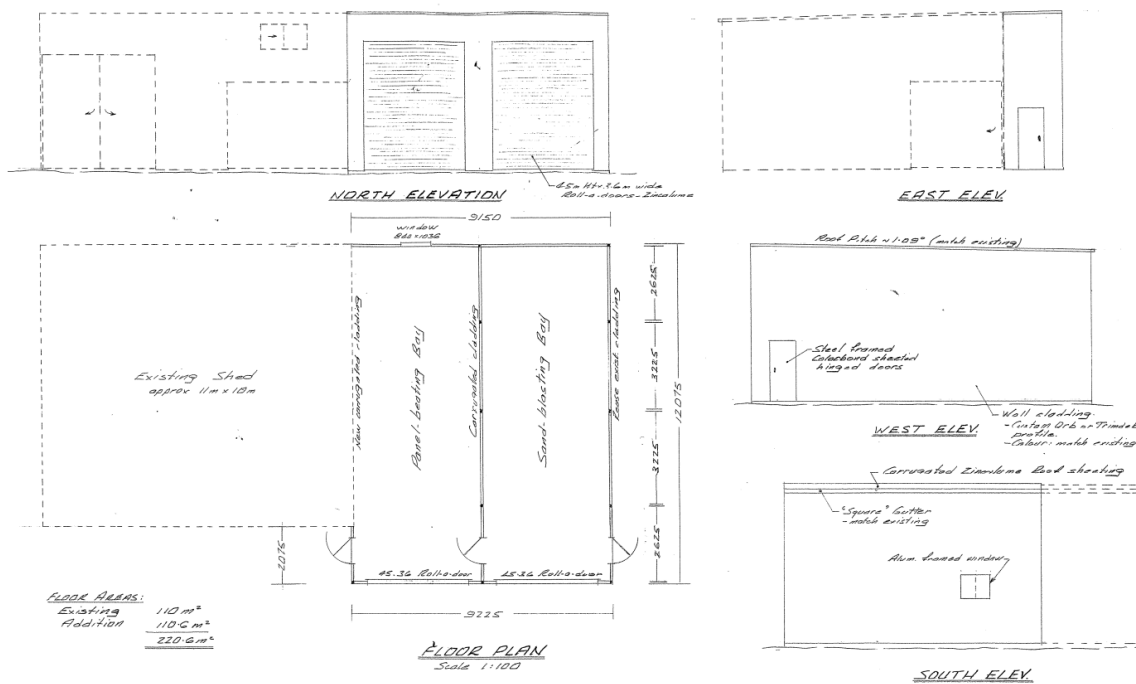


Figure 7: Floor Plan and Elevations – Stage 2

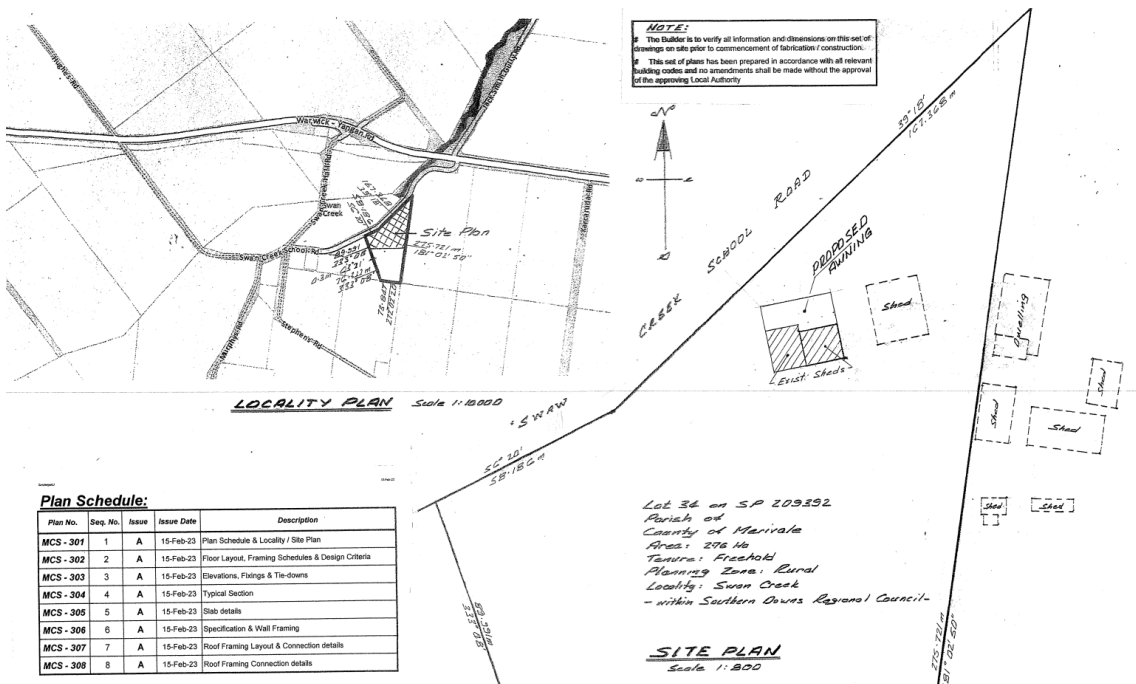


Figure 8: Proposed Site Plan – Stage 3

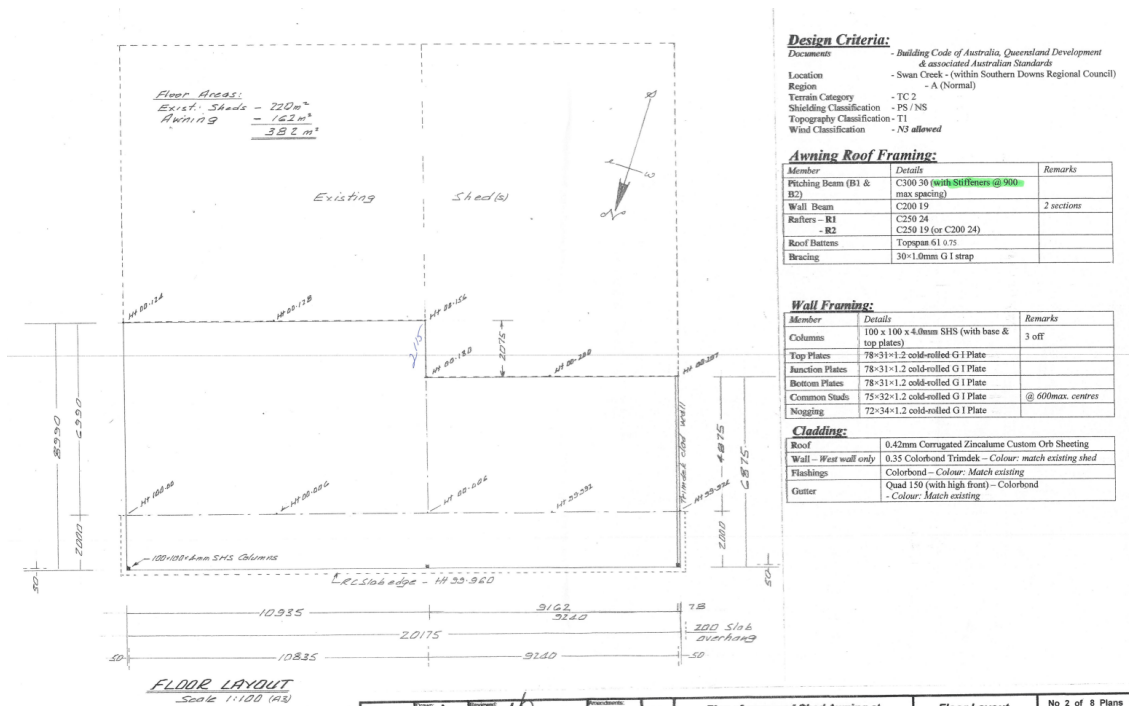


Figure 9: Proposed Floor Layout – Stage 3

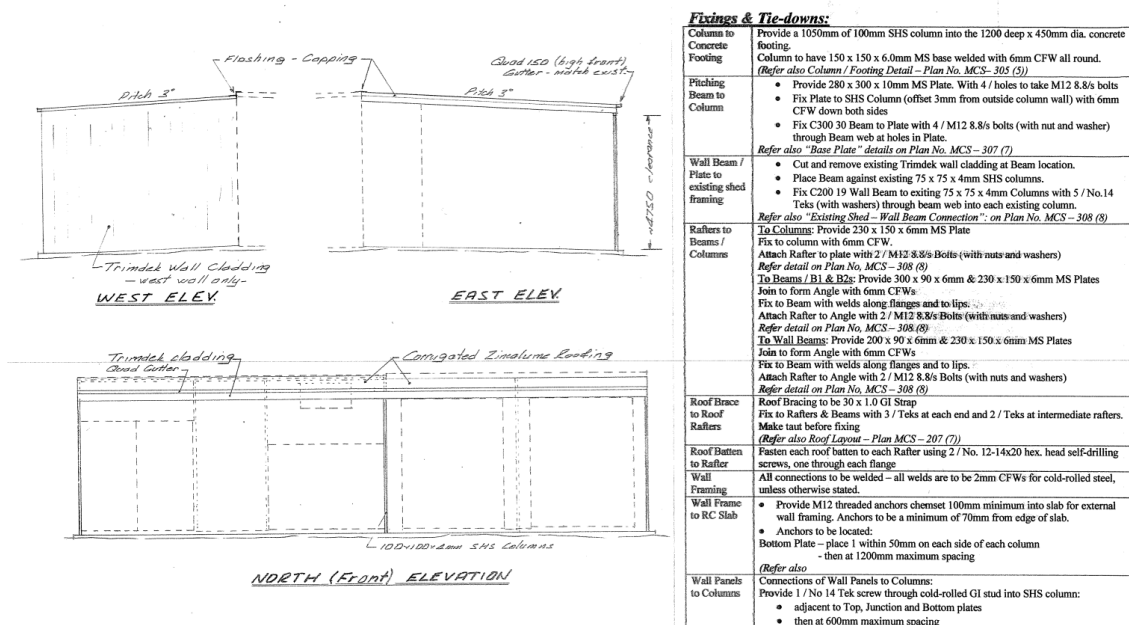


Figure 10: Proposed Elevations – Stage 3

The applicant has made change representations requesting the alteration of Condition 29.

Condition 29

Condition 29 reads as follows:

29. A five (5) metre wide landscaped buffer is to be planted west of the 'Old Dairy' shed, in-line with the Stage 2 Medium impact industry shed as to provide a visual buffer. The trees planted within the buffers are to be suitable to grow to heights of between 3.0 metres and 20 metres. The treed buffers are to be maintained so they form an effective buffer.

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

Conditions 29 of Schedule 1 requires a 5.0m wide landscaping buffer west of the old dairy. Although this was an original condition which was amended in the change application, it has never been possible to achieve. This buffer cuts across the original cattle yards for the dairy. These yards have been altered over the years but remain an essential part of the

remaining rural property. This buffer would make the yard and races impossible to use and any alternative location of the yards an unreasonable imposition of the land. Whilst my clients recognise the reason for this condition to provide a buffer to the road and neighbour it is not possible to achieve. Therefore, an alternative solution is suggested. The Sondergelds have always maintained the verge in this section of Swan Creek School Road including the planting and maintenance of the street trees. They are prepared to provide a 3.0m wide buffer against the fence within the road reserve over the section shown to the attached sketch as the alternative to the 5.0m impractical one required by condition 29.

I would request that this condition be altered to reflect the alternative solution.

The applicant has proposed to plant a vegetative buffer in an alternate location in accordance with the following diagram:

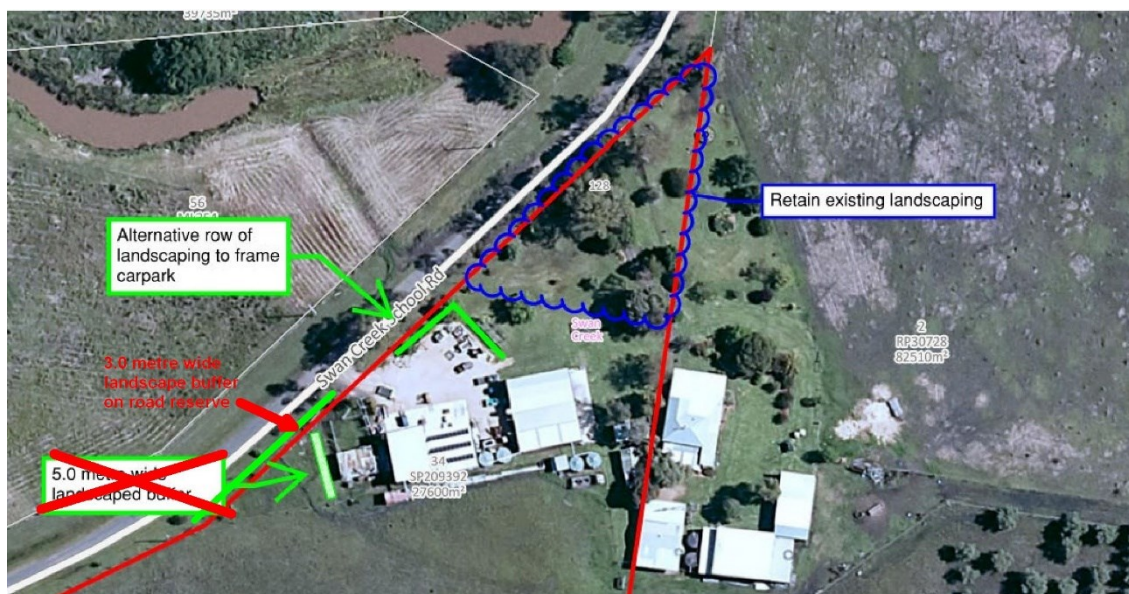


Figure 11: Alternate landscaping proposed by the applicant

The applicant has proposed to plant landscaping with a width of three (3) metres within the road reserve of Swan Creek School Road. The applicant has stated the 5.0 metre wide landscape buffer required to be planted to the west of the 'Old Dairy' shed, in-line with the Medium impact industry shed is not possible due to existing fencing and cattle yards.

The original Development Permit for Material Change of Use for the purpose of a Medium impact industry (spray painting and sand blasting), resolved by Council on 27 June 2018, required landscaping 'to be provided adjacent to the "old Dairy" structure west of the proposed blasting shed to provide a visual buffer to the new building from the adjoining properties and road'. This condition was altered as part of the change application for a Development Permit for the purpose of Other Change to Medium impact industry (Extension to existing spray painting and sandblasting) to ensure the treed buffer forms an effective buffer by specifying the minimum width and height of the buffer. The intent of the landscaping is to screen the Medium impact industry from the road and adjacent properties. The landscaping in this location will ensure the rural character of the land is retained, and is respectful and sympathetic to the adjoining Local heritage place. The landscaping is to be planted in accordance with Figure 12.

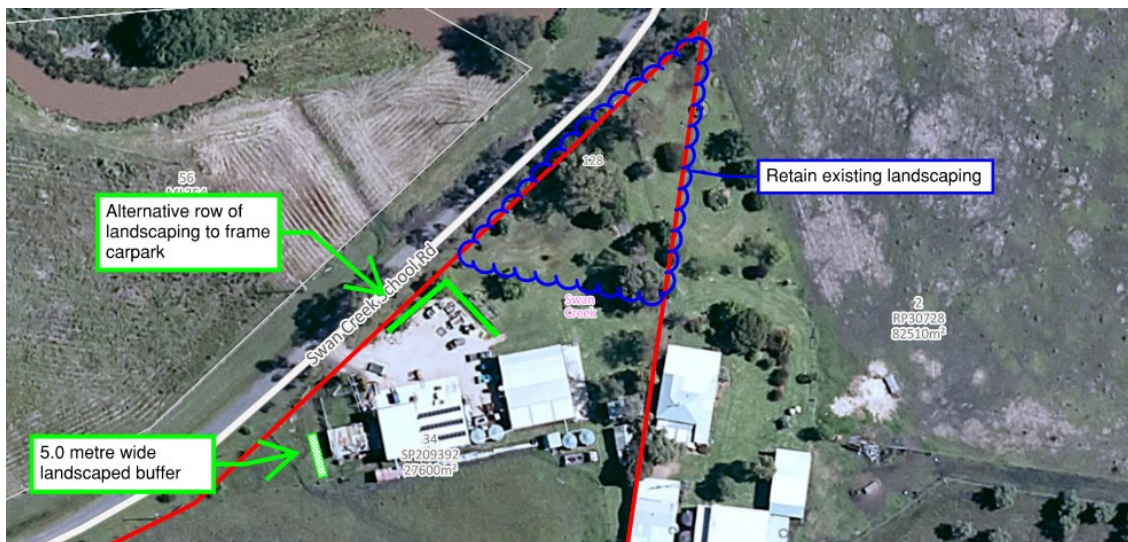


Figure 12: Conditioned landscaping to be planted

Street imagery taken in March 2024 of the western elevation of the 'Old Dairy' shed and the proposed Medium impact industry shed extension shows there is existing fencing and cattle yards within the area that Condition 29 requires a 5.0 metre wide landscaped buffer to be planted, shown in Figure 13.



Figure 13: Western elevation of 'Old Dairy' shed (Google Maps - March 2024)

However, a review of Council's aerial imagery taken in 2019 and 2022 shows that there are no existing fences or cattle yards west of the 'Old Dairy' structure, in-line with the Medium impact industry shed/s, shown in Figures 14 and 15. Furthermore, a site inspection conducted by Council's Planning Officer on 19 April 2023 confirmed there are no permanent fences or cattle yards to the west of the 'Old Dairy' shed, shown in Figure 16. This imagery shows that there was an adequate area for a landscaped buffer to be planted to the west of the 'Old Dairy' shed, as required by the original Development Permit. The erection of this permanent fencing in this location directly conflicts with the Conditions of Approval for the Development Permit for a Medium impact industry (spray painting and sandblasting) over the land at this time.



Figure 14: Council's Aerial imagery of 'Old Dairy' shed in 2022



Figure 15: Council's Aerial imagery of 'Old Dairy' shed in 2019



Figure 16: Western elevation of 'Old Dairy' shed (Council site inspection – 19 April 2023)

Though a change application was made in relation to non-compliances with the original Development Permit issued, as well as the unlawful use of a building for the purpose of Medium impact industry (spray painting and sandblasting), a landscaping buffer that is to be planted to the west of the 'Old Dairy' shed is considered necessary to adequately screen the development and minimise the visual impact of the development.

As there was an adequate area for the landscaped buffer to be planted to the west of the 'Old Dairy' shed when the original Development Permit was issued, and the erection of permanent fencing in this location directly conflicts with the Conditions of Approval for the original Development Permit, the non-compliance of this condition does not negate the requirement for the landscaped buffer to be to the west of the 'Old Dairy' shed. Therefore, it is recommended that Condition 29 be retained.

Recommendation


THAT Council refuse the change representations made in relation to the change application for a Development Permit for the purpose of Other Change to Medium impact industry (Extension to existing spray painting and sandblasting), on land at 128 Swan Creek School Road, Swan Creek, described as Lot 2 RP 30728 and Lot 34 SP209392, and the conditions remain unchanged.

ATTACHMENTS

Nil

13.4 Nomination for Director of the Darling Downs-Moreton Rabbit Board

Document Information

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

Recommendation

THAT Council endorse the nomination of Councillor Carla Pidgeon for a Director position on the Darling Downs-Moreton Rabbit Board.

REPORT

Background

Correspondence was received from The Honourable Mark Furner, Minister for Agricultural Industry Development and Fisheries and Minister for Rural Communities, dated the 24 June 2024, seeking nominations for Director positions of the Darling Downs-Moreton Rabbit Board (the Board) (see Attachment 1).

Report

The Board's function is to maintain the rabbit barrier fence and ensure rabbits are managed in the Darling Downs-Moreton operational area. The district covers eight Local Government areas, and six new directors will be appointed from the eight Local Governments. The term of appointment of the six directors currently on the board will expire on the 7 August 2024.

Nominations were due on the 8 July 2024, and Councillor Carla Pidgeon was nominated. Cr Pidgeon's portfolio covers biosecurity, which aligns with the objectives of the Darling-Downs Moreton Rabbit Board. Cr Pidgeon's nomination is in Attachment 2.

Conclusion/Summary

This report is to seek Council's endorsement of the nomination for Councillor Carla Pidgeon for a Director position on the Darling-Downs Moreton Rabbit Board.

FINANCIAL IMPLICATIONS

Council pays a precept each year to the Darling Downs-Moreton Rabbit Board, as required under the *Biosecurity Act 2014*. For the 2024-25 financial year, this is \$342,846.

RISK AND OPPORTUNITY

Risk

Nil

Opportunity

By nominating a Council representative, this will help ensure Council has representation on and input into the operations of the board.

COMMUNITY ENGAGEMENT

Internal Consultation

Nil

External Consultation

Nil

LEGAL / POLICY

Legislation / Local Law

Biosecurity Act 2014

Local Government Act 2009

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 2 Our Places

Outcome: 2.3 Our natural and agricultural environments are healthy, resilient and sustainable.

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

Policy / Strategy

Southern Downs Regional Council Invasive Pests Strategic Plan 2021-2024

ATTACHMENTS

1. SDRC letter to Department of Agriculture and Fisheries with Darling Downs Moreton Rabbit Board Nomination[↓](#)
2. Minister letter to CEO calling for DDMRB nominations[↓](#)



8 July 2024

Mr Craig Hunter
Senior Policy Officer
Invasive Pests and Animals
Department of Agriculture and Fisheries
BRISBANE QLD 4000

Email: craig.hunter@daf.qld.gov.au

Dear Mr Hunter

Re: Southern Downs Regional Council – Nomination to Darling Downs-Moreton Rabbit Board

I refer to recent correspondence from the Minister calling for nominations to the Darling Downs-Moreton Rabbit Board ("the Board").

Council would like to nominate Cr Carla Pidgeon for a position as Director of the Board. Cr Pidgeon is Council's Portfolio Councillor for Productive Communities with areas of responsibility including agriculture, biosecurity and pest management.

Please find enclosed a Curriculum Vitae and Statement for Cr Pidgeon's nomination.

Please note that Council intends to endorse Cr Pidgeon's nomination at its Ordinary Meeting scheduled for 17 July 2024.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Dave Burges', is written over a horizontal line. The signature is fluid and cursive.

Dave Burges
Chief Executive Officer

Encs



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

Our ref: CTS 10529/24

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

24 June 2024

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

Dear Mr Burges

I am writing regarding the Darling Downs-Moreton Rabbit Board (the Board). The Board's function is to maintain the rabbit barrier fence and ensure that rabbits are managed in the Darling Downs-Moreton operational area. This district covers eight Local Government Areas in South East Queensland. These Local Government Areas are:

- City of Gold Coast Council
- Ipswich City Council
- Lockyer Valley Regional Council
- Logan City Council
- Scenic Rim Regional Council
- Southern Downs Regional Council
- Toowoomba Regional Council
- Western Downs Regional Council.

I am aware that the Chief Executive of the Board has written to you recently to advise you that I would be calling for nominations. The term of the appointments of the six directors currently on the Board will expire on 7 August 2024. I intend to appoint six new directors from candidates nominated by the eight Local Governments. As one of the Local Governments in the Board's operational area and a contributor to the funding of the Board, I invite you to nominate up to two representatives for your Local Government area to be considered for appointment to the Board.

While the *Biosecurity Act 2014* (the Act) does not prescribe the qualifications a person must have, it is highly desirable for a director to bring a combination of relevant skills and experience to the role. A role description is attached to assist you with selecting your nominees and ensure nominees have the attributes needed to effectively contribute as a director on the Board. The desirable attributes, listed in the attached role description, are consistent with functions of the Board and are in line with the Queensland Government's 'Welcome Aboard: A Guide for Members of Queensland Government Boards, Committees and Statutory Authorities', and with the Queensland Cabinet Handbook.

I also encourage you to consider gender equality when selecting your nominees. The Queensland Government is committed to proactively increasing the number of women on boards. This is reflected in the 'Women on Boards Strategy', which aims for a target of 50 per cent of all new board appointees to be women. In line with this policy, I ask you to please consider nominating at least one woman who is a suitable candidate.

Under the Act, directors are appointed for a term of up to four years. The Board currently meets about six times per year and maintains an office located in Warwick.

In your reply, please provide:

- the full names (including any middle names) of up to two nominees (including at least one female nominee)
- a short curriculum vitae of no more than two pages from each nominee
- a short statement (maximum 200 words) from each nominee, stating how they are a suitable candidate for the role of director, including any desirable attributes they possess.

Given the rigorous nature of the Board's appointment process, it would be appreciated if you could respond by 8 July 2024 via email to Mr Craig Hunter, Senior Policy Officer, Invasive Plants and Animals at Craig.Hunter@daf.qld.gov.au.

If you require further information, please contact Mr Craig Hunter, Senior Policy Officer, Invasive Plants and Animals, Biosecurity Queensland in the Department of Agriculture and Fisheries on 0428 584 908 or email at Craig.Hunter@daf.qld.gov.au.

Yours sincerely




MARK FURNER MP

**Minister for Agricultural Industry Development and Fisheries and
Minister for Rural Communities**

Att – Rabbit Board Director Role Description

13.5 Changes to the Impoundment Boxes at the Warwick and Stanthorpe Pounds

Document Information

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

Recommendation

THAT Council endorse a six month trial of closing the impoundment boxes after hours at the Warwick and Stanthorpe animal pounds, and have the impoundment boxes open during Council's business hours only. If the trial is successful, the change is to be implemented as a permanent arrangement.

REPORT

Background

The impoundment boxes at the Warwick and Stanthorpe animal pounds are currently open 24 hours a day, 7 days a week. Members of the public can drop animals into the impoundment boxes at any time. There are some significant concerns with the current situation, as detailed below.

Report

By having the impoundment boxes open at all times, the following concerns have been identified:

- Safety of employees- The Local Laws Officers (LLOs) are unaware of what is going to be in the impoundment boxes when they open them, and they are often working by themselves, particularly on weekends. Dangerous dogs, feral cats, chickens and roosters are some of the animals which have been placed in the impoundment boxes in the past.
- Welfare of animals- Whilst there is water provided to animals in the impoundment boxes, it may be several hours until an officer checks the boxes on the weekend. The temporary housing of the animals in the small and cold impoundment boxes is not ideal.
- No accountability of pet owners- The impoundment boxes do not promote responsible pet ownership, which Council is trying hard to promote in all other animal management activities. Currently anyone can drop their animal into the impoundment boxes when they no longer want them, when they are moving town, or if the animal is sick and they are unable to afford the vet costs. Officers have been advised people have travelled from out of the region to utilise the impoundment boxes, as we are one of the few Council's with them available out of hours.
- Rehoming of animals from the impoundment boxes is difficult- Animals left in the impoundment boxes often lack essential information such as age, medical history, the location where they were found, behavioural issues, or any incidents of aggression. This hampers effective care and management, and can make rehoming difficult without this essential information.

Other regional Councils that officers contacted have either never had, or no longer have, impoundment boxes open after hours. This includes Goondiwindi, Maranoa, Western Downs, Toowoomba and Gladstone.

In the last financial year, over 80 animals have been abandoned in the impoundment boxes after hours. This is compared to less than 40 which have been straying and placed in the impoundment boxes after hours. This shows a majority of the use of the impoundment boxes after hours is by pet owners who no longer wish to take responsibility of their pet.

The welfare organisations who have been assisting Council in rehoming animals from the Council pounds are at capacity, and the situation continues to be critical. Any measure that Council can take to promote responsible pet ownership and reduce the number of animals being impounded will assist this.

The proposal is for:

- The impoundment boxes to be open during business hours and by appointment only.
- The impoundment boxes to be used for the dropping off of stray animals only, not for animals being abandoned.
- A fee to be charged if someone does want to surrender their animal, to help contribute towards Council's costs for managing the animal.
- Continue to allow feral cats to be brought in that have been trapped (continued biosecurity management).

It is proposed a 6 month trial be undertaken, with any feedback from the community and stakeholders collated.

The proposal will have the following benefits:

- Improved safety for Council employees and welfare for animals.
- Improved opportunity for impounded animals to find a home- either with their original owner, through rehoming, with the basic background information available.
- Encourage responsible pet ownership-
 - Face-to-face interactions with individuals surrendering pets can foster a sense of responsibility. This personal interaction can ensure that owners are more accountable for their decision to give up an animal.
 - Shifting the responsibility of animal welfare to pet owners rather than the Council can promote more responsible pet ownership. This includes reducing instances of people using the boxes to abandon unwanted litters.
 - Engaging with pet owners directly allows for educational opportunities and support.
- Efficiency in handling complaints- The increase in animals left in impoundment boxes has escalated the workload of Local Law Officers, taking up considerable time in processing, handling customer service enquiries, and coordinating with animal owners for releases. Closing the boxes would free up time for LLOs to investigate complaints more effectively and conduct other pro-active education work.

Conclusion/Summary

As detailed above, there are many benefits of reviewing the operation of the impoundment boxes at the Warwick and Stanthorpe animal pounds, and to closing access to the boxes after hours. It is recommended Council endorse a trial of the proposed change.

FINANCIAL IMPLICATIONS

The change may result in less revenue from fee income, including impoundment and release fees. This will be offset by less expenditure, including staff time for looking after the animals and finding their owners/rehoming solutions, vet expenses, operating costs for keeping animals in the pounds (for example, food), and payment/donation to welfare organisations for rehoming animals.

RISK AND OPPORTUNITY

Risk

There is the risk the change may lead to an increase in straying animals, or animals being 'dumped' in the community rather than in the impoundment boxes. This will be monitored. It is noted generally residents try to reunite stray animals with their owners first before taking them to the pound facilities, for example, through social media or word of mouth.

Opportunity

The opportunities of the proposed change include:

- providing a safer work environment for Council employees, particularly on-call staff who generally work alone;
- promoting responsible pet ownership to the community;
- improving opportunities for rehoming of animals; and
- improving efficiency of work for Local Laws Officers, allowing them to concentrate on higher risk work duties.

COMMUNITY ENGAGEMENT

Internal Consultation

Information on the trial will be provided to the Communications and Marketing and Customer Services teams.

External Consultation

Consultation will occur during the six month trial, including collating feedback from relevant stakeholders- residents, welfare organisations and vet practices in the region.

LEGAL / POLICY

Legislation / Local Law

Local Government Act 2009

Animal Management (Cats and Dogs) Act 2008

Local Law No. 2 (Animal Management) 2011

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.

Policy / Strategy


Nil

ATTACHMENTS

Nil

13.6 2024 LGAQ Conference Motion- Improved Soil Conservation Management

Document Information

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

Recommendation

THAT Council submit the following motion to the 2024 LGAQ Annual Conference:-

Improved Soil Conservation Management to reduce the environmental impacts and the financial burden to Councils of road maintenance.

REPORT

Background

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

The LGAQ Annual Conference is scheduled to be held from 21 to 23 October 2024 in Brisbane and motion submissions close on 29 July 2024.

Motions must be endorsed by resolution of Council.

Report

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

Based on feedback received, the following motion is presented for Council's consideration. This has been developed with the Manager Works working in partnership with Council's Environment and Sustainability Officer.

Title: Improved Soil Conservation Management to reduce the environmental impacts and the financial burden to Councils of road maintenance.

Motion:

The LGAQ calls on the State Government to conduct a review into the effectiveness of the Soil Conservation Act 1986 (the Act) with a focus on:

- How effective is the Act in supporting soil conservation outcomes for local governments in the context of managing road infrastructure.
- Whether there are gaps between the Act and other legislation and regulations associated with planning and development that can lead to detrimental soil conservation

outcomes/increased cost burdens for local governments in the context of managing road infrastructure.

- A cost benefit analysis of proactive versus reactive management of soil conservation and the damage caused to environment and infrastructure by runoff and erosion.
- Whether the resourcing provided to implement the Act is sufficient to support local governments management of current, and minimise the impact of future, soil conservation issues.

The proposed motion intends to improve both financial and environmental outcomes for Council. The road network is being impacted by both sediment deposition and rainfall watershed increasing from adjacent drains being obstructed by sediment. This is resulting in increased maintenance and repair costs for Council. In addition, there is minimal resourcing currently available for education and regulation of soil conservation plans, to help manage the valuable resource.

Full details of the proposed motion are in Attachment 1.

Conclusion/Summary

The proposed motion is an important issue to advocate the State Government on, to improve the financial outcomes for Council, as well as to help protect an important resource for sustaining both agricultural and environmental management.

FINANCIAL IMPLICATIONS

If no action is taken, local roads will continue to be negatively impacted by both the deposition of sediment onto road surfaces as well as erosion leading to obstruction of drains adjacent to roadways. This is resulting in on-going increased maintenance costs for Council.

RISK AND OPPORTUNITY

Risk

The regulation and resourcing of the Soil Conservation Act 1986 has decreased overtime by the State Government. If this is not improved, there will continue to be increasing costs of road maintenance for Council, as well as continued impacts on the soil ecosystem, which is essential for sustaining both agricultural and environmental management.

Opportunity

Improved resourcing, knowledge sharing, and action in soil management will help ensure proactive management of soil and its biodiversity, which is the responsibility of land managers and all levels of government. Officers have drafted a Southern Downs Soil Conservation and Road Network Strategy, which outlines actions for Council in managing road maintenance, planning and training of staff to improve awareness of soil management.

COMMUNITY ENGAGEMENT

Internal Consultation

Councillors (presentation at the Council Information Session on 26 June 2024), Chief Executive Officer, Directors, and relevant Managers.

External Consultation

LGAQ, Regional Soil Coordinator.

LEGAL / POLICY

Legislation / Local Law

Environmental Protection Act 1994

Soil Conservation Act 1986

Water Act 2000

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

Southern Downs Environmental Sustainability Strategy

ATTACHMENTS

1. 2024 LGAQ Conference Motion- Improved Soil Conservation Management[📄](#)



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

2024 LGAQ Annual Conference – Motions template

Please use this template to prepare and submit your motion using the link below.
Please use text only – no images or tables.

Who is the key contact for this motion? (required)	Dave Burges
Do you have a contact at the LGAQ for this motion? (optional)	Joshua Dyke and Jarrod Hellmuth
Submitting council (required)	Southern Downs Regional Council
Supporting organisation (if applicable)	
Council resolution # (required)	
Date of council resolution (required)	17/07/2024
✓ Does this motion have state-wide relevance? Yes	
Title of motion (required)	Improved Soil Conservation Management to reduce the environmental impacts and the financial burden to Councils of road maintenance.
Motion (required)	<p>The LGAQ calls on the State Government to conduct a review into the effectiveness of the <i>Soil Conservation Act 2010 (the Act)</i> with a focus on:</p> <ul style="list-style-type: none"> • How effective is the Act in supporting soil conservation outcomes for local governments in the context of managing road infrastructure. • Whether there are gaps between the Act and other legislation and regulations associated with planning and development that can lead to detrimental soil conservation outcomes/increased cost burdens for local governments in the context of managing road infrastructure. • A cost benefit analysis of proactive versus reactive management of soil conservation and the damage caused to environment and infrastructure by runoff and erosion. • Whether the resourcing provided to implement the Act is sufficient to support



	local governments management of current, and minimise the impact of future, soil conservation issues.
What is the desired outcome sought? (required) 200 word limit	<ul style="list-style-type: none"> • An audit of current soil conservation plans is conducted especially where reconfiguration of a lot has occurred. • All existing soil conservation plans are registered on property title. • Soil conservation triggers are integrated into planning and development legislation, regulation and processes. • The Queensland Government allocates sufficient resources to soil conservation such that it can, in a timely manner, support councils with both the management of current soil conservation issues as well as the creation of new soil conservation project plans to support future development.
Background (required) 350 word limit	<p>The local road surfaces are being negatively affected by the deposition of sediment and erosion from rainfall watershed from adjacent agricultural, hobby farming and industrial lands. The economic cost to Council of maintenance and repair of the pavement and gravel surfaces due to water intrusion and sediment load affecting the surface and subsurface is significant and hard to plan for. The obstruction of drains from sediment run off from agricultural, hobby farming and industrial land is affecting the ability of the water to efficiently move through the constructed and natural drainage systems. The movement of the water within the footprint of the bituminous and unsealed pavements is physically eroding the substrate which leads to failure.</p> <p>The cost of these failed or destabilised systems is increasing with more intense rainfall events within the regions. The rainfall events are predicted to increase. The extent of the damage is dependant on the slope gradient, existing agricultural contour banks and sediment control, vegetation and groundcover, catchment area, soil erosivity including sodicity and salinity, rainfall intensity and the constructed basin design or the natural drainage. There is currently little or no support from State government while the lack of regulation of existing soil conservations plans is exacerbating the problem for councils in managing sediment from adjacent lands.</p>


**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 - Water Security for the Southern Downs

Document Information

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

Notice of Motion – To Be Moved by Mayor Hamilton

THAT, following completion of the Southern and Darling Downs Regional Water Assessment, to progress finding and continue to advocate for water security in Southern Downs Region, Council:

1. Acknowledges the cost benefit of evaporation covers for on-farm dam storages stated in the Southern and Darling Downs Regional Water Assessment and supports advocacy by Council for funding assistance for the region's horticultural producers from the Queensland and Australian governments.
2. Supports a detailed business case for the Warwick to Stanthorpe pipeline being advanced as soon as possible, and no later than within 2 years, to allow Council to assess the options for improved urban water security for Stanthorpe and supports advocacy by Council to secure funding for such detailed business case; and
3. Acknowledges the further project development work in relation to Emu Swamp Dam (Granite Belt Irrigation Project) to be undertaken by the Queensland Government which will enable Council to assess the options for improved urban water security for Stanthorpe.

Report

In accordance with Section 8.6 of Council Meetings Policy PL-CS036, Mayor Hamilton has submitted the attached Notice of Motion **Attachment 1** regarding the continued advocacy for water security for the Southern Downs region.

The Department of Regional Development, Manufacturing and Water recently presented a briefing to Council on the Southern and Darling Downs Regional Water Assessment, the various options considered for the Southern Downs under the Regional Water Assessment and the findings of the Regional Water Assessment that were included in the public consultation process with Council and the community.

Urban water security for Stanthorpe remains a key focus of Council, and this Council should have a clear mandate to effectively advocate for continued investigations into various options.

Council is asked to consider the motion.

ATTACHMENTS

1. Notice of Motion - Water Security for the Southern Downs [↓](#)



Notice of Motion by Councillors

Councillor: Melissa Hamilton

Date: 8 July 2024

Motion:

THAT

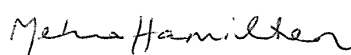
Following completion of the Southern and Darling Downs Regional Water Assessment, to progress findings and continue to advocate for water security in Southern Downs Region, that Council:

1. Acknowledges the cost benefit of evaporation covers for on-farm dam storages stated in the Southern and Darling Downs Regional Water Assessment and supports advocacy by Council for funding assistance for the region's horticultural producers from the Queensland and Australian governments;
2. Supports a detailed business case for the Warwick to Stanthorpe pipeline being advanced as soon as possible, and no later than within 2 years, to allow Council to assess the options for improved urban water security for Stanthorpe and supports advocacy by Council to secure funding for such detailed business case; and
3. Acknowledges the further project development work in relation to Emu Swamp Dam (Granite Belt Irrigation Project) to be undertaken by the Queensland Government which will enable Council to assess the options for improved urban water security for Stanthorpe.

Relevant Background Information

The Department of Regional Development, Manufacturing and Water recently presented a briefing to Council on the Southern and Darling Downs Regional Water Assessment, the various options considered for the Southern Downs under the Regional Water Assessment and the findings of the Regional Water Assessment that were included in the public consultation process with Council and the community.

Urban water security for Stanthorpe remains a key focus of Council, and this Council should have a clear mandate to effectively advocate for continued investigations into various options.

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

16. GENERAL BUSINESS

17. CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS

Nil